

UNIT 1

SHORTHAND THEORY

Learning Objectives

- Familiarization on the basic principles in writing shorthand language.
- Development and comprehension of shorthand vocabulary.

INTRODUCTION

STENOGRAPHY, also known as SHORTHAND, is the art of representing spoken sounds in shorthand characters (written sounds/strokes). In shorthand, we write what we hear. Only the visible sounds of every syllabication of words are written.

Unit I, SHORTHAND THEORY, refers to the correct application of rules or principles in writing rather than the rote memorization of such rules. With the study of theory, the knowledge represents a functional knowledge, in that measurement of shorthand vocabulary is based on a stratified sample of words used in contemporary business communications. The basic principles of shorthand writing can be learned in the seven (7) lessons under Unit 1.

LESSON 1

1. You write what you hear conceptualization
2. The Shorthand Principles of a, e, n, m, t and d symbols
3. The Shorthand Principles for punctuation, paragraph and capitalization

YOU WRITE WHAT YOU HEAR CONCEPTUALIZATION


The main principle in writing shorthand is that silent letters are omitted and other letter may have different sounds.


Read the following English words with their shorthand spellings and the explanation for each sound.

Word	Sounds	Explanation
game	g-a-m	e is silent
sight	s-i-t	gh is silent
gravy	gr-a-v-e	y sounds like e
stay	s-t-a	y is silent
face	f-a-s	c sounds like s
phone	f-o-n	ph sounds like f
snow	s-n-o	w is silent
age	a-j	g sounds like j
home	home	e is silent
lead	l-e-d	e is silent
large	l-a-r-j	g sounds like j
copy	k-o-p-e	c sounds like k, y like e
		like e

SHORTHAND PRINCIPLES FOR THE SOUNDS OF A, E, N, M

The shorthand principles for the sounds of **a** and **e** are circles that are differentiated by size in which much the same as they are in longhand.

a sound is represented by a large circle 

e sound is represented by a small circle 

The shorthand principles for the sounds of **n** and **m** are straight lines written forward along the line of writing.

n sound is represented by a short straight line 

m sound is represented by a long straight line 

SOUNDS OF T, D

The shorthand principles for the sounds of **t** and **d** are upward slanting lines differentiated by length.

t sound is represented by short slanting straight line

d sound is represented by a long slanting straight line.

T, D Words

meat



dim



eat



did



teen



team



data



meet



tame



PUNCTUATION, PARAGRAPH AND CAPITALIZATION SYMBOLS

Punctuation and Paragraph Symbols

Special symbols are used to represent the period and question mark at the end of a sentence. Note that an ordinary comma is used within a circle.

A sentence ending with a period or question mark can be the last sentence in a paragraph. In this case, if the last sentence in the paragraph ends with a period, the period is dropped and a paragraph symbol is used alone. If the last sentence ends with a question mark or an exclamation point, both the punctuation mark and the paragraph symbol are retained.

period

hyphen

question mark

dash

paragraph

exclamation point

comma

left parenthesis

semicolon

right parenthesis

colon

Capitalization

Shorthand capitalization is indicated with a pair of tiny upward slanting straight symbols. These capitalization marks are placed underneath the word to be capitalized at the end of the outline. While vertical placement is not critical, the capitalization marks should be close enough to the body of the outline to be unmistakably associated with it. In order to promote writing speed, the first word of each shorthand sentence does not contain capitalization marks. When shorthand notes are typed in English which is called transcribing the first word of each sentence is, of course, capitalized.

Salutations such as William or Dear William or sentence beginning with a proper noun will contain capitalization marks. However, when a letter begins with a salutation such as Dear Mr. Franklin or Dear Ms. Harrington., the proper noun will not contain capitalization marks. When the notes are transcribe, the names will be capitalized.

Capitalized Words

May

o"

Amy

o"

Dean

g"

Nate

b"