UNIT 3: SHORTHAND ACCURACY BUILDING

Learning Objectives

- Knowledge and skill building with the acquired shorthand theory and practices.
- Accuracy building in reading and writing shorthand language.
- Make use of shorthand language.

INTRODUCTION

STENOGRAPHY is the art or any method of writing very quickly. Speed in stenography writing also denotes the ability to read, especially to write, the sounds that maybe heard. It is possible by introducing the shorthand strokes of such word endings and beginnings for fast jotting of notes.

Unit III, SHORTHAND ACCURACY BUILDING's lessons 11 to 24 will develop the skills in accurate shorthand note - taking and transcription in time requirement. One of the very valuable usage for shorthand skill is the recording of information from visitors to the office or from people who call on the telephone and the like. People talk several times faster than you are able to write in longhand. Without shorthand skill, you would be forced to ask visitors and callers to repeat information where you failed to make complete notes.

By combining shorthand skill with good listening habits, you can write down all of the important facts that visitors and telephone callers give you. In this way information is complete, facts are accurate, and commitments may be kept. Moreover, using shorthand is an evidence of being a competent professional and creates the best possible image for the company.

LESSON 11

- 1. The Shorthand Principles for word ending -tion, -ciency, and -cient
- 2. The Shorthand Principles for word ending -tial
- 3. Transcription of numbers
- 4. The Shorthand Principles for Phrases containing been, able, and to

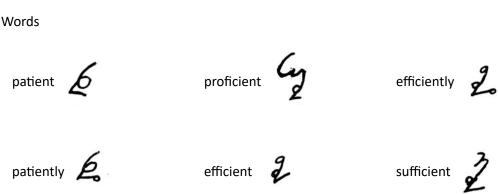
SHORTHAND PRINCIPLES FOR WORD ENDINGS -TION, -CIENCY, -CIENT

	onounced shun as in nation, fa				
	pronounced shun see as in pro		9.92		
-cient, p	ronounced -shunt as in patient	t, is written i	ish, t		
Example	s: nation, proficiency, patient				
-tion Wo	ords				
action	6)	collection	nos	occasion	9
national	L	selection	فرم	motion -	
section	87	applicatio	n eog	education	Ma
passion	6	decision		provision	Cy
vocation	La	location	ng	possession,	position 6
senarati	on 6	cornoratio			

-ciency Words

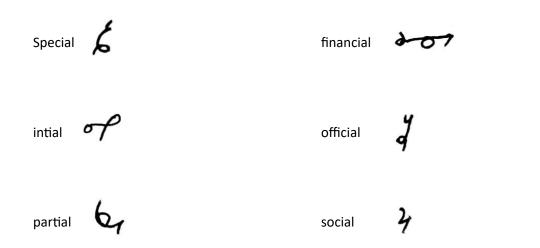
proficiency	Cy	efficiency	2
	S.	/	9

-cient Words



SHORTHAND PRINCIPLE FOR WORD ENDING -TIAL

-tial, pronounced shul, as in special is represented by the *ish* symbol ______ -tial Words



TRANSCRIPTION OF NUMBERS

The numerical expressions hundred, thousand, million, and dollars are given special shorthand abbreviations which greatly increase writing speed.

Hundred is written with the *n* symbol.

Thousand is written with the over th symbol.

Hundred thousand is written with the *n* and *th* symbols.

• *Million* is written with the *m* symbol.

Dollars is written with the *d* symbol.

Hundred dollars is written with the *n* and *d* symbols.

Thousand dollars is written with the th and d symbols.

Hundred thousand dollars is written with the *n*, *th*, and *d* symbols.

Million dollars is written with the m and d symbols.

An amount of money containing both dollars and cents is represented by writing the dollar figure in normal-size handwriting and the cent as similar raised figures.

Number Examples

These expressions often occur in combinations.

200 <u>2</u>	\$8 8	\$10 million 10
5,000 5	\$600 6	\$7.50
300,000 3	\$7,000 7	a dollar
6 million 6	\$800,000	a million

SHORTHAND PRINCIPLES FOR BEEN, ABLE, TO PHRASES

When used in phrases, \boldsymbol{b} is representing \boldsymbol{been} , while the \boldsymbol{a} represents \boldsymbol{able} . Twenty-four such phrases are possible, as follows:

has been e	we have not been able
has been able	I have not been able
you have been 2	will be able
you have not been 2	you will be able
we have hot been	

In two very common phrases the t symbol represents the word to.

to have to be