

## **UNIT 2**

### **SHORTHAND WORD-LIST**

#### Learning Objectives

Learning and memorization of the brief forms and its derivatives.

- Development of the skills in comprehending brief forms and derivatives. Comprehension on the proper transcription of words, brief form and its derivatives when used in a sentence.

#### **INTRODUCTION**

STENO means "NARROW," GRAPHY means "TO WRITE." In shorthand, words that are commonly used in sentences have given specific outline, also known as brief forms. Such brief forms can be written in many forms depending on the counts or tenses of a particular word, also known as derivatives. These are words derived from the brief forms. Brief forms and derivatives are used for easy writing the shorthand language; thus, these should be memorized.

Unit II, SHORTHAND WORD-LIST, introduces the set of shorthand brief forms and derivatives that could be helpful for daily transcription needs. Lessons from 8 to 10 focusses on shorthand brief forms and derivatives together with supplemental principles in shorthand.

This Unit will develop the students' skills in rapidly writing words as dictated, and the students will transcribe the notes taken.

#### **LESSON 8**

1. Brief Forms
2. Derivatives
3. Phrases

## Brief Forms

a, an

.

for

,

Mr.

—

am

—

good

—

of

✓

are, our, hour

—

have

)

will, well

—

at, it

/

I

o

would

/

be, by

(

is his

,

you, your

—

can

—

in, not

—

## Brief-Form Derivatives

afford

2

believe

6

forgive

23

became

h

beside

8

form

2

because

h

cannot

2

forms

2

before

5

force

3

goods

3

began

h

forced

2

having

).

being

).

forget

20

inform

2

I will  
have

we will  
be

you will  
not be

I will  
not

will not

you will  
not

I will  
not be

you will

have

### Would Phrases

I would

you  
would

you  
would  
not be

I would  
be

you  
would  
be

you  
would  
not have

I would  
not

you  
would  
have

## Can Phrases

can  
have

I cannot

you can

cannot  
be

I cannot  
be

you can  
be

I can

we can

you can  
have

I can be

we  
cannot

you  
cannot

## Additional Phrases

are in, are not

I have

by the

I have not

by you, by your

6

in it

7

have not

2

in our

~

I am

o

it is

^