

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

-tion, pronounced shun as in nation, fashion, and decision, is represented by the **ish** symbol /

-ciency, pronounced shun see as in proficiency, is represented by **ish, s, e** o

-cient, pronounced -shunt as in patient, is written **ish, t** L

Examples: nation, proficiency, patient

-tion Words

action o

collection no

occasion o

national L

selection eo

motion n

section o

application eo

education na

passion o

decision a

provision cy

vocation na


location na


possession, position op

separation op


corporation na


-ciency Words


proficiency 


efficiency 


-cient Words


patient 

proficient 


efficiently 

patiently 


efficient 

sufficient 


SHORTHAND PRINCIPLE FOR WORD ENDING -TIAL


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

-tial Words


Special 

financial 

intial 

official 

partial 

social 

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	<u>10</u> /
5,000	5c	\$600	6/	\$7.50	7 ⁵⁰ /
300,000	<u>3</u> /	\$7,000	7/	a dollar	•/
6 million	<u>6</u>	\$800,000	8/	a million	•—

SHORTHAND PRINCIPLES FOR BEEN, ABLE, TO PHRASES

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

has been		we have not been able	
has been able		I have not been able	
you have been		will be able	
you have not been		you will be able	
we have not been			

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

to have		to be	
---------	--	-------	--