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TO SHAVIAN SPELLING. by Kynsey Read

The phonetic Shavian Alphabet tempts us to delight in spelling precisely as we happen to speak. This involves spelling the same word in different ways according to local pronunciation, personal habit, formality or informality, context of words preceding and following, or degree of emphasis. To be able to render all these oddities and subtleties as we write is very fascinating, and at first hardly to be discouraged.

But we read far more than we write; and we try each other's patience if reading is not made easy. Fast reading cannot wait to analyse the sound of every letter: we should lose grasp of the sentence and of its sense. The "look" of each word must instantly suffice, and it will do so only when varied spellings are avoided. So Shavian readers of three months' standing are more than ready as writers to adopt agreed spellings. That the spellings are arbitrary matters little so long as they are instantly recognized.

If this GUIDE is followed with understanding and care, our differences of spelling will drop to 6, 5 or 4 letters in 1,000 letters (i.e., in about 300 words). We shall write with less hesitation. The hindrance to reading will be ended.

ANDROCLES AND THE LION is at present our only example of consistent spelling. On that example this GUIDE is based, with a few alternatives added after close study of Shavian correspondence from U.S.A., Canada, Britain and Australia.

Apart from occasional slips with consonants, spelling difficulties lie in the correct use of vowel letters. Too often an unstressed vowel is spelt as though it were a stressed one. Let us be clear what this means.

Nobody doubts which vowels are stressed and which are unstressed in:

"Máry hâd a little lámb: its fléece was white as snow;

And éverywhere that Máry wént, the lámb was súre to gó."

We do not say with equal stress on every syllable:

"Már-ée hâd áy lit-thíl lámb . . ." Yet this is the kind of Shavian misspelling which occurs until the effect of stressing on pronunciation is fully understood. As a result, the word "differ $\mu\int\sim$ " gets written as "defér $\mu\int\wedge$ "; "trústy $\mathfrak{t}\sigma\tau\mathfrak{s}\mathfrak{t}\mathfrak{r}$ " gets misspelt as "trustée $\mathfrak{t}\sigma\tau\mathfrak{s}\mathfrak{t}\mathfrak{h}$ "; and though intended meanings may be guessed, the true sound and rythm of words is misrepresented.

The following composite letter serves to illustrate these and other faults, with revisions numbered in reference to Guiding Principles overleaf.

$\mathfrak{f}\mathfrak{n}$ Jico p̄stus, — \rightarrow dnd eis \mathfrak{n} r̄ p̄n p̄t sc̄ld r̄t orch gal it m̄ls
 $\mathfrak{f}\mathfrak{n}$ Jico sc̄ld, — \rightarrow dld eis \mathfrak{n} r̄ p̄n p̄t sc̄ld ī orci gal it m̄ls

$\mathfrak{r}\mathfrak{e}$ p̄t sc̄ldc. $\mathfrak{r}\mathfrak{lpcsl}$ r̄ swidn l̄lc boors p̄luncl, $\mathfrak{y}\mathfrak{rl}$ \mathfrak{n} \mathfrak{l}
 $\mathfrak{r}\mathfrak{e}$ p̄t cb̄ldc. $\mathfrak{r}\mathfrak{lpcsl}$ r̄ swidn l̄lc boors p̄luncl, $\mathfrak{y}\mathfrak{rl}$ \mathfrak{n} \mathfrak{l}

rdslidip, $\mathfrak{l}\mathfrak{r}^1$ $\mathfrak{z}\mathfrak{s}\mathfrak{l}$ so sr̄l est A \rightarrow rdslidewci dr̄lhzt. $\mathfrak{w}\mathfrak{l}\mathfrak{c}\mathfrak{r}\mathfrak{c}\mathfrak{h}$ H
 icslidip, $\mathfrak{l}\mathfrak{r}^2$ $\mathfrak{z}\mathfrak{s}\mathfrak{l}$ so sr̄l est A \rightarrow icslidewci dr̄lhzt. $\mathfrak{w}\mathfrak{c}\mathfrak{r}\mathfrak{c}\mathfrak{h}$ H

Scoz \leftrightarrow c̄p̄l 1 sr̄l, \rightarrow A C̄p̄ p̄t t̄p̄ers q̄et it. \mathfrak{sc} $\mathfrak{z}\mathfrak{n}$ d̄lq t̄d
 Scoz \leftrightarrow c̄p̄l \mathfrak{h} sr̄l, \rightarrow A C̄p̄ p̄t t̄p̄ers q̄et it. \mathfrak{sc} $\mathfrak{z}\mathfrak{n}$ d̄lq t̄d

c̄c̄c̄ t̄s. 1 p̄t h̄s̄. $\mathfrak{r}\mathfrak{s}$ c̄ h̄s̄ s̄lce w̄ge.

\mathfrak{r}^2 c̄c̄c̄ t̄s. 1 p̄t h̄s̄. $\mathfrak{r}\mathfrak{s}$ \mathfrak{r}^2 h̄s̄ sh̄s̄ h̄ge.

$\mathfrak{h}\mathfrak{r}\mathfrak{z}$ S̄nS̄nch, — \mathfrak{h} m̄or l̄p̄ns.

$\mathfrak{h}\mathfrak{r}\mathfrak{z}$ S̄nS̄ncl, — \mathfrak{h} m̄or l̄p̄ns.

Guiding Principles: with particular reference to the foregoing letter:

1. The old (Orthodox) spelling must be disregarded: we are dealing only with sounds. There is no W-sound in "writers" and its plural has a z-sound, ȝ; not the less frequent S-sound which has to be spelt in "cats, caps, cakes," S. There is no true N-sound in "think", ɻ. Say "Catch a cat": the second "a" differs in sound from the first and third: these vowels are ɔ, ɻ, ɔ; and the word "a" is always spelt with ɻ. There is a similar difference between the A-sounds in "alphabet".
 - 1a. As plurals vary in sound, so do past-tenses. Though those in the letter have a D-sound, ɶ, there are frequently others having a T-sound, t̪; e.g. "mixed, laughed, tipped". Though we say "used" with a final ɶ, we say and spell "used-to", ʌsɪd̪.
 - 1b. Shavian letters are never doubled unless the sound is doubled: compare "announce, annoy" (having no doubled N-sound) with "unnamed, unknown": compare "missive" (single S-sound) with "misspelt".
2. In many words of one syllable, the vowel sound differs according to the degree of emphasis or stress in a particular context. To avoid different spellings of the same one-syllable words, they will be spelt always as though stressed. e.g. "but" is always ʌt̪, "that" is always ət̪, "be" is ɻ̪, "me, he, she, we" are always spelt with vowel ɻ̪, "Sir, per" are ʃɪr, ɻ̪ɪr.
- 2a. To rule 2 there are 6 notable exceptions: "a, an" are always spelt with their unstressed vowel sound, ɻ, ʌ: "the, of, and, to" are conventionally spelt without any vowel, ə, ɻ, ʌ, t̪.
3. In words of two or more syllables, pronunciation often changes when stressing changes, though the words have a similar root meaning: Compare the vowels in "essence, ɛsəns" and "essential, ɛsɛnʃəl": in "approʃəbəl", and "approvɪŋ ɻɒvɪʃl̪": in "prənəʊn ɬɔːrəs", and "pronounce, ɬɔːrəs". By careful rendering of the vowel sounds (and without accentuation marks) Shavian spelling will generally suggest how such words are stressed in speaking. It is important to notice that the so-called "neutral" sound of ɻ is UNIQUE IN THAT IT NEVER OCCURS WHERE STRESS OCCURS. Carefully compare the stressed vowel ɻ̪ (up) with the unstressed vowel ɻ (addō) in: "Mʌch ədō əbəut Nəðhɪŋ" - mʌt̪ ɻ̪ ət̪ ñəðhɪŋ. Both are "short" vowels, always distinguishable by stressing, if not always and everywhere by pronunciation.
4. To indicate the effect of a second syllable, insert a vowel ɻ before the final consonant in such words as "little, ladle, prism, chasm, risen, laden". This diminished vowel sound is perceptible in "prism" though absent in "prismatic". It is now proposed to write such negative verbs as: "Didn't, doesn't, haven't, hasn't, wasn't, wouldn't, couldn't, shouldn't" with ɻ in their ending -n̪ɪ, omitting the apostrophe. Single syllable negative verbs need no such second vowel: e.g., "Don't, won't, can't, shan't, weren't", end in -n̪ɪ.
5. As ɻ is always stressless so too is its compound with R, ɔ: it is stressless in the first part of its keyword, "arrʌy, ɔrɪ". We write the same first letter in "arose, ɔrɔ", which must be distinguished from the first stressed sound in "arrows, ɔrɔ". "Arrive, arréars" begin with ɔ; "arranger" begins and ends alike with ɔ. This letter spells the very common word-ending "-er", which varies in Orthodox spelling of "mortar, worker, Kaffir, author, martyr, neighbour" - all having the same

sound unstressed, all correctly spelt with \textcircled{O} : but far too often misspelt with \textcircled{U} , — which suggests a non-existent stress on the final syllable.

This letter \textcircled{U} is not only capable of carrying stress; it differs from \textcircled{O} in being more prolonged, even when the R-part of the compound is silenced as it commonly is in Britain. "Bird, heard, herb, hurt, girl, urge, stir, cur, her," are words correctly spelt with \textcircled{U} ; and its keyword "err", is to be pronounced with that same prolonged vowel sound. If you pronounce it with the same vowel sound as in "errand", or in "air", the keyword, "err", will mislead you.

We next come to a stressed vowel which is not as prolonged as \textcircled{U} should be. Compare "bird" with the shorter vowel "burrow": write "burrow with \textcircled{T} ". Compare "heard" with "huddle": "hurt" with "hut": "girl" with "gull": "herb" with "hub". The first word of each pair is spelt with the longer stressed \textcircled{U} . The second of each pair requires this shorter stressed letter \textcircled{T} .

When we agree in our use of these 4 letters, \textcircled{R} , \textcircled{O} , \textcircled{U} , \textcircled{T} , we have overcome the chief difficulties of an internationally agreed spelling.

6. According to locality or to context, every shade of pronunciation between \textcircled{I} and \textcircled{U} may be heard as the final sound in "many, city, sunny, money, lassie, simile, coffee, committee". The constant feature is that it is in every case an unstressed vowel. It should therefore be spelt consistently with \textcircled{I} : leaving the longer sound of \textcircled{U} to indicate a fully stressed ending in "trustee, legatee, employee, mortgagee". Pronouncing dictionaries (when intelligible!) make this distinction. Here again, stress or its absence determines spelling.

6a. Write \textcircled{R} in "idea, Ian, Korean, real": and write the same letter in "India, area, various, tutorial, Shavian," despite a minor difference in the diphthong and its rhythm.

Where R follows, write the compound letter $\textcircled{R}\textcircled{U}$, in "dear, near, here, pier, arrears, sincerely".

7. Our pronunciation of words like "poor" is bound to vary according to emphasis, from - $\textcircled{V}\textcircled{O}$ to - $\textcircled{A}\textcircled{O}$, making some arbitrary decision necessary in spelling. The course proposed is to write $\textcircled{V}\textcircled{O}$ for "poor, sure, tourist, jury"; but $\textcircled{A}\textcircled{O}$ in cases where - \textcircled{O} is a separate syllable added to a root-word ending in \textcircled{A} , such as "brew-er, blu-er". Similarly, write - $\textcircled{V}\textcircled{U}$ in "cure, endure, mature"; but - $\textcircled{V}\textcircled{U}$ in "view-er, few-er".

7a. "Your" will no longer be spelt as in ANDROCLES. It remains to be seen whether $\textcircled{V}\textcircled{O}$, (following rule 7), or the much used spelling $\textcircled{V}\textcircled{U}$, prevails.

7b. "Our" should be \textcircled{U} ; let us reject \textcircled{O} and \textcircled{S} by agreement.

8. "To" is always spelt \textcircled{I} ; the context suffices to show when it is stressed. "Too" and "two" are spelt \textcircled{I} . "Together, today, into" etc., are spelt with $\textcircled{I}\textcircled{V}$.

9. There is a great variation in the stress with which prefixes are uttered: we must be consistent in spelling them.

The prefix "un-" (equivalent to "not") has the fuller stressing of a separate or hyphenated word, e.g. "unnatural, unobserved, unkind". Spell this with $\textcircled{T}\textcircled{V}$. Note as exceptions, written with stressless \textcircled{V} -: "unless, until", $\textcircled{N}as$, $\textcircled{N}ic$.

The nouns conduct, conscript, compound", have a marked stress on the prefix $\textcircled{C}\textcircled{H}\textcircled{I}$ -, while the corresponding verbs "conduct, conscript, compound", will be distinguished by their neutralized stressless prefix $\textcircled{C}\textcircled{H}\textcircled{I}$ -. Prefixes listed on page 5 provide further examples of changes in stress and in spelling.

9a. Among usages yet to be established in general practice is the proposed distinction between stressed and unstressed initial "e", If stressed, it must be pronounced and spelt as e in "ensign, emblem, elevate". But when unstressed, initial "E" tends to become an i-sound; and the better unstressed spelling is with i in entire, embark, éleven. Compare also "désparate" (y-); with "despair" (y-); "Désert" (y-) with "dessert" with (y-). Compare "récount" (y-), to count again, with recount (y-), to narrate: The noun "récord" (y-) with the verb "record" (y-). Other prefixes require similar attention to the influence of stress on their spelling.

10. There remain relatively few vowel pronunciations, national rather than personal, which present some difficulty. Can their spelling be agreed? If so, writers will gladly conform for the sake of easier reading.

Can Americans adopt the short-e spelling of "very" as v? ?

It is to be hoped that we can agree how to spell our countries. Most writers seem agreed on the following:

America, ər'mɪdɪ ; Australia, ɔl'strəsɪ ; Canada, kæn'deɪdɪ ; Canadian, kæn'deɪdn; England, ɛng'լənd ; English, ɛng'glɪʃ ; New Zealand, ni'zələnd.

Obviously our own names should be spelt as we wish them spoken. Though no Britisher will spell a British "John" otherwise than jn, there is no reason why an American "John" should not be jn if he so wishes; it must depend on his own signature.

But need the same difference of vowel affect the spelling of "gone, long, dog, not, what, want, was"? Cannot Americans adopt the short English vowel u for all these words?

Our sample letter writer has unintentionally spelt "naturally" with two letters ll, having overlooked the letter l which combines these sounds. Can we be equally sure his spelling sc for "all" is only a slip, intended for ll?

English speech-trainers say "last", lɑ:st ; "fast", fɑ:st . Many writers wish to write lʌst, fʌst , etc. Here we must admit alternative spellings until one or the other prevails in general usage. We must evidently write "new", nʌ , "due", dʌ with alternative American spellings nʌ, dʌ . However necessary, alternatives are a nuisance to fast readers. They are particularly objectionable to printers and publishers. Let us limit them strictly; conforming readily, whatever general usage establishes itself.

11. WH-words, e.g., why, when, where, whether: Aspiration of such words varies, according to their context, from an emphatic H-sound to none at all. But they must be spelt consistently. Writers are sharply divided: some follow the spelling of ANDROCLES and consistently spell without suggesting aspiration; others wish to indicate it. Either course must be allowed if followed in all contexts; but those choosing to represent aspiration must take care to restore the correct and original Anglo-Saxon order of sounds (which is hw—) by writing: χw, χm, χl, χwɔ:. "Who, whole, whoop, whore" always need initial χ, without /.

N.B: It will be clearly understood that our habitual pronunciation, whatever it is or however it varies, is uncommitted and uninfluenced by conformity to adopted spellings. These principles of spelling and the Lists which now follow are FOR THOSE SEEKING GUIDANCE in Shavian spelling. There are a few readers who still prefer to "hear the writer speak" in a truly personal spelling. These notes are for the majority who seek that facility in reading - and in writing - at which Shaw aimed.

COMMON WORD-ENDINGS:

S	Locks	bets	boots	puts
Z	logs	beds	shoes	sees
?	boxes	houses	ceases	
?	Chimneys	ladies	coffees	
'?	John's	today's	she's	
'?	Jones's	boss's	fox's	
1	placed	rushed	matched	
1	paddled	forged	measured	
1	padded	rotted	needed	
1	actress	laundress	priestess	
H	brightest	dirtiest		
~	darkness	fulness		
as	hopeless	useless		
l	taking	looking		
o	brighter	worker	author	
~	blacken	common	woman	
~	penance	occurrence		
~	pennants	currents		
~	action	mission	ocean	
~	vision	decision	occasion	
m	payment	government		
1	separate	(adj.): verb- ^{c1}		
1	fatal	little	devil	
1	fatally			
Jc1	carefully	cf.	fully	Jvc1
Jc1	careful	cf.	cupful	-Jvc
qz	payable	possible		
sr	foreman	seaman	Englishman	
sr	seamen	workmen	Irishmen	

THE COMMON WORDS:

An average-analysis of written English, by Dr Godfrey Dewey of Harvard, shows that repetitions of 170 different words cover 60% of all we read and write. These with some 50 others are listed here. Learn to recognize and write them automatically.

a	/	any	ən̩j̩	by	b̩
about	qz̩l̩	are	ər̩	came	diːm̩
after	s̩f̩r̩, r̩f̩	as	əz̩	can	diːn̩
again	qz̩r̩, r̩z̩	at	ət̩	cannot	diːn̩t̩
against	qz̩r̩f̩l̩, r̩z̩f̩l̩	away	əw̩	can't	diːn̩t̩
all	əl̩	be	biː	come	diːm̩
already	əl̩d̩l̩	because	biːz̩, b̩iːz̩	cordially	diːɔːrl̩i
although	əl̩θ̩oʊ	been	biːn̩	could	diːk̩
also	əl̩z̩o	before	biːf̩	day	d̩
always	əl̩z̩/əl̩z̩	being	biːɪŋ	dear	d̩
am	əm̩	between	biːv̩n̩	did	d̩d̩
an	ən̩	business	biːz̩n̩s̩	didn't	diːd̩d̩
and	ənd̩	but	biːt̩	do	d̩

12	Monday	Tuesday	holiday
13	backward	westward	
cn̩	headland	England	
Srs	handsome	awesome	
1	city	money	lassie coffee
1	employee	legatee	
ci	surely	really	
1ci	happily		
11	absurdity		
1f	captive	relative	
12	carriage	storage	manage

COMMON PREFIXES:

1	ablaze	afoot	agree
2	around	arrange	arose: cf. arrows
~	announce	annoy: cf. annual	
1	obtain	object: cf. object	
1	advise	advance: cf. advocate	
1	affect	affection: cf. affectation	
1	effect	effort: cf. effort	
1	involve	enquire	engaged: cf. envoy
1	improve	employ: cf. empress	
1	evolve	emit	elude: cf. evil
1d̩	excite	expect: cf. expectation	
1g	exert	examine	
1l	before	believe	become: cf. being
ci	refer	repeat	receive: cf. reaffirm
1	defend	devise	deter (Cf. detail reference)
1v	today	together; into	detrimental

does	ʌt̪z	made	sɛɪ̯	rather	tʃərə, tʃərə	under	tʃʌd̪		
done	ʌn	make	sɛɪ̯	reach	tʃ	unless	nʌs		
don't	ʌd̪nt̪	man	sən	read	tʃɪ̯, tʃɪ̯	until	nɪ̯t̪		
down	ʌn	many	sən̪	really	tʃɪ̯	up	t̪l		
during	ʌd̪ɪ̯nɪ̯l	may	s̪t̪	right	tʃɪ̯	upon	ʌn		
each	ɛt̪	me	ɛ̯	said	s̪ɪ̯	us	əs̪		
either	tʃɛ̯ð, tʃɛ̯ð	men	s̪ɪ̯	same	s̪ɪ̯	use (v.)	hɪ̯z	(n.)	hɪ̯z
enough	n̪ɪ̯t̪	might	s̪ɪ̯t̪	say	s̪ɪ̯	used	hɪ̯z		
ever	ɛv̪r̪	money	s̪ɪ̯n̪ɪ̯	says	s̪ɪ̯z̪	used to.	hɪ̯z̪t̪		
every	ɛv̪r̪	more	s̪ɪ̯	shall	ʃ	usual	hɪ̯v̪r̪		
faithfully	feɪθfʊlɪ̯	most	s̪ɪ̯st̪	shan't	ʃənt̪	vary	r̪o̯		
far	fɑ̯r̪	much	s̪ɪ̯t̪	Shavian	ʃeɪvɪ̯ən	very	r̪o̯		
few	fi̯	must	s̪ɪ̯st̪	she	ʃ	want	m̪i̯		
first	fɪ̯st̪	my	s̪ɪ̯	should	ʃ	war	r̪o̯		
for	fɔ̯r̪, [f]	near	ɛn̪	sincerely	s̪ɪ̯n̪ɪ̯sn̪ɪ̯	was	m̪z̪		
from	fɒ̯m̪	never	ɛn̪ɪ̯z̪	so	s̪o̯	wasn't	m̪z̪n̪		
give	gɪ̯v̪	new	ɛn̪, ɛn̪	some	s̪ɪ̯z̪	way	/k̪		
go	gɔ̯	next	ɛn̪ɪ̯st̪	something	s̪ɪ̯s̪d̪l	we	m̪		
good	gʊd̪	no	ɛn̪	still	s̪ɪ̯l	well	/k̪		
got	gɔ̯t̪	none	ɛn̪ɪ̯	such	s̪ɪ̯t̪	went	m̪d̪		
great	greɪt̪	not	ɛn̪ɪ̯	sure	ʃv̪	were	/k̪		
had	hʌd̪	nothing	ɛn̪d̪ɪ̯l	take	t̪ɪ̯d̪	what	[χ]ɪ̯t̪		
has	hʌz̪	now	ɛn̪	talk	t̪ɪ̯d̪	where	[χ]ɪ̯/k̪		
have	hʌv̪	of	ɛ̯	than	ɛ̯n̪	which	[χ]ɪ̯/k̪		
he	hi̯	off	ɛ̯	thank	ɛ̯lɪ̯d̪	while	[χ]ɪ̯/k̪		
her	hər̪	often	ɛ̯n̪, ɛ̯n̪	that	ɛ̯t̪	who	χ̪		
here	hər̪	old	ɔ̯d̪	the	ɛ̯	whole	χ̪o̯		
him	hɪ̯m̪	on	ɛ̯	their	ɛ̯r̪	whose	χ̪əz̪		
his	hɪ̯z̪	once	ɛ̯ns̪	them	ɛ̯r̪	why	[χ]ɪ̯/k̪		
how	hʊ	one	ɛ̯n̪	then	ɛ̯n̪	when	[χ]ɪ̯/k̪		
I	ɪ̯	only	ɔ̯n̪ɪ̯	there	ɛ̯n̪	will	/k̪		
if	ɪ̯f	or	ɛ̯	these	ɛ̯z̪	with	/k̪		
in	ɪ̯n̪	other	ɛ̯r̪	they	ɛ̯z̪	woman	/k̪n̪		
into	ɪ̯nt̪o̯	our	ɛ̯r̪	thing	ɛ̯l	women	/k̪n̪		
is	ɪ̯z̪	over	ɔ̯v̪r̪	think	ɛ̯lɪ̯d̪	word	/k̪		
it	ɪ̯t̪	out	ɛ̯t̪	this	ɛ̯s̪	work	/k̪		
just	ʒʌst̪	own	ə	those	ɛ̯z̪	world	/k̪wər̪		
knew	ju̯, ju̯	part	əp̪t̪	thought	ɛ̯t̪ɪ̯	would	/k̪		
know	ju̯	pass	ɛ̯s̪, ɛ̯s̪	three	ɛ̯θ̪	write	ɔ̯t̪		
large	laɪ̯z̪	past	ɛ̯st̪, ɛ̯st̪	through	ɛ̯θ̪	written	ɔ̯t̪		
last	laɪ̯st̪, ɔ̯st̪	people	laɪ̯p̪	time	taɪ̯m̪	wrong	ɔ̯t̪		
like	laɪ̯k̪	please	laɪ̯s̪	to	tu̯	year	laɪ̯		
little	laɪ̯t̪	pleasure	laɪ̯s̪ɪ̯z̪	today	taɪ̯d̪	yesterday	laɪ̯st̪		
long	laɪ̯ŋ	possible	laɪ̯s̪əbl̪	together	taɪ̯gə	yet	laɪ̯		
look	laʊk̪	put	laɪ̯	too	tu̯	you	lu̯		
lost	laɪ̯st̪	question	laɪ̯sn̪	two	tu̯	young	laɪ̯ŋ		
love	laɪ̯v̪	quite	laɪ̯st̪	truly	trʌlɪ̯	your	laɪ̯v̪, ʌ		

CONVENTIONS

Abbreviations fall into two main catagories which it is convenient to name differently. Those used solely for speed may be called Contractions. Those in general use, and in many cases preferred to full spellings, may be called Conventions. The conventions, Mr, Mrs, Dr, Rev, are so generally used that many publishers now omit any abbreviation-dot: these have become normal spellings. Having little to do with word-sounds, they are only symbols of what is meant. Corresponding Shavian symbols should be chosen with aptness and convenience. Though several correspondents have given careful consideration to the subject, the conclusion is that aptness in practice does not seem to follow any useful rules.

It is neither possible nor necessary to give an extended list of conventions, but the following are suggested for general correspondence:

HEADING with address in Shavian:

(Do not fail to give name and address clearly in Orthodox letters first)
Road, Rd. ↗ Street, St. ↘ Avenue, Ave. ↙ Apartment, Apt. ↛
North ↖ South ↘ East ↗ West ↙ Telephone No. ↕

DATES and days:

1st 1st 2nd 2nd 3rd 3rd 4th 4th (or use figures alone)
Jan ↗ Feb ↘ Mar ↙ Apr ↚ (May) ↗ (June) ↘ July ↗ Aug ↙
Sep ↙ Oct ↛ Nov ↘ Dec ↛ (avoid numbers for months, internationally confusing)
Mon ↗ Tues ↘ Wed ↙ Thur ↗ Fri ↛ Sat ↙ Sun ↛ (-day, if written:-) ↙

TITLES:

Mrs ↗ Mrs ↙ (Miss) ↙ Messrs. ↗ & Co Ltd ↗ & c ↗ Esq ↗ Dr ↗ Rev. ↗ Prof. ↗
Pte ↗ Cpl ↗ Sgt ↗ Lieut ↗ Capt. ↗ Maj. ↗ Col ↗ Genl. ↗ Lt. Hon. ↗ ↙

A single Namer-dot, preceding title, covers the whole name. The Namer is not a substitute for every capital letter in Orthodox writing. It is a convenient warning to readers where a proper name or names follow. Among general matter it is helpful to the reader, but warning is obviously unnecessary when heading or signing a letter.

SUNDAY:

Ref-(erence) ↗ MS (manuscript) ↗ PS (postscript) ↗
etc. ↗ (etc.) ↗ i.e. ↗ (that is,) ↗ e.g. ↗ (example-s)
cf. ↗ (compare) ↗ N.B. ↗ ! (Note!) ↗ P.T.O. ↗ (over)

OTHER CONVENTIONS will come into use and acceptance gradually as occasion arises. We should take the opportunity of basing conventions on English rather than on alien words. Initial sound, with the most telling consonant(s) added, will best suggest the word abbreviated. If the initial sound is a short vowel it will hardly be understood without adding its next consonant.

Much used conventions are recognized as such without adding an abbreviation-dot. If the dot is added, care must be taken that it cannot be misconstrued as ending a sentence. In writing ↗ ↗ ↗ ↗ ↗ ↗ , for example, it is better to dot only the initials of first-names. Where the initial sound and correct Shavian letter for it is unknown, it is best to write the known Roman initial. There is no need to be hasty in superseding conventions better understood in Roman characters, for these can be handwritten, printed, or even typed on the first Shavian typewriters.

Until Shavian substitutes arise naturally and become recognized, such abbreviations as the following are better in Roman:

Most titles which follow names: e.g., M.A., B.Sc., C.B.E., M.P., D.S.O., O.M.,

Territorial names: U.S.A., U.K., U.S.S.R., U.A.R., B.C., N.J., Hants., S.E.12.

Gov't & Military Depts etc: G.P.O., F.O., W.D., R.N., R.A.F., A.A.F., G.I.

Organizations & Firms: B.O.A.C., BR, RAC, TUC, RSPCA, IPA; I.C.I., E.I.C., B.M.C.

Educational, Scientific, Technical: IQ, GCE, H2O; AC & DC (current).

Though fresh conventions appear in the Press constantly, there is also a marked tendency for them to become pronouncable words which can be written with certainty in Shavian. The names "Nazi", and "Gestapo," were once conventions for Nationalsozialist, and Geheime Staatspolizei. Though still printed in capital letters, UNO and NATO are already spoken as words in their own right, and their vowels O and A-O can no longer be transcribed as having their initial sound in "Organization" and "Atlantic". They are ·wɪə and ·ætʃɪkɪŋ.

Shavian writers may even hasten this tendency by writing, say, ·ɪlɪɪnɪtɪq'vɪt̩. Unless the term "Intelligence Quotient" dies, we should make it a simple word, ɪntɪlɪnɪt̩. Such experiments may find favour. The only need is to be surely understood.

HINTS ON HANDWRITING

in response to enquiries:

First read carefully ANDROCLES pages 147-9. Then consider whether your writing is free from these often observed faults:-

- a. Avoid heavy pressure on the pen. With a light touch, a nib pen writes any Shavian letter easily. When ball-point pens miss a stroke, the cause is slight greasing of the paper, avoided by resting hands on a protecting sheet.
- b. Good spacing is important as well as good letter-formation. Leave no space between letters: leave ample and regular spacing between words: leave double that space between sentences. End sentences with a heavy full-stop, or with a tiny cross, (as journalists do). 5 or 6 lines to 2" depth is small enough writing.
- c. It should be unnecessary to lift the pen before a character is completed. Begin at the upper end of each letter, excepting in letters /, s, s, r, A, S, D, O, N. These 10 letters are conveniently, if not necessarily, written beginning at the bottom and moving rightwards, sometimes connecting with a letter on either side. The long stroke of / is better written downwards with some pens. Convenience decides.
- d. Because free handwriting is irregular in size as well as in shape, reading is made easier and safer where Talls and Deeps average twice the height of Shorts. This avoids risk of confusing l with n, t with c, etc.
- e. Oblique tails characterize C and T. Avoid too upright L, Y and too rounded C, T.
- f. Even in a sloping handwriting, \ should not become vertical !; nor should / be written with a wide-sprawling angle / which occupies more than one letter-space. Both faults are common.
- g. The crossing point in L and X is "half a Short" high above the "writing line"!
- h. Carelessly written, C and D are ill distinguished from t, s; r, y. The two consonants are nearly two-thirds of a circle; the narrower vowels are four different quarters of an upright oval.
- i. An imaginary | vertical line should only once cut through s or l. It should cut through S or T in three places. Make this distinction in shape as well as in height.
- j. Distinguish in height and shape between h and w: one is upright, the other slopes.
- k. C and T have curved tops to produce an acute angle, without which they too much resemble ill-written C, T (L, R).
- l. T does require a flat top. Distinguish it well from Y, Y.
- m. O connects best with letters on either side if written in a clockwise direction.
- n. Distinguish sufficiently between V and W.
- o. In both < and > the curve is written rightwardly, in one case at the bottom, in the other at the top. The straight stroke is a little over "half Short" in height, but it is too often made "full Short", thus: L, Y. Sometimes these letters become plain angles <, > which, hastily written, suggest the L and R sounds, C, D.
- p. In S and R the lower curve is usually brought too high, cramping the top bow and often suggesting E, Y; R, S. The top end of the bow should be overhung to come in line obliquely with the lower curve. These are familiar shapes: one is capital-G in a sloping hand; the other, capital-R without an upright.
- q. O is a compound of two letters, but it is seldom allowed its characteristic width. In cases of difficulty, trace on transparent paper a few times from the alphabet card. Always read what you have written before despatching it.