

## LESSON 23

1. Expressing measures of time, percent, feet, and pounds
2. The Shorthand Principle for the blends for the sound of *men*
3. The Shorthand Principle for the blends for Word ending-*ward*
4. Transcribing expressions of time and amounts.

### MEASURES

Special shorthand abbreviations are used for expressing time, percent, feet, and pounds.


#### Time


Hours and minutes are expressed in normal-size figures. Shorthand symbols are used for *a.m.*, *p.m.*, and *o'clock*.


The shorthand outline for *a.m.* is *a* with an intersected *m*.

The shorthand outline for *p.m.* is *p* with an intersected *m*.

The *o* is used for *o'clock* and is placed above the number.

11:30 am. 11:30 

5 p.m. 5 

5 o'clock 5 

#### Feet


The word *feet* is represented by the *f* symbol and is placed at the base of the number


5 feet 5 

200 feet 200 

#### Percent

The word *percent* is represented by the *comma s*. It is placed at the base of the number and should intersect the line. The *comma s* is not used when writing the entire outline for percent..

75 percent 75 

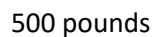
100 percent 100 

In *100 percent* the *n* for *hundred* is placed below the number and followed by the *commas s*.

#### Pounds

The word *pounds* is represented by the *p* symbol and is placed at the base of the number.

3 pounds 3 

500 pounds 500 

## SHORTHAND PRINCIPLE FOR MEN BLEND

**men, min, man, and mon** as in *mention, minute, manner, and month* are represented by a blend of the **m** and **n** symbols called the *men* blend.

m n = men 

Examples: mention

minute

manner

month

## Men Words

mental



women



many



mentally



## Min, Man, Mon Words

minute



woman



manner



monthly



month



money



manager



## SHORTHAND PRINCIPLE FOR THE WORD ENDING -WARD

**-ward and -hood** as in *backward* are written with a disjoined **d**



Example: backward

### -ward Words

backward



inward



forwarding



onward



reward



downward



## Numbers: Time and Amounts

The basic number rule presented in Lesson 11 specifies that the numbers from one through ten are to be spelled out, while numbers higher than ten are to be written in figures. In Lesson 18 you learned that one exception to this basic number rule is that a number must be spelled out if it is the first word of a sentence.

Another exception to the basic rule is that expressions of time with *a.m.*, *p.m.*, or *o'clock* and percents and distances all may be written in figures for quick comprehension. The words *percent* and *feet* are spelled in full. Note that *a.m.* and *p.m.* appear in lowercase.

7:30 a.m

7 o'clock

6 feet

6:17 p.m

8 percent

23 feet

5 p.m

17 percent

100 feet

Meet me at 11:30 *a.m.* or 2 *p.m.*

The price has been reduced by 20 *percent*.

The cost of 5 *feet* of nylon rope is \$5.25.