ALPHABETIC GUIDE TO GRADE TWO STANDARD ENGLISH BRAILLE

800 CHARACTERISTIC AND PROBLEM WORD-FORMS
WITH REFERENCES TO RULES

Edited by the American Braille Commission 1 9 3 4

> 1 Special Letterpress Edition 2 Braille Edition





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800 Characteristic and Problem Word-Forms
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FOREWORD

Most of the eight hundred words of the Word Index are problem words, while the remainder are included because they differ from familiar forms in Grade One and a Half.

A numeral reference to a rule is given with every word in the Word Index. It is hoped that this word-to-rule approach to Grade Two will be as convenient for the learner as for the writer who may have occasion to refer to it.

Only the rules governing word-forms are given herein and are quoted (1) from "Standard English Braille," the text of the 1932 conference of British and American Committees, and (2) from "Rules, Decisions and Answers to Questions" prepared by the American Braille Commission in March, 1934. These texts are available in ink-print from the American Foundation for the Blind and in braille from the American Printing House for the Blind.

When, in the present Word Index, a numeral reference is in parentheses, it indicates that the rule referred to is not to be applied.

The letter "V", following a word, indicates *variance* from British preference as given in "A Guide to the Use of Contractions," published in 1933 by the British Uniform Type Committee.

Of the forty-nine "Rulings, Decisions etc." referred to above, only nineteen are quoted in the "Rules" section. In addition to these, eight more "Decisions" became necessary to balance the Word Index (see "Added Decisions," page 8).

The ideal of conformity in braille usage has long inspired responsible workers throughout the English-speaking world. It should continue to do so until the list of *variance* words is reduced to a minimum.

It is fundamental that braille readers should be granted the convenience of established, familiar word-forms. These forms are naturally based on maximum contraction, which principle accounts for the prevailing reference in the Index to Rule 20-A, the first rule of contraction, from which, in exceptional cases, there is deviation only to afford better recognition. While there is reference in the rules to syllable divisions, "full syllabication" was waived by the London Conference and should not be inferred in any rule, save as provided for at the ends of lines in divided words.

PUNCTUATION MARKS AND SPECIAL SIGNS

ACCENTED LETTERS

(French and Italian)

Comma Poetry line Acute E-€ Semicolon Number sign Crave A-â Colon Decimal Grave E-è Period Fraction— line Grave I-1 Exclamation Per cent Grave U-â Parenthesis (opening) Dollars Grave U-â (parenthesis (closing) Conts Circumflex A-â (popening) Pounds Circumflex E-ê (popening) Shillings Circumflex E-ê (popening) Ponce Circumflex U-û Interrogation Pence Circumflex U-û (popening) Francs Circumflex U-û Quotation Marks Diacresis E-ē (closing) Pounds Diacresis U-û Quotation Marks Diacresis U-û Inner Quotation (open) Pounds weight Diacresis U-û Improve Quotation (open) Pounds weight Diacresis U-û Hyphen Yards Diphthong so Equals Inches (German) Asterisk Callons	Capital sign	Letter Sign	4	Cedilla C-ç
Colon Decimal Grave E-è Period Fraction- line Grave I-1 Exclamation Per cent Grave O-ò Parenthesis (opening) Dollars Grave U-à Opening) Cents Circumflex A-â (dosing) Cents Circumflex A-â (opening) Pounds Circumflex E-ê (opening) Shillings Circumflex I-1 (elosing) Pence Circumflex O-ô Interrogation Pence Circumflex U-û (opening) Frances Circumflex U-û Quotation Marks Diacresis E-ë (elosing) Diacresis I-1 Inner Quotation Opening Diacresis I-1 Inner Quotation Opening Diacresis U-û Hyphen Yards Diphthong oe Equals Inches (German) Astorisk Gallons Diacresis O-ô Ellipsis Quarts Diacresis U-û	Comma	Poetry line		Acute E-é
Period	Semicolon	Number sign	,	Grave A-à
Exclamation Per cent . Grave O-ò Parenthesis (opening) Dollars	Colon	Decimal	4 3 5	Grave E-è
Parenthesis (opening) Dollars Grave U-û (opening) Parenthesis (closing) Cents Circumflex A-â (closing) Brackets (opening) Pounds sterling Circumflex E-ê (opening) Brackets (closing) Shillings Circumflex U-t Interrogatition Pence Circumflex U-o Quotation (opening) Francs Circumflex U-o Quotation (opening) Marks Diaeresis E-ë Quotation (elosing) Pounds Diaeresis I-i Inner Quotation (close) Ounces Diaeresis U-ū Apostrophe Tons Diaeresis U-ū Hyphen Yards Diphthong ∞ Equals Inches (German) Asterisk Gallons Diaeresis A-ā Diaeresis A-ā Ellipsis Quarts Diaeresis U-ū Accent Sign Pints Diaeresis U-ū	Period	Fraction- line		Grave I-ì
Parenthesis Cents Circumflex A-â	Exclamation	Per cent		Grave O-ò
Closing Brackets Pounds Sterling Circumflex E-é (opening) Sterling Circumflex I-f (closing)		Dollars		Grave U-ù
Circumflex I-1 (closing) Sterling		Cents		Circumflex A-â
Interrogation Pence Circumflex O-6 Quotation Copening France Circumflex U-û Quotation Copening Marks Diaeresis E-ë Quotation Copening Pounds Pounds Weight Diaeresis U-û Inner Quotation Copen Diaeresis A-ā Ellipsis Quarts Diaeresis U-û Accent Sign Pints Diaeresis U-û				Circumflex E-ê
Quotation		Shillings		Circumflex I-î
Quotation		Pence		Circumflex O-ô
(closing) Inner Quotation (open) Pounds weight Inner Quotation (close) Ounces Apostrophe Tons Hyphen Yards Diphthong & Equals Inches Gallons Diaeresis A-ä Ellipsis Quarts Accent Sign Pints Diaeresis U-ü Diaeresis U-	Quotation (opening)	Francs		Circumflex U-û
tion (open) Inner Quotation (close) Apostrophe	Quotation (closing)	Marks		Diaeresis E-ë
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Apostrophe Tons	Inner Quota- tion (close)	Ounces		Diaeresis U-ü
Dash Feet Diphthong œ Equals Inches (German) Asterisk Gallons Diaeresis A-ä Ellipsis Quarts Diaeresis O-ö Accent Sign Pints Diaeresis U-ü	Apostrophe	Tons		
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	Accent Sign	Pints	4 1900	
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Minutes	(40)	Minutes		

ALPHABETIC CHART OF CONTRACTIONS AND ABBREVIATIONS

∠ about	1	√ before		could		gg
above	2.2	$_{\it V}$ behind		day	3.0	gh
according		(below		n dd		∠go
across		_t beneath		deceive	100	good
after		_b beside		deceiving	400	great
afterward		between		declare	11/11/2	had
again		beyond	2.75	declaring		have
against		ble		dis		here
ally		blind		∜do	100	herself
almost		braille		√ea		him
already		but		_V ed		himself
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although		cán		√en	1	immediate
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be		conceive	1277	√from	31	know
because		conceiving		ful	48	knowledge

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Llike		ourselves	41.4 6			us	
little	1.5	out	34	st		very	
lord	6	ow		still		was	
many	12	paid	10.00	such		were	
ment		part	14	th		wh	
more		people	11	that		where	
mother		perceive	1.41.21	the		which	
much		perceiving	13174	their		whose	
must		/perhaps	e e	themselves	100	will	
myself		/ quick		there		with	
name		quite	10	these		word	
necessary	30.0	rather		this		work	
neither	4.4	receive	1000	those		world	
ness		receiving	100,000	through		would	
not		rejoice	44-41	thyself	4.44	you	
vo'clock		rejoicing		time		young	
of	it:	right		tion	¢	your	
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Rule

- 10-A The accent sign is placed before all letters which in print are marked with any accent or other mark that cannot be expressed in English braille. . . In the case of contracted syllables in English words, e.g., "bless-ed," the contraction may follow the accent sign.
- 10-B (Decision 13) When . . . foreign accented words . . . appear in English texts, the accent sign should be used rather than the foreign braille symbol for the accented letters.
- 13-A ... In contracted braille the letter-sign may be placed before single letters to show that they do not stand for words . . .
- 13-B (Decision 15) In such expressions as "Mr. X"...it is recommended that the letter-sign should be used (Decision 50) when the period as the abbreviation point is absent. Capitals A, I, O, when standing alone, do not require the letter-sign because they could not be mistaken for word-signs. All other letters of the alphabet require the letter-sign.
- 19 (Order of composition signs.) (Decision 18) The capital sign precedes the accent sign.
- 20-A The contractions of Grade Two shall, subject to the rules given below, express the letters for which they stand, whether these letters form a whole or part of a word. (See Rule 34.)
- 20-B (Decision 51) A contraction should not be used if it separates the letters of a digraph or diphthong. Ex.: sphere, oedema.
- 20-C (Decision 1) The use of the contraction "st" (preceded by the capital sign and followed by the period) for the abbreviations of "Saint" and "Street" is permitted.
- The word signs, "and", "for", "of", "the", "with", should be used as parts of words whenever possible (see Rule 34) in preference to any other contractions unless their use entails waste of space.
- 22-A The contractions of Column 1, word signs*, with the exception of "and", "for", "of", "the", "with", "be", and "in", may only be used for the whole words for which they stand; nothing may be added to them but the apostrophe "s" or punctuation signs.
- 22-B "s" may not be added to form the plural.
- 22-C Column 1 contractions* may, with the exception of "to" "into" and "by", be joined to other words by the hyphen to form genuine compound words . . .

Rule

- 22-D Excepting the lower signs, Column 1 contractions* may be used when followed by the apostrophe in familiar expressions such as "can't"...
- 22-E (Decision 43) In "d'you" use only the "ou" contraction.
- 23-A "To", "into" and "by" may be contracted before the numeral, capital and letter sign, but not before the hyphen.
- 23-B (Decisions 22 and 23) "To", "into" and "by" may be contracted before the italic sign, the dollar sign and abbreviations of value and measurement.
- 23-C (Decisions 14 and 21) "To", "into" and "by", when beginning with a capital letter and followed by a capital letter, must be spelled out. (The "in" sign, however, would be used in *into*.)
- 24-A The contraction for "ea" may be used only when these letters occur between two letters (or contractions) of the same word in one line—it may never begin or end a word.
- 24-B The contraction for "ea" should always be used in preference to "ar" in such words as hear, dearth etc.
- 24–C The contraction for "ea" should not be employed when the letters "e" and "a" belong to separate, well-defined syllables. (Decision 52). The letters "e" and "a" belong to separate, well-defined syllables when "a" is the first letter of a stressed syllable. (Subject to 34–E.)
- 25-A The contractions for "be", "con" and "dis", except when "be" stands alone (as a separate word,) may be used only as syllables either at the beginning of a word or at the beginning of a line in a divided word.
- 25-B The contractions for "be", "con" and "dis" may follow the hyphen in a compound word.
- 26-A The contraction for "com" may be used only at the beginning of a word or of a line.
- 26-B The contraction for "com" may not be used when it would be in contact with the hyphen or dash.
- 26-C The contraction for "com" need not be a syllable.
- 26-D (Decision 14) The contraction for "com" should not be used when following the capital sign.
- The contractions for "bb", "cc", "dd", "ff" and "gg"
 ... may only be used when they occur between letters
 or signs of the same word and in the same line of

RULES---Continued

Rule

- braille. (Decision 25) By the word "signs" is meant contractions.
- One lower sign may not follow another without a space unless one of them is in contact with a sign containing dot 1 or dot 4. (Decision 53) This rule does not apply to the capital prefix.
- 30-A No more than two lower signs may join each other. (A compound sign counts as one sign.)
- 30-B (Decision 54) When one contraction must be sacrificed, the first contraction is retained (which applies even against 35-C). (Decision 43 on "comin" is cancelled.)
- 30-C "His", "was", "be" and "were" must not be contracted before or after a dash as they could be mistaken for punctuation signs.
- The contractions for "ing" and "ble" must not begin a word, but may begin a line in the case of divided words. . .
- 32-A Initial contractions (the contractions of Columns 2, 3 and 4*) may be used either as words or parts of words.
- 32-B (Decision 28) Two-syllable word signs should be used as part word signs when the division of the syllable in the sign coincides with the division of the syllable in the word, if they retain their original sound, as *under* in *sunder* and *ever* in *several*, etc.
- 33-A Final contractions (the contractions of Columns 5, 6 and 7*) may be used only as parts of words. . . They may never be used as separate words.
- 33-B Final contractions may not begin a word. . .
- 33-C (Decision 27) When a word ends in a one-syllable final contraction, this contraction may be used when the letter "s" or "r" is added, even though it may in that way overlap a syllable division, as in fence, fences, dance, dancer.
- 33-D (Decision 55) Final contractions may be used in the middle of words even if they overlap syllable divisions, as in *chancellor*, *mongrel*, *fermentation* etc.
- 33-E (Decision 30) Two-syllable part word signs (the final contractions "ally", "ation" and "ity") should be used when the division of the syllable in the sign coincides with that in the word.

Rule

- 34-A (Interpreted by 34-E—Decision 56) Contractions forming parts of words should not be used when they are likely to lead to obscurity in recognition or pronunciation, and, therefore, they should not overlap well-defined syllable divisions.
- 34-B Word signs should be used sparingly in the middle of words unless they form distinct syllables.
- 34-C Special care should be taken to avoid undue contraction of words of relatively infrequent occurrence.
- 34-D The double letter signs are not considered to lead to obscurity because they retain their original letter form.
- 34-E (Decisions 26 and 57, interpreting 34-A) Contractions should not be used when they tend to obscure the form of a word or stressed root thereof when affixes are added. Likewise, to preserve the form of a word, any contraction occurring therein should be retained when affixes are added. (Subject to 25-A, 26-A, 30-A, 34-D, and 35-A, B.)
- 34-F (Decision 29) Terminal sequences, such as "ary", "aries", "arily", "aration", "arious", "aried", "inal", "inary", "ination", "istic", should be fully contracted.
- 34-G (Decision 31) When "n" is the first letter of a new syllable, the contraction for "one" should not be used.
- 35-A In cases where a word may, according to the above rules, be contracted in two or more ways, each saving the same amount of space, that way should be selected which produces the most readable combination of dots. For instance, when "d", "r" and "n" follow "one", contract "ed", "er" and "en". . . Ex.: toned, prisoner.
- 35-B If the same space is saved, simple contractions are better than two-celled word signs.
- 35-C Avoid using double letter signs where there is an alternative single cell contraction.
- 36-A English proper names should, subject to the rules given above, be contracted.
- 36-B Contractions must not be used in foreign words except when anglicized. (Decision 37) An anglicized word is defined as one which appears in the body of any recognized English dictionary.
- 37-A Abbreviated words . . . may be used in combination, but no addition may be made to any of them which would result in wrong spelling.

RULES---Continued

Rule

- 37-B (Decision 38) Abbreviated words may not be used in combination to express proper names, as in *Hapgood*, *Littleton*, but may be used when they constitute the whole proper name, as *Mr. Little*, *Louis Braille*, except on title pages, in catalogs, and the first time they appear in a book.
- 37-C (Decision 40) Additions may be made at the beginning of an abbreviated word . . . or at the end of an abbreviated word . . . but not at both ends of the same abbreviated word.
- 37-D (Decision 41) The signs for "today", "tomorrow" and "tonight" shall be used to express these words

Rule

- irrespective of whether or not the letterpress copy uses the hyphen.
- 37-E (Decision 42) The use of abbreviated words is permitted in such words as "would'st" and "couldn't".
- 38-A An abbreviated word may not be used in combination unless it retains its original meaning, e.g., "must" should not be used in "mustard", "should" in "shoulder". nor "its" in "merits".
- 38-B (Decision 43) . . . Such words as "n-no", "d-do", should be preceded by the letter sign. In such words as "sh-should", "wh-what", the contraction should not be used in the first instance.

LIST OF ADDED DECISIONS

(50 - 57)

March, 1934, to February, 1935.

- 50 (13-B) Omitting the letter sign when the period follows capital letters, as in "Mr. X."
- 51 (20-B) Relating to digraphs and diphthongs.
- 52 (24-C) Defining a well-defined syllable division between "e" and "a", and making this decision subject to 34-E.
- 53 (29) Releasing the capital sign from this rule.
- 54 (30-B) Retaining the first lower contraction when one lower sign must be sacrificed, incidentally annulling that part of Decision 43 which relates to the word "comin"."
- 55 (33–D) Permitting the overlapping of final contractions in the middle of words.
- 56 (34-A) Stating that 34-A is interpreted by 34-E.
- 57 (34-E) Adding the converse rule to Decision 26, and making it subject to five stated rules.

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BRITISH PREFERENCES

Note: Because the British index is quite short, we list, besides "variance" words to be found in it, similar words which are not included therein. The latter are printed in italics. British forms are given.

profound

				proround
areas		erosion	r (profuse
arise		eruption	(1) (1) (2)	redeem
around		fleas	83.40	redemption
baroness		freedom	The section of	redound
benediction	1 10000	genealogy	44.44.50	redress
caveat	the state of	ideas		reduce
changeable		leghorn		redundant
Commons	1100	lengthen		renew
create		malediction		renounce
deduce		manageable		renown
denote	The property	marchioness		St. (Saint)
denounce		mistake		seaman
derive	114 11 114	mistreat	(sofa
edict	- 1 - 5 1 41	mistrust	(southeast
edition		northeast	30.3775	southern
educe		northern	Workstady	teacup
enormous	1.000	partake		teas
enunciate	, , , , , , , , , , , , , , , , , , ,	predacious	B 4 1 1 1 1 1 1 1 1	undeceived
eradicate		profession	The state of the	underive
erase	() () () () () () () () () ()	proficient		unreceived

erect

agreeable

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