### 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.

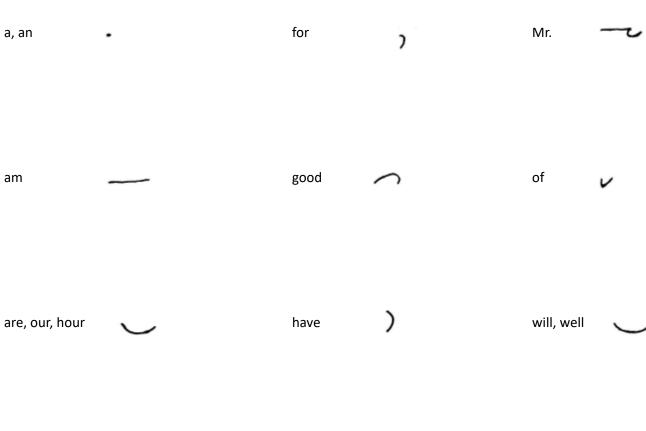
This Unit will develop the students' skills in rapidly writing words as dictated, and the

students will transcribe the notes taken.

### **LESSON 8**

- 1. Brief Forms
- 2. Derivatives
- 3. Phrases

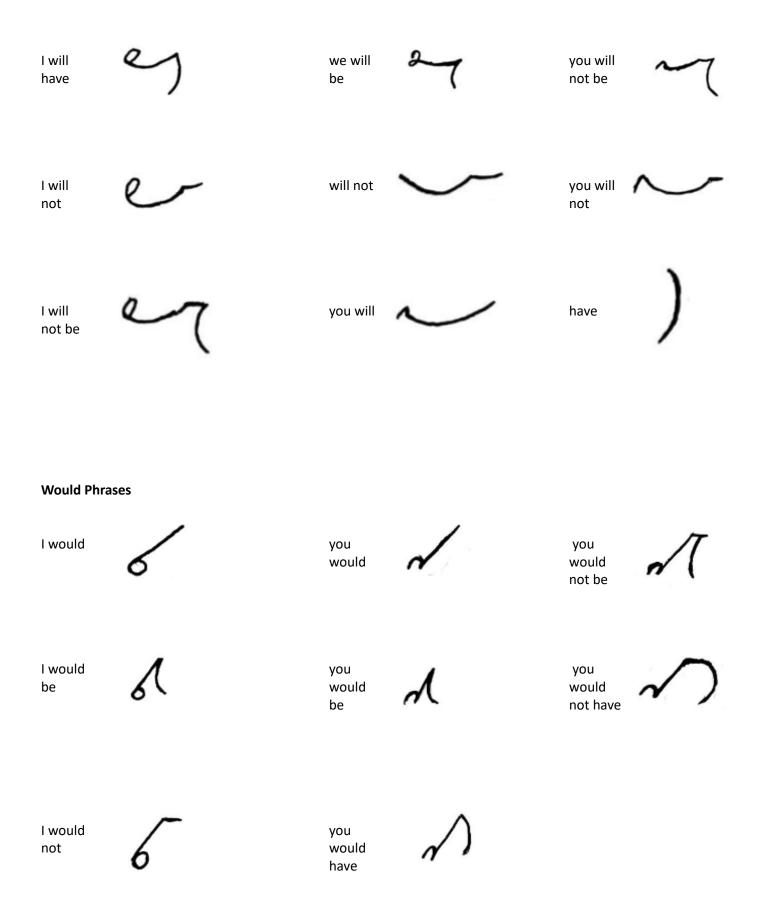
<b>Brief Forms</b>		
a, an	•	





## **Brief-Form Derivatives**

afford	2	believe	9	forgive	3
became	4	beside	8	form	2_
because	h	cannot	~	forms	<u>ب</u>
before		force	3	goods	~
began	6	forced	7	having	),
being	6	forget	20	inform	Z



# **Can Phrases**

I cannot you can can have cannot I cannot you can be be be you can I can we can have I can be you we cannot cannot

# **Additional Phrases**

are in, are not

I have

