STANDARD ENGLISH BRAILLE

IN

TWENTY LESSONS

BY

MADELEINE SEYMOUR LOOMIS
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Author of

BRAILLE
GRADE ONE AND ONE-HALF
AND HOW TO LEARN IT
IN TEN LESSONS

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To

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PREFACE

Standard English Braille (Grade II) in Twenty Lessons is written with a threefold purpose in view. First to aid those who desire to teach; second, to help those who are learning either with an instructor or alone; and third, to act as a guide and reference for those who already know the system.

The work is outlined in detail and so divided that the students learning without the aid of an instructor have only to follow it paragraph by paragraph in order to receive a complete course in Braille.

Each lesson is in three parts:

Part I consists of exercises for practice in the use of the signs given in previous lessons.

Part II contains new signs and formations with the necessary explanations.

Part III contains home work.

All exercises to be transcribed are given in Braille beginning on page 70 so that the teacher or pupil may refer to them in correcting the work. The answers to the Oral Reviews and words containing contractions to be marked are also given.

Care has been taken in assembling these exercises that they include only those signs and rules that have already been given and explained in previous lessons. No word or sentence of any exercise contains any contraction until that contraction has been given and explained.

For those using the slate it must be remembered that the ink print dots represent the side that is being read. So in correcting the exercises compare the side that is to be read (not the side that it is written on) with the ink print Braille pages. On pages 65-69 all Braille signs are reversed showing the Braille sign exactly as it should be written on the slate. With these pages as a guide, people writing on the slate will have no difficulty in using this book.

All rules and principles of Braille transcribing conform with those adopted and authorized by the British Uniform Type Committee and the American Committee on Grade II representing the American Association of Instructors of the Blind, The American Association of Workers for the Blind, and the American Foundation for the Blind.

On pages 58, 59 the transcriber will find a complete list of all contractions used in Grade II. These are alphabetically arranged and contain a notation stating when each contraction may and may not be used.

While Braille may seem complicated in the beginning anyone can learn it with a little patience and practice. The best transcribers are not always those who learn it the most rapidly and with the least difficulty. And always remember that it is the accuracy of the work and not the quantity of work that counts and qualifies one as a good transcriber.
FOR THOSE WHO ALREADY KNOW GRADE 1½ BRAILLE

The greatest difference between Grade 1½ and Standard English Braille Grade II is, of course, the addition of 141 new contractions. Grade 1½ contained 44 contractions and Grade II contains 185. This statement should not alarm nor discourage transcribers for 73 of these additional contractions are abbreviated words and do not have any particular Braille formation for you to memorize. Abbreviated words were not used in Grade 1½ and are exactly what the name implies, an abbreviated word. For example, “paid” is, in Grade II, always written “pl,” although the word may not be abbreviated in the text. When any one of the 73 abbreviated words appears it must be abbreviated, this is as obligatory as the use of a contraction whenever possible. These 73 words must be memorized and the abbreviations for them, as you will soon learn, are very obvious.

One thing you will have to train yourself to remember is that all contractions may not appear in all parts of a word. In Grade 1½ if a contraction did not overlap the syllables of a word it could be used. In Grade II certain contractions may be used only at the beginning of a word and certain contractions must never be used at the beginning. This rule is due to the fact that, in the new system, certain characters express more than one contraction and the meaning of the character, in such cases, is determined by its location in the word. "Ing" in the new system must never be used at the beginning of a word.

Contractions may now overlap the syllables of a word, but certain rules have been made to avoid the use of a contraction when its use might be confusing to the reader.

Another difference in the two systems is the fact that whole and part word signs take their whole word meaning when used with the hyphen to form compound words. Formerly in a word like "good-will" the contraction for "will" could not be used, now the contraction may be used. Hyphenated words in italics require but one italic sign, previously the italic sign had to be repeated before each part of the hyphenated word.

Your attention is also called to the fact that the dots are now numbered differently. The left hand dots are now 1, 2, 3 and the right hand dots are 4, 5, 6. In other words the two top dots are now 1 and 4 instead of 1 and 2.

A great saving of space is due to another change, that is, the new rule governing "and," "for," "of," "the," and "with." When these words follow one another or are followed by "a" there is no space between them. This is something you will have to watch closely for you have formed the habit of making a space between "and" and "the" and it must now be written "and the." Watch yourself carefully for you will find it a great temptation to make the space. When you have done some transcribing in Grade II you will realize the enormous amount of space that is saved by writing these words the new way.

Lower Signs now have rules governing them and again you must make a change and train yourself to remember it. Two lower signs must not appear together without a space between them unless one of them is in contact with a sign containing dot 1 or dot 4. There are more rules governing these lower signs but that point is explained more fully in the lessons. But note and remember that in writing "in," the "in" must not be contracted for if the contraction is used it brings two lower signs together when neither is in contact with a sign containing an upper dot.

All these changes are explained more fully in the lessons to follow but it is well to note beforehand where the changes are to occur. Dollars are expressed differently and the spacing in A. M. and P. M. is not the same. In the lessons to follow do not think that in the new system you must look only for additional signs and contractions but also bear in mind constantly that some of the things you already know have been changed. The new contractions will not be difficult to learn, they are all listed on pages 58, 59 (pages 68, 69 for slate workers) with rules that will guide you in the proper method of using them.

To give you an idea of the value of contractions, take, for example, the sentence THE FOUNDATION OF THE FOUNTAIN IS REALLY VERY STRONG. In uncontracted Braille this sentence would require 43 signs, in Grade 1½ it would require 34 signs and in Grade II it would require but 25. (Compound signs were counted as two signs.)
In order to gain complete knowledge of Grade II and to learn how to transcribe accurately, it is suggested that you do all the exercises in the lessons to follow. The new contractions begin to appear in Lesson II, so even though you have already learned Grade 1½, it is better to begin at the beginning. As much practice as possible is advisable in order to learn the correct use of all the contractions and to obtain the accuracy necessary in transcribing. The sentences in the exercises are given to bring out many confusing points. By doing them all in the order given the transcriber will find the learning of Grade II more simple and more thorough than the method of merely reading the text and adapting it to the old system. You have many more contractions and rules to deal with and the additional practice will prove most helpful. And above all, do not become discouraged for if you were able to learn Grade 1½ you should have no difficulty in mastering Grade II.
LESSON I

Explanation of the Braille System:

The Braille system is based on a formation of six dots, three high and two wide. For the sake of convenience the dots are numbered.

For Writer.

The first ten letters of the alphabet are composed of the four upper dots, that is dots 1, 2, 4, 5.

\[
\begin{array}{cccccccccc}
A & B & C & D & E & F & G & H & I & J \\
\vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots \\
\end{array}
\]

The second ten letters of the alphabet are the same as the first ten with the addition of the lower left dot, dot 3, each time.

\[
\begin{array}{cccccccccc}
K & L & M & N & O & P & Q & R & S & T \\
\vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots & \vdots \\
\end{array}
\]

The next five (with the exception of "w"), are the same as the first five with the addition of dots 3 and 6 each time. There is no "w" in the French alphabet so the formation \[\vdots\] was added for "w."

\[
\begin{array}{cccccccccc}
U & V & W & X & Y & Z \\
\vdots & \vdots & \vdots & \vdots & \vdots & \vdots \\
\end{array}
\]

All letters of the alphabet contain an upper and a left hand dot.

Below is a picture of the Braille Writer with a diagram explaining the relation of the keys and the dots.
LESSON I—Continued

There is no space between the letters in a word, but there is a space between words. By space is meant the using of the spacer on the Braille Writer or the skipping of a cell on the slate.

In the pages following, all examples, exercises, etc., in ink dots are given as for the Braille Writer. Remember in using the slate that you WRITE FROM RIGHT TO LEFT AND THAT YOU TURN YOUR PAGE OVER TO MAKE COMPARISON WITH THE BOOK EXERCISES.

From experience it has been noticed that to practice writing the various letters instead of attempting to memorize them first is by far the simplest method of learning.

Different methods help people in remembering the formations. Some learn it by threes, that is A,K,U, and B,L,V, and C,M,X, etc. The four hardest seem to be D,F,H,J, one way of remembering these is to visualize them in a square.

The other is by a slight resemblance to the ink print alphabet.

E I E and I can be remembered by the following: E comes before I in our alphabet; in the Braille letter formation, E contains an upper LEFT hand dot, I contains an upper RIGHT hand dot. Thus in Braille, E dot is before I dot.

In forming a sign on the Braille Writer simultaneously press all keys to be used in the sign.

FOR SLATE

For those using a slate remember that you must write from right to left. The numbers of the dots when read from the back are reversed.

Here is the alphabet reversed as it is written on the slate.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Y</td>
<td>X</td>
<td>W</td>
<td>V</td>
<td>U</td>
<td>T</td>
<td>S</td>
<td>R</td>
<td>Q</td>
</tr>
<tr>
<td>P</td>
<td>O</td>
<td>N</td>
<td>M</td>
<td>L</td>
<td>K</td>
<td>J</td>
<td>I</td>
<td>H</td>
<td>G</td>
</tr>
<tr>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>T</td>
<td>S</td>
<td>R</td>
<td>Q</td>
</tr>
<tr>
<td>J</td>
<td>I</td>
<td>H</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>

SIMPLE SIGNS are signs which occupy only one cell.

COMPOUND SIGNS are signs which occupy more than one cell.

LOWER SIGNS are signs which contain neither dot 1 nor dot 4.

(On page 60 is a complete list of definitions.)

HOME WORK

Practice writing the following words.

A—E

<table>
<thead>
<tr>
<th>A—E</th>
</tr>
</thead>
<tbody>
<tr>
<td>bad</td>
</tr>
<tr>
<td>bee</td>
</tr>
</tbody>
</table>

A—J

<table>
<thead>
<tr>
<th>A—J</th>
</tr>
</thead>
<tbody>
<tr>
<td>jig</td>
</tr>
<tr>
<td>beef</td>
</tr>
</tbody>
</table>
**LESSON I—Continued**

### A—O

<table>
<thead>
<tr>
<th>book</th>
<th>hill</th>
<th>black</th>
<th>mail</th>
<th>jam</th>
<th>bold</th>
<th>held</th>
<th>knoll</th>
<th>make</th>
<th>lime</th>
</tr>
</thead>
<tbody>
<tr>
<td>nook</td>
<td>home</td>
<td>glad</td>
<td>milk</td>
<td>old</td>
<td>hold</td>
<td>nice</td>
<td>coal</td>
<td>cake</td>
<td>back</td>
</tr>
<tr>
<td>look</td>
<td>oil</td>
<td>male</td>
<td>man</td>
<td>cold</td>
<td>bacon</td>
<td>lice</td>
<td>climb</td>
<td>lake</td>
<td>flag</td>
</tr>
<tr>
<td>fail</td>
<td>cane</td>
<td>lane</td>
<td>lame</td>
<td>fan</td>
<td>keg</td>
<td>leg</td>
<td>fall</td>
<td>fake</td>
<td>boil</td>
</tr>
</tbody>
</table>

### A—T

<table>
<thead>
<tr>
<th>gate</th>
<th>moss</th>
<th>lamp</th>
<th>soil</th>
<th>lift</th>
<th>boat</th>
<th>pond</th>
<th>bloat</th>
<th>drama</th>
</tr>
</thead>
<tbody>
<tr>
<td>late</td>
<td>toss</td>
<td>tramp</td>
<td>coil</td>
<td>late</td>
<td>blond</td>
<td>lift</td>
<td>frog</td>
<td>ant</td>
</tr>
<tr>
<td>rate</td>
<td>loss</td>
<td>plant</td>
<td>desk</td>
<td>bat</td>
<td>tail</td>
<td>grab</td>
<td>get</td>
<td>solemn</td>
</tr>
<tr>
<td>pate</td>
<td>boss</td>
<td>mote</td>
<td>risk</td>
<td>cat</td>
<td>rail</td>
<td>kite</td>
<td>slang</td>
<td>tree</td>
</tr>
<tr>
<td>plate</td>
<td>door</td>
<td>crab</td>
<td>malt</td>
<td>rat</td>
<td>sail</td>
<td>tame</td>
<td>pant</td>
<td>dress</td>
</tr>
<tr>
<td>plane</td>
<td>floor</td>
<td>pet</td>
<td>pang</td>
<td>mat</td>
<td>pail</td>
<td>same</td>
<td>take</td>
<td>bird</td>
</tr>
<tr>
<td>sold</td>
<td>poor</td>
<td>salt</td>
<td>sang</td>
<td>sat</td>
<td>jail</td>
<td>flame</td>
<td>rake</td>
<td>hat</td>
</tr>
<tr>
<td>told</td>
<td>camp</td>
<td>malt</td>
<td>rang</td>
<td>coat</td>
<td>tan</td>
<td>dirt</td>
<td>hat</td>
<td>rant</td>
</tr>
<tr>
<td>rag</td>
<td>damp</td>
<td>malt</td>
<td>rang</td>
<td>coat</td>
<td>tan</td>
<td>dirt</td>
<td>hat</td>
<td>rant</td>
</tr>
</tbody>
</table>

### A—Z

<table>
<thead>
<tr>
<th>coax</th>
<th>exit</th>
<th>van</th>
<th>cult</th>
<th>turn</th>
<th>clue</th>
<th>cut</th>
<th>yes</th>
<th>cry</th>
<th>may</th>
</tr>
</thead>
<tbody>
<tr>
<td>hoax</td>
<td>axe</td>
<td>vim</td>
<td>failure</td>
<td>cube</td>
<td>quit</td>
<td>cut</td>
<td>yes</td>
<td>cry</td>
<td>may</td>
</tr>
<tr>
<td>wax</td>
<td>axis</td>
<td>vigor</td>
<td>urn</td>
<td>tube</td>
<td>cup</td>
<td>aunt</td>
<td>bye</td>
<td>say</td>
<td>hazy</td>
</tr>
<tr>
<td>few</td>
<td>vex</td>
<td>velvet</td>
<td>burn</td>
<td>pup</td>
<td>nurse</td>
<td>fault</td>
<td>fly</td>
<td>pay</td>
<td>maze</td>
</tr>
<tr>
<td>lax</td>
<td>pew</td>
<td>sew</td>
<td>new</td>
<td>wail</td>
<td>wall</td>
<td>wet</td>
<td>wane</td>
<td>want</td>
<td>craze</td>
</tr>
</tbody>
</table>
LESSON II

PART I

Write the following words in Braille.
Try to form the letters from memory.

rake trupp damage oak wrote zebra curl boy judge
feel spire hurt glue law jump pluck pun brave
lemonade knit job joke wood coat box fox settle
game fail extra major won atlas require praise prize

PART II

CONTRACTION—a sign which is used to express more than one letter.

Here are the words represented by the letters of the alphabet. These are called WHOLE WORD CONTRACTIONS and may be used only when they represent a whole word.

a—A d—do g—go j—just m—more p—people s—so w—will*
b—but e—every h—have k—knowledge n—not q—quite t—that x—it
c—can* f—from i— l—like o— r—rather u—us y—you
v—very z—as

These letters in order to express the whole word must be written with word spacing, that is, punctuation may join them but other letters and contractions may not. When they appear with other letters and contractions they represent the letter. If a letter could stand between other letters and mean either a word or a letter the reader would never know which one was intended. Hence the rule:

When the letter stands alone it represents the word, when used with other letters or contractions it is just a letter.

These words may be joined by the hyphen to other words to form compound words.

S must never be added to form the plural.

In familiar expressions they may be used when followed by the apostrophe as “c’t” for “can’t”; “y’re” for “you’re,” etc. (Signs for the hyphen and apostrophe will be given on page 11.)

Examples:

<table>
<thead>
<tr>
<th>like</th>
<th>likes</th>
<th>lady-like</th>
<th>that’s</th>
<th>cans</th>
</tr>
</thead>
<tbody>
<tr>
<td>L LIKES LADY-LIKE T’S CANS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The words represented by “x” and “z” are the only two which do not begin with the letter that represents them. X may be remembered by “exit.”
B when alone means “but,” but in the word “butter” the contraction may not be used because it would then read “bter.”
C when alone means “can,” but in “candy,” “canopy,” etc., the contraction may not be used.
L when alone means “like,” but in the words “likely,” “dislike,” “likeness,” etc., the contraction may not be used.
X when alone means “it,” but the contraction may not be used in words like “knit,” “limit,” “cite,” etc.
Z when alone means “as,” but the contraction may not be used in “brass,” “was,” etc.

In Great Britain where the capital sign is not in general use, the “i” and “o” when alone represent “I” and “O” respectively.

These words should not be used to form parts of words when divided at the ends of lines, e.g., “more/over,” “like/wise,” etc.

* May be used as noun or verb.
LESSON II. PART II—Continued

These words may be used when preceded by "to," "into," and "by." This point will be studied in another lesson. It is added here to make the rules governing these words more complete, as you may use this page for reference.

CAPITAL SIGN—There are no capital letters in Braille. When a letter is to be capitalized the letter is preceded by the capital sign, dot 6, and there is no space between it and the letter. If a contraction begins with a capital letter the contraction may follow the capital sign, it being understood that only the first letter is a capital.

Examples:

<table>
<thead>
<tr>
<th align="center">A</th>
<th align="right">People</th>
</tr>
</thead>
<tbody>
<tr>
<td align="center">[ ]</td>
<td align="right">[ ]</td>
</tr>
</tbody>
</table>

Here are some of the punctuation signs: (Complete list on page 55 for slate work page 65.)

APOSTROPHE  HYPHEN  PERIOD  COMMA  SEMI-COLON  QUESTION MARK

| : | : | : | : | : | : | : |

There is no space between the mark of punctuation and the last letter of the word. But there is a space between the mark of punctuation and the word that follows.

There is no double space after a period as in typewriting. A single space only is used.

Any number of punctuation signs may appear together.

If a sentence has more than one mark of punctuation as "do!" or "do." there is no space between the marks of punctuation, and the same order is kept that is used in print.

Punctuation must be on the same line as the word with which it is connected.

PART III. HOME WORK

To be put into Braille:
(No word in any of the exercises to follow contains a contraction until that contraction has been given and explained.)

EXERCISE I
See Page 70

1. Do not do it.
2. I will have more.
3. He may not go quite so soon.
4. He admits that he has knowledge.
5. That is not so.
6. Do not try it any more.
7. I will make a will.
8. William will not go quite so soon.
9. Do have more salad. I rather not.
10. You will soon go away from me.
11. Do people like Sophie?
12. I rather hope that Ann will go.
13. You can not do it as well as he does.
14. I can get more cans if you will help me.
15. Bob will not go up any more hills. You may go if you so desire.
16. Muriel can't can food as rapidly as you can can it.
17. Alice Pridmore wants more knowledge.
LESSON III

PART I

Oral Review

EXERCISE II
See Page 71

1. May the contraction for "us" be used in "used"?
2. May the contraction for "will" be used in "willow"?
3. May the contraction for "go" be used in "go-cart"?
4. May the contraction for "like" be used in "liken"?
5. May the contraction for "people" be used in "peoples"?
6. May the contraction for "people" be used in "people's"?
7. May the contraction for "as" be used in "task"?
8. May the contraction for "but" be used in "butter"?
9. May the contraction for "that" be used in "that's"?
10. May the contraction for "more" be used in "moreover"?
11. May the contraction for "can" be used in "canoe"?
12. May the contraction for "can" be used in "can't"?
13. May the contraction for "knowledge" be used in "acknowledged"?
14. May the contraction for "every" be used in "everybody"?
15. May the contraction for "every" be used in "every-day"?
16. May the contraction for "can" be used in "cane"?
17. May the contraction for "do" be used in "does"?
18. May the contraction for "so" be used in "so-and-so"?
19. May the contraction for "you" be used in "you're"?
20. May the contraction for "it" be used in "Italian"?
21. May the contraction for "just" be used in "justice"?

PART II

Certain letters of the alphabet when preceded by dot may mean still another word. Below is the list of letters and words they represent when preceded by dot 5:

- a—d—day
g—j—m—mother
p—part
s—some
w—work
b—e—ever
h—here
k—know
n—name
q—
t—time
x—
c—f—father
l—lord*
o—one
r—right
u—under
y—young
v—z—

THESE CONTRACTIONS MAY BE USED AS WORDS OR PART WORDS

There could be no confusion when these contractions are used with other letters for the sign is preceded by dot 5, hence it cannot be mistaken for the letter.

Contraction forming parts of words should not be used when they are likely to lead to obscurity in recognition or pronunciation and therefore they should be used sparingly in the middle of words unless they form distinct syllables.

Examples:
The contraction for "ever" should be used in words like "clever" or "several" but it should not be used in words like "persevere" or "fever."
The contraction for "here" should be used in words like "adhere" or "herewith" but not in words like "heretic" or "sphere."
The contraction for "one" should be used in "money," "honest" and "alone," but not in "colonel," "pioneer" or "anemone."
The contraction for "some" should be used in "handsomely" but not in "blossomed."
The contraction for "time" should be used in "timely" but not in "centimeter."
The contraction for "under" should be used in "undertake" and "thunder" but not in "underived" or "laundry." (See page 70 for more complete list of examples.)

On page 61 is a complete list of all rules governing contractions.

* When the capital sign is not in general use this is read as "Lord."
LESSON III. PART II—Continued

Examples: part apart money knows adhere

The contractions may appear at the beginning, in the middle or at the end of a word. Contractions may be used in proper names.

Should a contraction begin with a capital letter the contraction may still be used, but should be preceded by the capital sign. The single capital sign makes the first letter only a capital letter. (For words in all capitals see page 45.)

Examples: Young But Right

When words are divided at the end of a line, the division must be at the end of a syllable. The hyphen must never be put at the beginning of the new line.

Words of one syllable must not be divided.

Both parts of a two-celled contraction should appear in the same line. For example: in writing the word “right,” do not put dot 5 at the end of one line and the letter “r” at the beginning of the next line. They must be written together.

PART III. HOME WORK

To be put into Braille

EXERCISE III
See Page 71

1. Young people like mother.
2. You will know my name.
3. We work here every day.
4. Did you ever make a will?
5. Go work on time.
6. Here it is right under a tree.
7. One at a time.
8. Sometime we will go.
9. That one will do.
10. Honey is sweet.
11. Some day you will have more knowledge.
12. Do you know that you will have some more work?
13. Name some people that will work here.
15. I have known you quite some time.
16. He is very canny.
17. You will like Colonel Underwood.
18. Sophie is very motherly.
19. Everett is a very rapid workman.
20. As You Like It.
LESSON IV

PART I

The following paragraph contains many contractions that you have not had, so do not attempt to put it into Braille. Of the contractions that you have already had, how many do you recognize in the paragraph? You should be able to mark forty-one contractions.

EXERCISE IV
See Page 72

1. “But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we say here, but it can never forget what they did here. It is for us, the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain; that this nation, under God, shall have a new birth of freedom; and that government of the people, by the people, for the people, shall not perish from the earth.”

Mark the contractions in the following words.

2. beverage never daysman departure copyright clever
   namely blunder underwork Onga sever hone
   daytime likewise depart tone Mr. Jones somebody
   alone telephone adhere bright lonely sometime
   partly sever Bonaparte asunder play-day none
   plunder trombone partial bone participle several
   monetize partridge lackaday lever lonesome partisan
   everglade evermore dogdays every-day knows prone
   undertake anemone hereon reverie cyclone impartial
   timely done holiday participate Sunday namesake
   Friday Tuesday workmanlike Saturday undertone Monday
   Beverley Lord’s Day phonetic unknown play-time drone
   sprightly gramophone surname Mr. Malone colonel
   everyone upright everybody fright money coronet

PART II

NUMERALS

There are no numbers in Braille. Instead the first ten letters of the alphabet are used. The letter when used to denote a number is preceded by the numeral sign dots 3, 4, 5, 6.

The numeral sign holds good until after a space is used.

Examples: 1 1 3 4 1 0 2 , 7 6 9

(Note that there is no space after the comma in 2,769.)

Remember that “j” is “o” not “10.”

A hyphen does not cancel the numeral sign.

In writing “1066–1067” one numeral sign is sufficient unless the number is divided at the end of a line (after the hyphen), in which case the sign should be repeated at the beginning of the following line.
LESSON IV. PART II—Continued

Here are six signs which may be used as WORD OR PART WORDS.

AND  

FOR  

OF  

THE  

WITH  

IN

(These signs appear on page 67 for those using the slate.)

These formations differ from any letter of the alphabet, therefore there could be no confusion if they were used as part words in connection with other letters and contractions.

Examples:
Sand  They  effort  within  soft

There is no space between the contraction and other letters or contractions in the same word.

The contractions AND, FOR, OF, THE, WITH are used as PART WORDS WHENEVER POSSIBLE IN PREFERENCE TO ANY OTHER CONTRACTION, unless their use should entail waste of space. As part words they may overlap the syllables of a word but, like all part word contractions they should never be used between the component parts of a compound word nor in any instance where their use would obscure the pronunciation or recognition of a word. Example: the contraction for “of” should be used in “profit” but not in “profile.”

The word signs AND, FOR, OF, THE, WITH, A, may follow one another without a space when sense permits.

Examples:

part  of  the  time  for  the  day  with  a  smile

But in a sentence like “He longs for and loves her.” the “for” and “and” should not be connected.

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. (Lower signs are signs that do not contain an upper dot, that is dot 1 or dot 4.)

The capital sign, dot 6, is not treated as a lower sign.

Examples:  In  I  go.  I  go  in.

You will notice that the first “in” is contracted because the capital sign is not treated as a lower sign. The second “in” is not contracted because it would bring two lower signs together without either one being in contact with a sign containing dot 1 or dot 4.

Lower signs and the rules governing them will be explained again in the lessons to follow. But for those who have learned Braille Grade 1½ remember to avoid contracting the “in” when it is followed by the period, comma, exclamation point, etc.

In writing for example, the word “with” you may wonder whether to use the contraction for “with” and the letter “e,” or whether to use the letters “w,” “i” and the contraction for “the.” The former way is preferable as it requires but two signs, the use of the contraction “the” would require three signs. (You will find this ruling included in the list of “Preferences” on page 60.)
LESSON IV—Continued

PART III. HOME WORK

Mark the contractions in the following words.

EXERCISE V
See Page 73

<table>
<thead>
<tr>
<th>mandolin</th>
<th>offic</th>
<th>forgive</th>
<th>atheism</th>
<th>foreknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew</td>
<td>official</td>
<td>dandy</td>
<td>platform</td>
<td>thesis</td>
</tr>
<tr>
<td>candle</td>
<td>fortune</td>
<td>hoof</td>
<td>theory</td>
<td>pathetic</td>
</tr>
<tr>
<td>then</td>
<td>office</td>
<td>uniform</td>
<td>coffin</td>
<td>handicraft</td>
</tr>
<tr>
<td>Vandyke</td>
<td>proof</td>
<td>roof</td>
<td>inform</td>
<td>Ladrone Islands</td>
</tr>
<tr>
<td>Rio Grande</td>
<td>landscape</td>
<td>andante</td>
<td>fortunate</td>
<td>right-hand</td>
</tr>
<tr>
<td>dandle</td>
<td>candid</td>
<td>candor</td>
<td>candy</td>
<td>Andes</td>
</tr>
<tr>
<td>abandon</td>
<td>dandelion</td>
<td>tiny</td>
<td>sofa</td>
<td>glandule</td>
</tr>
<tr>
<td>profane</td>
<td>random</td>
<td>Matthew</td>
<td>brandy</td>
<td>California</td>
</tr>
<tr>
<td>theme</td>
<td>theology</td>
<td>withhold</td>
<td>candidate</td>
<td>celandine</td>
</tr>
<tr>
<td>minute</td>
<td>Holland</td>
<td>thee</td>
<td>profess</td>
<td>sinecure</td>
</tr>
<tr>
<td>husband</td>
<td>theft</td>
<td>bandit</td>
<td>theorem</td>
<td>of</td>
</tr>
<tr>
<td>Scandinavia</td>
<td>unfortunate</td>
<td>foreright</td>
<td>writhe</td>
<td>theurgy</td>
</tr>
<tr>
<td>Cassandra</td>
<td>retinue</td>
<td>ruminant</td>
<td>Poland</td>
<td>bandage</td>
</tr>
<tr>
<td>scandal</td>
<td>forego</td>
<td>clothes</td>
<td>forfeit</td>
<td>Gandhi</td>
</tr>
<tr>
<td>band</td>
<td>landlord</td>
<td>handle</td>
<td>foreknow</td>
<td>handle</td>
</tr>
<tr>
<td>memorandum</td>
<td>sin</td>
<td>handsome</td>
<td>forty</td>
<td>late</td>
</tr>
<tr>
<td>foreign</td>
<td>withy</td>
<td>forename</td>
<td>Ford</td>
<td>synthetic</td>
</tr>
<tr>
<td>hands</td>
<td>intone</td>
<td>handiwork</td>
<td>pin</td>
<td>dine</td>
</tr>
<tr>
<td>Finland</td>
<td>tin</td>
<td>wind</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EXERCISE VI
See Page 73

1. Talk as softly as you can.
2. I will do it for you.
3. Do not forget that I will meet you in Oxford.
4. Hand me the fork. Someone will I hope.
5. Within the week.
6. The fort is within a mile.
7. Mother and father seem fortunate.
8. Name the day.
9. Under the tree.
10. Do it for me will you?
11. The candy is very sweet.
12. We have linoleum in the pantry.
13. Part of the time.
14. The band is here for the day.
15. The handle is made of brass.
16. The sale is for the day only.
17. The casino is very handy.
18. Do go in. Get the coronet if you can do so.
19. You may play with and keep the toy.
LESSON V

PART I

To be put into Braille

EXERCISE VII
See Page 74
1. 34, 89, 100
2. 2, 365, 798
3. May 10, 1914
4. April 26, 1735

PART II

Here are five additional signs which represent the following combination of letters when used as a part word.

<table>
<thead>
<tr>
<th>GH</th>
<th>ED</th>
<th>ER</th>
<th>OW</th>
<th>AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
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<td>•</td>
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<td>•</td>
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<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

(These signs are on page 68 for slate work.)

These contractions may appear in any part of a word. Remember this as some contractions may not appear in all parts of a word. Like all contractions they should never be used when they are likely to lead to obscurity in recognition or pronunciation, and therefore they should not overlap well-defined syllable divisions.

Examples: night red term coward art

The “ed” contraction should not be used in words like “predict” or “redirect.”

The “er” contraction should not be used in words like “storeroom,” “prerelease,” “re- reign,” “reread,” “viceroy,” etc.

The “gh” contraction should not be used in words like “foghorn” or “stronghold.”

In words like “stoned” and “prisoner” use the contractions for “ed” and “er” respectively, rather than the contraction for “one.”

Bear in mind that the rule of not using a contraction in cases where it might be confusing to the reader is not the same thing as not using a contraction because its use would be incorrect. For instance, “ever” is not contracted in “fever” because it might lead to obscurity in pronunciation, but in “don’t” the word contraction for “do” may not be used as it is absolutely incorrect and against the rule governing that formation. Do not forget your rules and above all things do not labor under the impression that the use of all contractions depends entirely on clarity. Many contractions are represented by signs that express more than one thing and definite rules are made regarding their use.
LESSON V—Continued

PART III. HOME WORK

Mark the contractions in the following words.

EXERCISE VIII
See Page 74

laugh  sinner  toned  partake  incarnadine  medal
carpet  library  marine  deduce  crowd  lighter
fright  laughter  sigh  salamander  heresy  parade
fern  herd  carve  several  right-handed  wanderer
grown  harm  profile  reduce  monetary  reverberate
seeded  partner  ever  freedom  germinate  garland
target  right  prisoner  ordinary  January  tar
coward  edge  arm  inner  redan  predict
slaughter  plight  weed  err  veranda  hero
arrange  rare  mine  cede  incline  maroon
pine  here  ledge  arc  speed  worker
party  garage  farce  spare  roar  fighter
redeem  farm  error  clown  blight  howl
vary  Parisian  high  modern  board  owner
towel  pardon  fed  hard  educate  drink
sedate  arbitrary  February  sled  edit  line
leghorn  lark  owl  queer  hundred  tart
parterre  power  heretic  light  Lincoln  mandarin
bone  tone  garter  might  daredevil  mediocre
boned  toner  everyone  viceregal  garner  dromedary
pioneer  fever  sphere  toward  persevere  underived

To be put into Braille.

EXERCISE IX
See Page 75

1. Hard work is part of life.
2. He will arrive here soon.
3. The car is now red and not yellow.
4. Do it right now if you can.
5. I owe you some coffee.
6. For the love of it.
7. Some night Bess will go with you and see Alice.
8. How far is it from the park?
9. You have grown so!
10. Ghee is an oil made from clarified butter.
11. The cathedral is not very far from here.
12. The plow is in the farm yard.
13. Her itinerary is a very fine one.
14. You are far too merry.
LESSON VI

PART I

Oral Review

EXERCISE X

See Page 75

1. In using contractions may the syllables overlap?
2. May contractions be used in proper names?
3. May contractions be used in foreign words?
4. May the contractions for "here" and "in" be used in "herein"?
5. May the contraction for "ed" be used in "redirect" and "redeem"?
6. How many numeral signs are used in writing "1,730,296"?
7. May the contraction for "ed" be used in "edit"?
8. May the contraction for "it" be used in "edit"?
9. May the contraction for "er" be used in "rareripe"?
10. May the contractions for "part" and "time" be used as words and part words?
11. May words of one syllable be divided at the end of a line?
12. (a) If a word is divided at the end of a line is it necessary for the division to be at the end of a syllable?
   (b) May the hyphen be put at the beginning of the new line?
13. Does the hyphen cancel the numeral sign?
14. May a contraction follow the capital sign if the first letter is to be a capital letter?
15. May two lower signs be written together without a space between them?

PART II

Here are seven signs of different formations which may be used as WHOLE OR PART WORDS. They are:

<table>
<thead>
<tr>
<th>Part Word</th>
<th>Whole Word</th>
<th>SH</th>
<th>TH</th>
<th>WH</th>
<th>OU</th>
<th>CH</th>
<th>ST</th>
<th>EN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>♦</td>
<td>♦</td>
<td>♦</td>
<td>♦</td>
<td>♦</td>
<td>♦</td>
<td>♦</td>
</tr>
</tbody>
</table>

(See page 67 for slate.)

Here again we have a formation standing for two things, so in order to avoid confusion there must be a rule which states when it is the part word and when it represents the whole word.

The rule is the same that is used in connection with the letters of the alphabet and the words they represent. WHEN IT STANDS ALONE IT IS THE WHOLE WORD AND WHEN OTHER LETTERS OR CONTRACTIONS ARE ADDED IT TAKES ITS PART WORD MEANING.

Examples:

I shall swim in shallow water.

The sign ♦ only means "shall" when it stands alone. When other letters are added it becomes the part word "sh," so the "all" in "shallow" must be added or the word would read "show."

This thistle

The apostrophe "s" may be added to these words but nothing else may be added except the punctuation signs.

Their whole word meaning may, however, be used in hyphenated words.

19
LESSON VI. PART II—Continued

Examples:  out-and-out  child-like

In order to avoid confusion remember that these contractions take their whole word meaning only when they stand alone without other letters or contractions being added.

Examples:
still  stills  stilled  still-life  child's

They may be preceded by "by," "to," and "into," but this rule will be taken up in Lesson X. (This point is mentioned here for reference only.)

These contractions are governed by the rules that govern all contractions.

Contraction for "th" should not be used in words like
sweetheart  knighthood
lighthouse  lightheaded
penthouse  sainthood
porhole  carthorse

Contraction for "st" should not be used in words like
mistreat  mistune
mistell  mistitle
mistrach  mistranslate
misthink  mistook

Contraction for "en" should not be used in words like
renominate  renerve
renumber  antenuptial

DATES

Nov. 25th
Dec. 23rd
St. Luke
June 1st
Wall St.

In writing Nov. 25th and June 1st, the contractions for "th" and "st" are used because the contractions stand for no number even if preceded by the numeral sign, and as the contractions do not stand alone they do not take their whole word meaning.

In "St. Luke" and "Wall St.," the contraction for "St" is used as it could not be mistaken for "still." It begins with a capital and is followed by a period, so its meaning would be clear.

Sh! I think someone is yelling "ow".

Note: The contraction for "sh" cannot be used for when it stands alone it means "shall," but the contraction for "ow" can be used for the sign ☊ means only "ow."

In Lesson IV you were given the rule to use the contractions "for," "of," "and," "the," and "with" in preference to other contractions whenever possible, unless their use should entail waste of space. Therefore, in a word like "then" use the contraction for "the" and the letter "n" in preference to the contractions "th" and "en."
LESSON VI.—Continued

PART III. HOME WORK

Mark the contractions in the following words.

EXERCISE XI
See Page 76

A. outburst  standard  grouchy  washout  clothes
stout  in which  rename  Chinese  brother
childhood  shall not  rent  standstill  bother
misshap  outdo  redwood  blouse  gather
thistle  energy  renerve  clout  northern
China  touch  out-of-door  childlike  callisthenics
Reno  chowder  stonework  Stillman  rather
throne  church  renew  righteous  thither
gregarious  shallop  ten  knock-out  ether
avenue  renounce  than  entertain  wither
onerous  outgo  outer  then  whither
cholera  whimper  stand  further  Lutheran
stow  outshout  outright  farther  pother
outclass  shallow  outlandish  other  bathe
shallot  shut  postponer  smoker  fatherland
whatever  chin  pouch  mother  father
this  redolent  mystery  thither  stilly
tiny  sedulous  shalloon  thither  atheneum
cathedral  thee  stencil  Athena  mistune
cosmogone  outrageous  Huguenot  inherent  lengthen

B. To be put into Braille.

1. You are still a child.
2. Which one do you like?
3. Do you still work here?
4. Does he ever have gout?
5. I shall choose this one.
6. Blow the whistle some more.
7. Enough of that for now.
8. Charles wishes that one, so let it go.
9. That is enough.
10. Do not cough so hard, it is very bad for you.
11. I like out-of-the-way places.
12. Charlotte is so childish and yet she is not very young.
13. Eight ghosts are rather a ghastly sight at night time.
14. We shall postpone the dinner.
15. Mr. Stillwell still stands in St. James St. and will wait for you.
LESSON VII

PART I

Oral Review

EXERCISE XII

See Page 77

1. How many contractions are there in "chest"?
2. Should you use the contraction for "th" in "sweetheart"?
3. Should you use the contraction for "ar" in "various"?
4. How should you write "rename"?
5. How should you write "understand"?
6. How should you write "evergreen"?
7. How should you write "whichever"?
8. How should you write "rightly"?
9. How many contractions are there in "redraw"?
10. May the contraction for "father" be used in "fatherly"?
11. May the contraction for "which" be used as a part word?
12. How many contractions are there in the word "May 1st"?
13. Tell what you know about the contractions "and," "for," "of," "the," "with," and the article "a"?
14. Is the contraction for "sh" used in "almshouse"?
15. In writing "posthaste" should you use the contraction for "st" or "th"?

PART II

ADDITIONAL PUNCTUATION SIGNS

(For complete list see page 55, page 65 for those who use the slate.)

<table>
<thead>
<tr>
<th>Colon</th>
<th>Exclamation</th>
<th>Dash*</th>
<th>Quotation</th>
<th>Italic</th>
<th>Apostrophe</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inner Quotation*</th>
<th>Brackets*</th>
<th>Asterisk*</th>
<th>Parenthesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>: : : :</td>
<td>1st part</td>
<td>2nd part</td>
<td>1st part</td>
</tr>
</tbody>
</table>

Examples:

"Go"—

[Ada's!]

Remember that both parts of a compound sign should be on the same line.

* A Compound Lower Sign and counted as one Lower Sign.
LESSON VII. PART II—Continued

RULES GOVERNING PUNCTUATION SIGNS
(As these rules contain references to contractions that you have not yet had, do not attempt to memorize them, but use them for reference.)

THE APOSTROPE
The numeral sign should precede the apostrophe in '49.
The apostrophe is preceded by the Italic sign.
The apostrophe precedes the Capital sign.
The apostrophe is preceded by the Letter sign.
Do not confuse the apostrophe and the single quotation sign. In ink-print the same character is used but in Braille there are two different signs to represent them.

THE ASTRISK
The asterisk is preceded and followed by a space except when it is used as a note reference and followed by a numeral.

THE HYPHEN
The hyphen does not cancel the numeral sign. In writing 1456–7 one numeral sign only is required unless the number is divided at the end of a line (after the hyphen), when the numeral sign should be repeated at the beginning of the following line.
The contraction for "com" must not be used in contact with the hyphen. ("Com" will be given in Lesson IX.)
A compound word joined by a hyphen requires but one italic sign.

THE DASH
The contraction for "com" must not be used in contact with the dash. ("Com" will be given in Lesson IX.)
The dash is treated as one lower sign and may be connected with another lower sign when one or the other is in contact with a sign containing dot 1 or dot 4.
"His," "was," "be," and "were" must not be contracted before or after a dash, as they would be confused with the punctuation signs.
When a dash appears between two words there is no space between the dash and either of the words.

THE ITALIC SIGN
The italic sign is used for words that are underscored or italicised.
In compound words joined by the hyphen one italic sign is sufficient.
The Italic sign precedes the Letter sign.
The Italic sign precedes the Apostrophe.
The Italic sign precedes the Capital sign.
In abbreviated sequences such as "e.g.," "i.e." one italic sign is sufficient.
If a passage of more than three words is in italics, two italic signs precede the first word and one italic sign precedes the last.
In long italicised passages each paragraph should be preceded by two italic signs.
The Italic sign precedes the numeral sign.

QUOTATION
A quotation, indicated in print by a change of type other than italics, should be enclosed in quotation marks. This is unnecessary in the case of centralised headings printed in heavier type to arrest the attention of readers.
Passages which contain a quotation within a quotation indicated in smaller type, require both sets of quotation marks.
Quotation marks or brackets precede any of the Braille composition signs with the exception of the double Poetry-line sign. (Composition signs are listed on page 60.)
LESSON VII.  PART II—Continued

Here are four signs which represent the following words when they stand ALONE.

BE  WERE  HIS  WAS

(See page 67 for slate.)

("Be" may be written as the first syllable of a word.  See Lesson VIII.)

You will note that the above signs have the same formation as some of the marks of punctuation.  These words, therefore, must not be contracted before or after the dash as they would be confused with the punctuation signs.

With the exception of "be" they must never be used as part words and, like all lower signs, they must not appear with another lower sign unless one or the other is in contact with a sign containing dot 1 or dot 4.

Do not use the contraction for "were" in "weren't."
Do not use the contraction for "was" in "wasn't."

The contraction for "be" may be used in expressions such as "would-be," etc.

Always remember that any number of lower signs may follow one another if they stand for separate words and have a space between them.

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.

**Not more than two lower signs may join each other.**  (Note exception below.)

Any number of punctuation or composition signs may follow each other.  (The Braille Composition signs are the Numeral sign, Poetry-line sign, Accent-sign, Italic sign, Letter sign and the Capital sign.)

**The capital sign is not treated as a lower sign.**

Examples showing use of lower signs.

---Was he in? Was it?

He was. "Was he in?"

PART III.  HOME WORK

To be put into Braille.

**EXERCISE XIII**

See Page 78

1. Be on time.
2. His people were here for quite some time.
3. Was it an effort?
4. Have you enough work?
5. We have enough rain.
6. It wasn't like you.
7. Have you seen her?
8. I like history.
9. "Yes they were—they certainly were."
10. Do be more kind!
11. They were here. They truly were.
12. See that wasp! Herbert do watch it!
13. Bring me a for-get-me-not and not an aster!
LESSON VIII

PART I

EXERCISE XIV

See Page 78

1. Were his people here?
2. They were. But they have gone.
3. Be kind and you will be happy.
4. I will be with my mother.
5. It wasn't I. I was in yesterday.
6. Do be more alert.
7. Was he ever here? He was.
8. Several of my friends were here. Indeed they were.

PART II

When the following letters appear BETWEEN other letters and contractions in the same word and in the same line they are expressed as follows:

EA
BB
CC
DD
FF
GG

(See signs on page 68 for slate work.)

Note the similarity between the double and the single letter.

These contractions must never be used at the beginning or end of a word. They may be used only when they occur BETWEEN LETTERS OR SIGNS OF THE SAME WORD AND IN THE SAME LINE. You will find that this is easily remembered if you bear in mind that the contractions have the same formations as various punctuation signs, and if placed at the beginning or end of a word would be read as such. For instance, if you tried to use the contraction for “ff” in the word “cuff” it would read “cu!” because at the end of a word dots 2, 3, and 5 represent the exclamation point.

The same rule applies here that is used in all contractions. They should not be used when they bridge strongly marked syllables, etc.

Examples: mean eat sea seamen

The contraction for “ea” should not be used in words like “readdress,” “reappoint,” “react,” “rearrange,” etc. Nor should it be used between the component parts of a compound word, such as “ea” in “pineapple,” “hideaway,” “wiseacre,” etc. You must always remember that no contraction should ever overlap the component parts of a compound word. The reason is obvious.

AVOID USING THE DOUBLE LETTER SIGNS WHEN THERE IS AN ALTERNATIVE ONE CELL CONTRACTION. In a word like “peddle” use the contraction for “ed” in preference to the contraction for “dd.” (On page 60 is a complete list of preferences in Braille.)

In words like “dear,” “pear,” “rear,” “year,” etc., the preference is given to the “ea” contraction. But remember in words like “ear,” “early,” “earth,” etc., you must use the contraction for “ar” because the contraction for “ea” must never be used at the beginning of a word.
LESSON VIII.  PART II—Continued

Here are three contractions which must form the **FIRST SYLLABLE OF A WORD** in order to be used. They may, however, be used when these letters form the first syllable at the commencement of a line in a divided word.

<table>
<thead>
<tr>
<th>BE</th>
<th>CON</th>
<th>DIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

"Be" may be used as a word alone. (This point was explained more fully in Lesson VII.) But the contraction when used as a part word must form the first syllable or not be used. It must not be used in words like "bet," "better," "been," "beg," etc.

**Examples:**

```
Believe  contain  discuss
bet       maybe
```

They may follow the hyphen in a compound word.

```
self-conscious
```

You have undoubtedly noticed that the three contractions given above have the same formation as the contractions for "bb," "cc" and "dd." Its location determines its meaning. If you attempted to contract "con" in the middle of a word it would read "cc."

- : : at the beginning of a word means "be," in the middle means "bb," at the end ".;"
- : : : at the beginning of a word means "con," in the middle means "cc," at the end ".:"
- : : : : at the beginning of a word means "dis," in the middle means "dd," at the end ".:"

If you are beginning to find these different rules for the contractions confusing, use your chart on pages 58-59 (pages 68-69 for slate work). For future reference it will guide you and explain just when each contraction may and may not be used.
LESSON VIII.—Continued

PART III. HOME WORK

Mark the contractions in the following words.

EXERCISE XV
See Page 79

early  earth  caddy  muddle  cease  fodder  considerate
learn  belt  peach  bread  scruff  heathen  inconsiderate
meant  conic  differ  doff  disappear  discharge  fearsome
dissipate  tease  distant  robber  dish  giggle  disconcert
lean  dislike  middle  reason  confident  cereal  discontent
address  off  muff  sweat  economy  reagree  mother-of-pearl
cream  bedim  ocean  stonework  distinctly  struggle  befogged
been  fodder  content  feather  reappear  nodder  fleabite
odd  earn  eagle  connect  please  sea-gull  pineapple
odds  adder  redder  bedeck  toddler  distinct  self-conduct
idea  seal  affect  offhand  dispar  indistinct  egg
ideal  cuff  foregone  occupy  buffet  displease  eggplant
beach  cuffs  puddle  reappear  acclaim  continent  self-distrust
occur  disarm  ease  continue  disease  different  self-confidet
groggy  ready  betimes  Seattle  benefit  fiddle  underhand
weary  east  least  contraband  riddle  egg-nog  contaminate
deaf  addict  earth  dishevel  shudder  readdress  Goethe
forego  real  saddle  nugget  accord  contrary  display
muff  behave  yearly  rudder  bedstead  bedlam  saddle

To be put into Braille.

EXERCISE XVI
See Page 79

1. I will wear pearls from the sea in my ears.
2. We are eager for peace.
3. Each and every one accepts.
4. He adds very often.
5. Stand off!
6. Eggs are now selling quite cheap.
7. Do you offer it for sale?
8. How odd! You have no orangeade.
9. Abe condemns accidents.
10. You are very distant.
11. Do have some more tea and some scones.
12. Hand me a disc.
13. What a feast you have prepared for us.
14. Can you paddle a canoe?
15. I can’t afford a new muff.
16. It is very warm and muggy.
17. One hears the foghorn constantly in foggy weather.
LESSON IX

PART I

To be put into Braille.

EXERCISE XVII
See Page 80

1. Waffles and muffins are very popular.
2. Accents were very difficult for me.
3. Do not sadden me. Did I say “sadden”?  
4. What is his name? 
5. Maybe I shall conduct you. 
6. His address was not enough.  
7. I disbelieve every line you write.  
8. Please wear some clean cuffs and carry a muff. 
9. Do not meddle in my affairs. 
10. Do not accuse her for she is innocent.

PART II

Here are two contractions which may NEVER BE USED AT THE BEGINNING OF A WORD.

ING BLE

(Reversed on page 68 for slate.)

(Note that the contraction for “ble” is the same sign that is used for the numeral sign and you’ll remember that for that reason it could not be used at the beginning.)

Examples: sing ingot able blend

Remember that although you may not use the “ing” at the beginning of a word you may still use the contraction for “in.”

Below is the sign for “com” which may be used at the beginning of a word or line and used ONLY AT THE BEGINNING. It need not be a syllable.

COM

It must never be used in connection with the dash or hyphen. The reason is evident for it is the same formation as the hyphen and the dash, which is expressed by the repetition of the hyphen sign.

Examples: come —come income

For the sake of greater legibility, the American Foundation for the Blind suggests that you do not use the contraction “com” after the capital sign.

Example: Comb
LESSON IX. PART II—Continued

Do not confuse the contractions “con” and “com.” Remember that “con” must form the first syllable in order to be contracted, while “com” although it must be used at the beginning of a word or line, need not form a syllable.

The contraction for “con” may follow the hyphen or dash.

The contraction for “com” may never be used in connection with the dash or hyphen.

PART III. HOME WORK

Mark the contractions in the following words.

EXERCISE XVIII
See Page 81

<table>
<thead>
<tr>
<th>blench</th>
<th>Dean Inge</th>
<th>comic</th>
<th>commerce</th>
<th>comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>ingress</td>
<td>bleed</td>
<td>comb</td>
<td>linger</td>
<td>constable</td>
</tr>
<tr>
<td>comedy</td>
<td>ingrain</td>
<td>ingénue</td>
<td>singlass</td>
<td>contingent</td>
</tr>
<tr>
<td>blear</td>
<td>bring</td>
<td>coma</td>
<td>contingent</td>
<td>ingle</td>
</tr>
<tr>
<td>ingrown</td>
<td>ringing</td>
<td>coneflower</td>
<td>liable</td>
<td>shingle</td>
</tr>
<tr>
<td>comedian</td>
<td>beat</td>
<td>single</td>
<td>hinge</td>
<td>tingle</td>
</tr>
<tr>
<td>astringent</td>
<td>compete</td>
<td>lining</td>
<td>finger</td>
<td>distinguish</td>
</tr>
<tr>
<td>bleak</td>
<td>inglorious</td>
<td>knowing</td>
<td>parting</td>
<td>comfort</td>
</tr>
<tr>
<td>blemish</td>
<td>compass</td>
<td>blending</td>
<td>gingham</td>
<td>comfortable</td>
</tr>
<tr>
<td>Blenheim</td>
<td>ingenerate</td>
<td>table</td>
<td>ginger</td>
<td>uncomfortable</td>
</tr>
<tr>
<td>incompatible</td>
<td>incomplete</td>
<td>sub-committee</td>
<td>incompetent</td>
<td>twinge</td>
</tr>
<tr>
<td>ingere</td>
<td>ingest</td>
<td>welcome</td>
<td>committee</td>
<td>fingering</td>
</tr>
</tbody>
</table>

commanding | coming | welcome | dingy |

To be put into Braille.

EXERCISE XIX
See Page 81

1. She is my constant companion.
2. What a noble person!
3. Edith has bleached hair.
4. Do come and get a cone.
5. Sing a single aria. Just one!
6. It is very probable that he will confess.
7. That is quite suitable.
8. That fringe is too short.
9. The bubble burst.
10. Blest be the tie that binds.
11. We shall have more stringent rulings.
12. He is very ingenious.
13. That gown is very becoming.
14. This piece of string will come in very handy.
15. Bring me a coat.
16. I wonder what the outcome will be now that he is disabled.
17. What a horrible day for the wedding!
18. Mable cables from England that she has finished the marble tablet and hopes that you will pay the tariff for her.
19. Colonel Comstock is coming and will command the committee on commerce and income.
LESSON X

PART I

To be put into Braille.

EXERCISE XX

See Page 82

1. The screams are still continuing.
2. The echo is coming from the other side of the lake.
3. The wind certainly blew last night.
4. She is bleeding. Find someone who can comfort her.
5. She is very uncomfortable now.
6. Ethel is still conscious but she will soon be unconscious.
7. It is very cold and bleak here.
8. The comedy is most amusing.
9. Will you recommend someone who will willingly accommodate me?
10. Esther, bring the brown table here, Alexander is coming for it quite early.

PART II

The three WORD SIGNS given below MUST BE USED CLOSE TO THE WORD OR LETTER THAT FOLLOWS, and if sense forbids the contraction must not be used.

TO INTO BY

(See page 67 for slate work.)

They may never be joined to other words by the hyphen to form compound words nor used as part words.

They MAY BE CONTRACTED BEFORE THE NUMERAL, CAPITAL* AND LETTER SIGNS, but not before any other Braille composition or punctuation sign. (Composition signs are listed on page 60.)

Examples:

to do to “do” By it by-law

By Jove! He went by.

to come “to come” to Joe

into some by “my” house to his

In using these contractions remember the rules governing lower signs which you had in Lesson IV. (Complete rules governing lower signs are on page 61.)

“Into” is a compound lower sign but counts as one lower sign.

These signs must not be used unless they may be joined to the word or letter following. This also means that they must be on the same line, you must not contract the word “by” on one line and write the word following on the next.

* For the sake of greater legibility the American Foundation for the Blind suggests that you do not use the contractions for “to,” “into,” and “by” when they are followed immediately by the capital sign.
LESSON X.  PART II—Continued

In a sentence like "He passed me by without speaking," do not contract the "by" but write it in full. Sense would forbid the words "by" and "without" being written together.

In cases where you may not use the contraction "into" remember that the contraction "in" may still be used.

The contractions may be used when the first letter is a capital.

You will note that the sign for "by" is the same as the sign for "was." There can be no confusion for in order to represent the word "was" it must stand alone. When the sign is used to express "by" it must be used close to the word that follows and if sense forbids the contraction must not be used. Take, for example, the sentence "In days gone by he lived in Paris." sense would forbid the words "by" and "he" being written together, so in that case "by" must be written out. If you attempted to make a space between them and still used the contraction it would read "In days gone was he lived in Paris." because the contraction when used alone means "was."

Another thing to bear in mind while transcribing is the fact that you may be tempted to divide a word at the end of a line when it is not really necessary to do so. You may realize that you have just enough space for one more sign and the word you are writing may contain two or three more letters, make sure before you make a hyphen that those letters are not contracted. It takes no more space to write the contraction for "ing" than it does to make a hyphen.

PART III. HOME WORK

To be put into Braille.

EXERCISE XXI
See Page 83

1. By his leave.
2. Do come to the party.
3. Go to bed.
4. I hope to be on time.
5. Do it by all means.
6. He has just passed by.
7. Ingratitude is difficult to forgive.
8. By-products.
9. By that time I shall be gone.
10. Mother hopes to come here.
11. Passer-by.
13. Ernest comes to America very often.
14. "To be or not to be."
15. She lives near by.
16. I will accompany you to the theatre by the avenue.
17. Do go by all means.
18. Do go by, do not stop.
19. I shall will it to you outright.
20. Be that as it may.
21. "Be that as it may."
22. How many times will 4 go into 12?
23. Throw that into discard.
25. Lord Byron.
26. The bride-to-be is coming to see us.
27. Sh! Please be more quiet when you follow me into "The Blue Room".
LESSON XI

PART I

EXERCISE XXII
See Page 85
1. What is the rule governing the use of “to,” “into,” and “by”?
2. May the contraction “com” be used when in contact with the hyphen or dash?
3. May the contractions for “be,” “con” and “dis” follow the hyphen in a compound word?
4. May the contraction “to” be used with the hyphen to form a compound word?
5. May the contraction “by” be used with the hyphen to form a compound word?
6. Is the contraction “into” treated as two lower signs?
7. If the same Braille sign represents “dis” and “dd” how do you differentiate?
8. How do you distinguish between “was” and “by”? The same sign is used for both.
9. May “be,” “con,” and “dis” be contracted when preceded by “to,” “into” and “by”?
10. May the contraction “com” be used at the beginning of a word if it does not form a complete syllable?
11. May the contraction “com” be used in the middle of a word?
12. May the contraction “con” be used at the beginning of a word if it does not form a complete syllable?
13. May the contraction “ea” be used if the word “reason” has to be divided and “rea-” written on one line and “son” on the other?
14. What are the Braille Composition Signs?

PART II

In a few of the lessons to follow you will be given Final and Initial Contractions. These names do not refer to the position of the contraction in the word, but merely indicate that in the one case the contractions are made from the initial letter and in the other from the final letter of the word or syllable contracted. You already have had some Initial Contractions such as “some,” “time,” “day,” “part,” etc., which were given in Lesson III. All Final and Initial Contractions are listed on pages 56, 57 (pages 66, 67 for slate), but we shall take a few at a time and practise using them and becoming familiar with them.

Final and Initial Contractions are not treated alike. As you already know Initial Contractions may be used in any part of a word when they are used as part words and they may also stand alone as a whole word. Like other contractions they should not be used if their use would be confusing to the reader.

Here are five Initial Contractions formed by means of dots 4 and 5.

<table>
<thead>
<tr>
<th>UPON</th>
<th>WORD</th>
<th>TIISE</th>
<th>THOSE</th>
<th>WHOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>48</td>
<td>66</td>
<td>67</td>
<td>68</td>
</tr>
</tbody>
</table>

(These signs are reversed on pages 66, 67 for slate.)

And here are six which are formed by means of dots 4, 5, and 6.

<table>
<thead>
<tr>
<th>CANNOT</th>
<th>HAD</th>
<th>MANY</th>
<th>SPIRIT</th>
<th>WORLD</th>
<th>THEIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>57</td>
<td>58</td>
<td>59</td>
<td>60</td>
</tr>
</tbody>
</table>

Like all Initial Contractions they MAY STAND ALONE and MAY BE USED AS A PART WORD in any position in a word.

Examples:

Tammany hadn’t Hades worldly
LESSON XI. PART II—Continued

If the same space is saved, simple contractions are better than two-celled word signs, e.g. in "haddock" use the contraction for "dd" rather than the contraction for "had"; and in the word "shadow" use the contraction "sh" rather than the contraction "had."

PART III. HOME WORK

To be put into Braille.

EXERCISE XXIII
See Page 85

1. I am with you in spirit.
2. Many people were able to come here.
3. Martha cannot entertain so many here.
4. You had many more than just those two eggs.
5. Whose name is that?
6. My word! If I had but known that!
7. We have had considerable muggy and foggy weather.
8. Dorothy Vernon of Haddon Hall.
9. We are walking towards those gardens.
10. Their word is enough.
11. These are the ones I want, not those.
12. Those shadows on the hills are very lovely indeed.
13. Whose sword is that upon the table?
14. I am going to 4 tea-parties this week.
LESSON XII

PART I

To be put into Braille.

EXERCISE XXIV
See Page 86

1. She worded the cable very well.
2. I cannot think that of you.
3. Charlotte had many more like it but she lost them.
4. Edward had many ladders.
5. You live in the old world and I live in the new world.
6. I hadn’t seen that one until yesterday.
7. You haven’t seen it have you?
8. Esther is very worldly.
9. The credit is all theirs, not mine.
10. Many are here from Germany.

PART II

Here are five more contractions that may be used as part words, but they may not be used at the beginning of a word. Each is preceded by dots 4 and 6 and the letter which follows is the final letter of the contraction. For this reason they are called FINAL CONTRACTIONS, but this does not mean that they must be used only at the end of a word, they may appear in the middle or at the end but never at the beginning, nor must they ever be used as a whole word.

<table>
<thead>
<tr>
<th>OUND</th>
<th>ANCE</th>
<th>SION</th>
<th>LESS</th>
<th>OUNT</th>
</tr>
</thead>
</table>

(These signs are reversed on page 66 for those who use the slate.)

Examples: lance ancestor bless lesson

Remember that these contractions MUST NOT BE USED ALONE.

They MAY NOT BE USED AT THE BEGINNING OF A WORD, but may be used at the beginning of a line when the word is divided.

No Final Contraction may be used as a word alone nor may it begin a word. Other Final Contractions will be given in following lessons but on pages 56, 57 (pages 66, 67 for those who use the slate) is a complete list of all Final Contractions.

Like all contractions they should not be used if they are likely to lead to obscurity in recognition or pronunciation, and therefore should not overlap well-defined syllable divisions.

PART III. HOME WORK

To be put into Braille.

EXERCISE XXV
See Page 87

1. France and Germany are countries in Europe.
2. Cancel that order.
3. Unless you can come now you will be too late.
4. Sion is another way of spelling Zion.
5. One pound will be enough, even less will do.
6. Count that one out.
7. They will take possession of the house next Wednesday.
8. The wall is quite sound-proof.
LESSON XII. PART III—Continued

9. Those mountains are very high and hard to climb.
10. The world is round.
11. Edwin dislikes dances, so does Frances.
12. We have permission to go around the grounds of the mansion.
13. If you are going any distance take the underground.
14. A pension is a periodical allowance. Wounded soldiers have a pension.
15. Perseverance is the act or habit of persevering.
16. It is useless to try to do it until you have found the ladder.
17. By chance I found Mary and Constance Andrews at home.
18. My version is very different.
19. Find something to lessen the pain.
20. That gown enhances her beauty.
21. Discount that amount.
22. The chancellor has a large inheritance.
23. Howard Jones countermands the balance of his order.
24. Beware of counterfeit money!
25. Bless my soul! His history lesson is certainly difficult.
26. The succession to the throne goes to his brother.
LESSON XIII

PART I

Mark the contractions in the following words.

EXERCISE XXVI
See Page 89

compassion    insurance    circumference    finance    continuance
trance    dance    entrance    mischance    appearance
fountain    matchless    importance    advance    countess
sound    rencounter    submission    invasion    mound
occasion    scence    useless    foundling    penance
bound    priceless    found    Renaissance    chancery
lessee    round    commission    permission    account
country    possession    instance    flounder    paramount
countenance    glance    omission    countless    chancel
appliance    counterpart    countries    ordinance    reversion
country-dance    profound    hindrance    enhance    counterbalance

PART II

Here are seven more Final Contractions which are used as PART WORDS ONLY and MAY NOT BE USED AT THE BEGINNING OF A WORD. Each one is preceded by dots 5 and 6 and the letter that follows is the same as the final letter of the contraction.

ENCE    ONG    FUL    TION    MENT    NESS    ITY
*:*:*:*:*:*:*

(For slate work these signs are on pages 66, 67.)

Like the other Final Contractions in the preceding lesson they may be used at the beginning of a line when the word is divided.

It is very important to remember that these contractions

MUST NOT BE USED ALONE and

MAY NOT BE USED AT THE BEGINNING OF A WORD.

Examples:

hopeful    full    ornament    mention
*:*:*:*:*:*:*

These contractions are not treated as Lower Signs (see Lesson XV).

These contractions, like all contractions, should not be used when they are likely to lead to obscurity in recognition or pronunciation, and therefore they should not overlap well-defined divisions. Example: the contraction for “ity” should not be used in “fruity” but may be used in “fortuity.”

The fact that some contractions may not be used in all parts of a word, and others may be used in any part of a word may, at first, seem confusing and at times discouraging. The most important things to memorize now are the combinations of letters that are contracted. You cannot possibly comprehend and memorize everything right away, so first train your eyes to recognize the contractions themselves and then use your chart pages to refresh your memory in learning when and how they may be used. With practice you will soon remember how to use them, but first of all train your eye to recognize the combinations of letters that are contracted.
LESSON XIII.—Continued

PART III. HOME WORK

To be put into Braille.

EXERCISE XXVII
See Page 89

1. She came here a long time ago.
2. He is full of happiness and merriment.
3. Mother is more hopeful, hence I cannot complain.
4. Do sing a song for Helen.
5. I have heard that one many times.
6. Be careful not to mention my name.
7. It is all mental work.
8. What a dreadful experience you had!
9. My mother-tongue is English.
10. What carelessness!
11. The congo is an eel-like amphibian.
12. My business is in the city.
13. Clarence is very strong.
14. Do you find these sentences difficult?
15. What an awful pity you are wrong.
16. The prong of the fork is bent.
17. Hongkong is a British crown colony in China.
18. You are in a position to help many people.
19. I cannot do my work I have so many hindrances.
20. Most people dislike additional work.
21. Nonchalance is a state of mind indicating jaunty indifference or unconcern.
22. An annuity is an annual allowance or income.
23. That house belongs to me.
24. The postponement is a disappointment to me.
25. Matthew Armstrong is one of Barbara’s ancestors, he was a fishmonger.
LESSON XIV

PART I

Mark the contractions in the following words.

EXERCISE XXVIII
See Page 91

lineament, mentality, enthronement, tenement, atonement
pence, fence, section, garment, oddness
activity, impression, position, hereditament, oddity
throng, imposition, dryness, comeliness, offence
impudence, implement, benediction, hilarity, dullness
diligence, heredity, gravity, lenity, longing
apartment, diphthong, graveness, irritableness, entity
question, shiptment, appointment, discountenance, fullest
innocence, seniority, sponginess, reverence, dryness
Enceladus, commencement, spongiole, comeliness, imposition
longitude, levy, spongiole, comeliness, imposition
feasibleness, Longfellow, spongiole, comeliness, imposition
quantity, fatality, spongiole, comeliness, imposition
opportunity, Longfellow, spongiole, comeliness, imposition
department, charity, spongiole, comeliness, imposition
conference, severity, spongiole, comeliness, imposition
compartment, unity, spongiole, comeliness, imposition

PART II

Two more Final Contractions and like all other Final Contractions they may be used only as a part word, they MUST NEVER STAND ALONE and MAY NEVER BE USED AT THE BEGINNING OF A WORD.

ATION
ALLY

(For slate work these signs are reversed on page 68.)
These may be used at the beginning of a line when the word is divided.
These contractions are not treated as Lower Signs (see Lesson XV).
Remember also that there is a sign for “tion,” use the contraction for “ation” rather than the letter “a” and the contraction for “tion.”

Here are five more Initial Contractions and they may be used as WORD or PART WORDS.

THERE

CHARACTER

THROUGH

WHERE

OUTH

(For slate work see page 67.)
These are not treated as Lower signs.

Initial Contractions as you already know may always be used as word or part words and may be used in any part of the word.
LESSON XIV.—Continued

PART III. HOME WORK

To be put into Braille.

EXERCISE XXIX
See Page 91

1. There is where I ought to be.
2. Through the years.
3. You ought to go there too.
4. The foundation of the fountain is really very strong.
5. Whereby.
6. Real character is priceless.
7. It is useless to do it.
8. She will work for the National Library.
9. Please take me into consideration for I have a national reputation.
10. There was an extremely large congregation for the dedication.
11. Orlando is one of the characters in "As You Like It."
12. The foreman will stop in off and on throughout the day.
13. The station is really quite near by.
14. He bought some rations at an auction.
15. I sought her friendship for I was lonesome.
16. Use every possible precaution to avoid accidents.
17. They usually begin action earlier than this.
18. The Young Women's Christian Association.
19. The Information Bureau is to the right.
20. Howard wants you to read the "Declaration of Independence."
LESSON XV

PART I

Mark the contractions in the following words.

EXERCISE XXX
See Page 93

totally coordination thereupon vaccination rationally vocally recreation palpitation habitation demonstration combination generation profanation reaction forethought appellation personally vacation mentally

anticipation visitation therefor thereby therewithal fatally conglomeration mediation gratuity reverence accommodation ethereal bought sediment recreate thought

correspondence punctuation thoughtfulness commendation whereas wherein whereof whereas thereupon therefor thoughtfulness characterization coordination therefrom thereupon therefor vaccination rationally vocally recreation palpitation habitation demonstration combination generation profanation reaction forethought appellation personally vacation mentally

totaly coordination thereupon vaccination rationally vocally recreation palpitation habitation demonstration combination generation profanation reaction forethought appellation personally vacation mentally

PART II

RULES GOVERNING LOWER SIGNS

1. Any number of Lower Signs may follow each other if they stand for separate words with a space written between.

2. Not more than two Lower Signs may join each other.

3. 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.

4. Any number of punctuation or composition signs may follow each other. (This is an exception to the above rule 2.)

5. The signs for "into," the dash, inner quotation and brackets, although Compound Lower Signs count as one Lower Sign.

6. The capital sign is not treated as a Lower Sign.

7. The compound contractions which are preceded by the formations ☺ ☻ ☾ are not to be treated as lower signs. (See pages 56-57 for slate pages 66-67.)

Examples:

Go • in • there.

Go • in. •

By his • wit

Notice in the second example that the "in" is not contracted because two Lower Signs may not be written together unless one of them is in contact with a sign containing dot 1 or dot 4.

Examples: into part —right into discard
LESSON XV—Continued

PART III. HOME WORK

To be put into Braille.

EXERCISE XXXI
See Page 93

1. Oh!—Come in.
2. —“There he is!”
3. It was difficult—it really was.
4. England is a maritime nation.
5. Buy some more linen.
6. You can buy icons in Russia.
7. Nevertheless we shall sever the relationship.
8. There I was alone.
9. “To connect”.
10. It was there not so many days ago.
11. We finally reached the station on time.
12. To ally is to unite.
13. He found his fountain pen.
14. The conversation commenced brilliantly but soon was dreariness personified.
15. Do you know what pagination means?
16. He is going into partnership with a friend of mine.
17. He remained in Washington throughout the entire administration.
LESSON XVI

PART I

EXERCISE XXXII

See Page 94

1. May two Lower Signs appear together without a space if neither sign is joined to a sign containing dot 1 or dot 4?
2. Should you use the contraction for “ever” in “reverberate”?
3. May three Lower Signs be written in succession without a space?
4. May three Lower Signs follow one another with a space between each sign?
5. May “into” be written next to a Lower Sign if the lower sign is joined to a sign containing dot 1 or dot 4?
6. May contractions for “right,” “some,” “here,” “part,” etc., be used with the contraction for “into”?
7. In writing “I” is it necessary to put the capital sign before the letter?
8. Is it necessary for a Final Contraction to be at the end of a word in order to be used?
9. Why are they called Final Contractions?
10. Are Final Contractions ever used at the beginning of a word?
11. Are Initial Contractions ever used at the end of a word?
12. Why are they called Initial Contractions?

PART II

ABBREVIATED WORDS

There are 73 words in Grade II that are abbreviated. They have no particular Braille signs to represent them, they are merely abbreviated, the abbreviations sometimes containing contractions. Here are the words with the letters of a contraction in parentheses.

about ab beneath (be)n him hm perhaps p(er)h
above abv beside (be)s himself hmf quick qk
according ac between (be)t immediate imm receive rev
across acr beyond (be)y its xs receiving rcvg
after af blind bl itself xf rejoice rjc
afterward afw braille brl letter lr rejoicing rjcg
again ag children (ch)n little ll said sd
against ag(st) conceive (con)cv much m(ch) should (sh)d
almost alm conceiving (con)cv must m(st) such s(ch)
already alr could cd myself myf themselves (the)mvs
also al deceive dcv necessary nec thyself (th)yd
although al(th) deceiving dcvg neither nei to-day to-d
altogether alt declare dcl o’clock o’c together tgr
always alw declaring dclg oneself (one)f to-morrow to-m
because (be)c either ei ourselves (ou)rvs to-night to-n
before (be)f good gd paid pd would wd
behind (be)h great grt perceive p(er)cv your yr
below (be)l herself h(er)f perceiving p(er)cv yourseves yrvs

RULES GOVERNING ABBREVIATED WORDS

1. Abbreviations must not be divided at the end of the line, but they may be so divided from any additions made to them. Example: “grt-ly” for “greatly.”

2. An abbreviated word may not be used in combination unless it retains its original meaning. For example: “Must” should not be abbreviated in words like “mustache” or “musty,” it may be abbreviated in “mustn’t.” “After” may be used in “hereafter” but not in “rafter.”

3. No additions may be made to these words that would result in wrong spelling. Example: “Del” may not be used in “declaration.”

4. The abbreviation for “its” must not be used in combination.

5. The abbreviation for “good” may be used in “Mr. Goodwin,” “Goodyear,” etc.

While these abbreviations may be used in combination, be sure that an addition to them does not form an entirely different word. For example: the abbreviation for “blind” is “bl,”
LESSON XVI. PART II—Continued

yet in writing the word “blinded” if you were to add “ed” to the abbreviation “bl” it would read “bled.” In such cases do not use the abbreviation but use the contractions in the word.

“Receive” is written “rcv,” if you wish to write “received” add only a “d.” The addition of “ed” would result in wrong spelling and make the word read “receiveed.”

The abbreviation for “to-day,” is “to-d,” so if you wish to write “to-do” (meaning confusion), do not contract the “do.” By using the contraction there would be no way of distinguishing between “to-do” and the abbreviation for “to-day.”

EXERCISE XXXIII
See Page 95

In the following paragraph mark the abbreviated words only. See how many of these words you can detect from memory.

She herself has already made Braille books for the blind. She said she would help me to-morrow but that will be too late, I rather it would be to-day. Perhaps you will be good enough to influence her. Mr. Goodhue just received your letter saying that your sister is coming to-night, that, according to my way of thinking, is certainly good news, although I do wish she could come this afternoon. At eight o’clock to-night they also plan to do some necessary business before they go away. They will do it all themselves. Do be quick if you care to help either of us, I already have started to help him, between the two of us we should finish it by to-morrow, but it will be a great help if you would assist us almost immediately. Every little bit means much to him because he is in such a great hurry. Almost every day I receive letters from across the sea, receiving them is such a great pleasure and I do wish we could all be together again although I suppose it will be many years before we again meet, but perhaps not, after all. If only we could see the children before they grow up, they change so between visits, it is almost beyond belief.

You yourself should do all you can for the good of the great and noble cause. I always said to myself that you would. She cannot conceive of you ever deceiving anyone, neither you nor your sister are the deceiving kind. I have already paid for this, you yourselves should know that it is far below cost. After all that has happened it will not be necessary for him to declare himself a candidate. Declaring it would be most unnecessary. Don’t you yourself think so?

Above all always look beneath the surface. You must train yourself. Neither you nor I do it. We shall rejoice when we learn how. Perhaps you will not agree with me. Do not be against it. Wouldn’t she receive the message more quickly if you sent a cable? Prepaid of course.

To be put into Braille.

EXERCISE XXXIV
See Page 95

1. Would you be good enough to come to-day and not to-morrow?
2. Know thyself.
3. The chances are always against you.
4. I’m a little behind time.
5. He needs immediate attention for he is already unconscious.
6. The National Institute for the Blind is in Great Portland Street.
7. Always be honest and you will be more than repaid.
8. This is good enough for every-day wear.
9. He has already gone by unnoticed.
10. Neither you nor I will be there to meet Margaret.
11. I wouldn’t do that if I were you.
12. Do you perceive it now?
13. Besides meeting him to-day I found him sitting beside the river.
14. Little by little he is learning Braille, much more practice will be necessary before he will be a good transcriber. Give the new exercise to him.
15. Thereafter she was goodness personified. I couldn’t believe it!
16. She sent a day-letter and one cable, altogether she owes ten dollars.
17. It would be nice if they were to catch and punish the would-be assassin.
LESSON XVII

PART I

EXERCISE XXXV
See Page 97
1. May the contraction for “its” be used in “profits”?
2. May the “to” be contracted in “to-day”?
3. What is the rule governing this?
4. May the contraction for “ful” be used at the beginning of a word?
5. May the contraction for “ful” be used at the beginning of a line if the word is divided?
6. May the abbreviation for “him” be used in “Himalaya”?
7. May the abbreviation for “good” be used in “goodness”?
8. May the abbreviation for “would” be used in “wouldn’t”?
9. May the abbreviation for “must” be used in “muster”?
10. May the abbreviation for “much” be used in “muchness”?

ABBREVIATIONS
In writing abbreviations the ink print practice should be followed.

Examples:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>e.g.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles F. Brown M.D.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LETTER SIGN
The letter sign, dots 5 and 6, is placed before a letter when it is necessary to distinguish it from a numeral.

44b ... ... ... : : : : : : 63a ... ... ... ... ...

It is also placed before single letters to show that they do not stand for words.

Examples: The “s” was blurred.

\[ \text{T bone steak} \]

The letter sign in the above examples is necessary for “s” and “t” alone stand for “so” and “that” respectively, unless otherwise noted. Had the sentences been written without the letter sign they would have read: The “so” was blurred. That bone steak.

The letter sign is used before a word which contains a foreign accented letter and not an English contraction. (See Lesson XIX.)

In writing Nov. 25th, the contraction for “th” is used but is not preceded by the letter sign as the contraction “th” stands for no number even if preceded by the numeral sign.

In writing Dec. 23rd the letter sign is not used before the “d.” “R” preceded by the number sign never means a number and it is taken for granted that the reader would know that the “d” following means “d.”


The above is written with the letter sign to show that no English Braille contraction is
LESSON XVII. PART II—Continued

being used. By using this sign the numeral sign will be read as the numeral sign and not as the contraction “ble.”

The Letter sign precedes the Capital sign or apostrophe.

DOUBLE CAPITAL SIGN

Very often there are words in which every letter of the word is a capital letter. This is expressed by using a double capital sign (dot 6 used twice) before each word. Be sure to repeat dot 6 and not use 3 and 6.

When a double capital sign is used it means that every letter in the word following is a Capital letter. This includes compound words joined by the hyphen and also words containing an apostrophe.

Examples:

<table>
<thead>
<tr>
<th></th>
<th>VERY</th>
<th>KNOWLEDGE</th>
<th>SOME</th>
<th>CAN'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You will note that the double capital sign is used in the above, although some of the signs are of single formation they are representing several letters. The Braille symbol for “it” is represented by one sign, if it is written “It” one capital sign only is needed; if it is written “IT” a double capital sign is required.

A Braille symbol representing a single letter does not require a double sign.

ROMAN NUMERALS

Roman Numerals are capital letters and are written as any word in all capitals. In writing IV remember that the first letter is a capital “i” and not one. “V” or “X,” or “L,” or “C” (single numbers) require but one capital sign for it is a single formation standing for one letter.

Never use the number sign in connection with Roman Numerals!

Examples:

<table>
<thead>
<tr>
<th></th>
<th>VII</th>
<th>XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>is in</td>
<td>Lesson</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>V</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When ink print omits the period following a Roman Numeral, you may do the same in Braille.

(In Great Britain where capitals are not in general use in Braille, the Roman Numerals are expressed by the letter sign preceding the letter or letters.)

INITIALS

Initials of an abbreviation should be written without a space. See page 44 under “Abbreviations.”

Personal Initials are written with a space. T. S. W. (initials followed by a period) requires no letter sign.

T S W (written to represent three different letters) would require a letter sign before each letter in order to have them read as letters.

FRACTION LINE

The fraction line is dots 3 and 4 and is used to separate the numerator and the denominator of a fraction.

\[ \frac{1}{2} \]
MIXED NUMBERS

Mixed numbers are written: number sign, whole number, hyphen, numerator, fraction line, denominator.

$$11\frac{1}{2}$$

DECIMAL POINT

The sign for the decimal point, dots 4 and 6 is used as follows:

$$0.9$$

$$.9$$

$$6.74$$

$$(Note\ that\ the\ numeral\ sign\ precedes\ the\ decimal\ point\ in\ .9.)$$

Be careful not to confuse the decimal sign and the period. In ink print the same sign is used for both but in Braille the decimal is dots 4 and 6 and the period is dots 2, 5, 6.

DOLLAR SIGN

The dollar sign is

Example:

$24.50$

PART III. HOME WORK

To be put into Braille.

EXERCISE XXXVI

See Page 97

1. Dr. Andrews will come this P.M. He hasn’t been here since last Jan.
2. Lessons XI and XIV are most useful to those who wish to learn Braille.
3. Mr. Charles H. Standish is a very good teacher so is T. B. Evans.
4. \(\frac{1}{2}\) and \(\frac{1}{2}\) make 3.
5. \$500.50.
6. There is an apothecary near 45th St.
7. In the spring of ’97.
8. She wore a V neck gown.
10. Act II Sc. iv.
LESSON XVIII

PART I

Oral Review

EXERCISE XXXVII

See Page 98

1. Would you use the contraction for "for" in writing "The Reformation"?
2. What sign precedes the letters used in Roman Numerals?
3. What sign connects the fraction with the whole number in mixed numbers?
4. What sign is used before a foreign word containing an accented letter?
5. If "t" is to be written as a letter what sign should precede it?
6. In writing John S. Smith how would you write the "S."?

PART II

ASTERISK

Marginal or footnotes which consist of more than a few words must not be inserted in the text, but should be placed at the end of the volume in which the references occur. The references in the text must be numbered consecutively throughout each volume and preceded by the asterisk.

*3 *Braille *Braille

These references should be preceded and followed by a space except when it is used as a note reference and followed by a numeral.

The asterisk represents not only the printed asterisk but also the double or treble asterisk, the dagger, cross, etc.

ELLIPSIS

A series of dots in print denoting omitted matter, is represented by three consecutive dots 3. It should be treated and punctuated as a word.

Example: And women all ...

"... and women all"

POETRY

Each new line of verse should start on a new line as in print. When space saving is material, as in the case of manuscript books and magazines, poetry should be written as prose with the Poetry-line sign after the last word of each line of poetry.

When poetry is written using the Poetry-line sign, the following rules should be observed.

When a line of poetry ends with a punctuation sign, the Poetry-line follows immediately without a space.

The Poetry-line must be preceded by a space if the line does not end with a punctuation sign.

It must always be separated from the line that follows, but must always be written on the same line as the preceding word.

It must not be used at the end of a poem or quoted passage because its use indicates that another line of poetry follows.

If poetry occurs in the middle of a paragraph, the prose following should begin in the first space of a new line as in print.
LESSON XVIII. PART II—Continued

DOUBLE POETRY-LINE SIGN

This sign : : : : is used where poetry occurs between passages of prose to indicate when the change from prose to poetry is made. Such passages must begin on a new line, quotation marks to be used in Braille if used or indicated in print.

If poetry occurs in the middle of a paragraph, the prose following should begin in the FIRST space of a new line as in print.

DIPTHONGS

Æ and Æ should be written as separate letters except in foreign languages. (See page 55 for Braille Signs.)

PARAGRAPH

A paragraph should begin in the third cell of a new line.

Where space-saving is material, as in the case of manuscript books and magazines, a para-

graph may be begun in the same line in which the preceding paragraph ends, when three clear spaces must be left. This method must not be used for a lettered or numbered paragraph.

When it is desirable to mark the beginning of such a new paragraph a star or some other sign may be set out before the line in which the paragraph begins, or some other marginal indi-

cation made.

FOOTNOTES

A short and infrequent footnote may be written with an asterisk at the foot of the Braille page as in print, but since this is generally impracticable the following disposition of footnotes is recommended as the standard practice.

Short notes (consisting of a few words or short references) should be inserted in the text, immediately after the word or words to which they refer, and should be enclosed in square brackets. Longer notes should be placed at the end of the volume in which the references occur. The references in the text must be numbered consecutively throughout each volume and preceded by the asterisk.

Footnotes when placed at the end of a volume should be headed “Notes” on the third line of a new sheet. This sheet should be numbered straight on from the last page of text. The note sheet should have an inner margin of three clear spaces, in which should be written note numbers without asterisks. One clear space should be left after the note number, followed by the page and line of the text where the corresponding reference occurs. Note numbers should begin with 1 in each volume.

These rules may sound very confusing and complicated. They are given here for reference. The main things for the average transcriber to remember are that a paragraph begins in the third cell of a new line and that footnotes, if they are not too long and frequent, may be inserted in the text in square brackets.

PART III. HOME WORK

To be put into Braille

EXERCISE XXXVIII

See Page 98

Write this one starting each line of verse on a new line as in print.

1. Ah, Moon of my Delight who know'st no wane
   The Moon of Heav'n is rising once again:
   How oft hereafter rising shall she look
   Through this same Garden after me—in vain!

Write these verses using the poetry-line sign.

2. "A thing of beauty is a joy forever
   Its loveliness increases; it will never
   Pass into nothingness; but will keep
   A bower for us and a sleep
   Full of sweet dreams, and health and quiet breathing."

48
LESSON XVIII. PART III—Continued

3. She picked up the book and read the following quotation:

“Fresh morning gusts have blown away all fear
From my glad bosom,—now from gloominess
I mount for ever—not an atom less
Than the proud laurel shall content my bier.”

She stopped for a moment then continued later.

Mark the contractions in the following poem.

4. THE DAFFODILS.

I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host of golden daffodils,
Beside the lake, beside the trees,
Fluttering and dancing in the breeze.

Continuous as the stars that shine
And twinkle on the milky way,
They stretched in never-ending line
Along the margin of a bay;
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

The waves beside them danced, but they
Outdid the sparkling waves in glee;—
A poet could not but be gay,
In such a jocund company;
I gazed, and gazed, but little thought
What wealth that show to me had brought.

For oft when on my couch I lie
In vacant or in pensive mood,
They flash upon that inward eye
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.
LESSON XIX

PART I

Mark the contractions in the following quotations.

EXERCISE XXXIX
See Page 100

1. Come, seeling night,
   Scarf up the tender eye of pitiful day;
   And with thy bloody and invisible hand
   Cancel and tear to pieces that great bond
   Which keeps me pale! Light thickens; and the crow
   Makes wing to the wood:
   Good things of day begin to droop and drowse;
   Thou marvell’st at my words: but hold thee still:
   Things bad begun make strong themselves by ill.
   So, prithee, go with me.

2. Macbeth. Whence is that knocking?
   How is’t with me, when every noise appals me?
   What hands are here? ha! they pluck out mine eyes!
   Will all great Neptune’s ocean wash this blood
   Clean from my hand? No; this my hand will rather
   The multitudinous seas incarnadine,
   Making the green one red.

PART II

ACCENT SIGN

The accent sign is dot 4 and must be placed before a letter if it bears an accent or other mark that cannot be expressed in English Braille. The sign represents no particular accent. This method of expressing accented letters applies to English words and foreign words when anglicised (anglicised words are those appearing in the English dictionary). Strictly foreign words are expressed differently.

Examples:

- café
- rôle
- façade

In the case of contracted syllables in English words the contraction may follow the accent sign.

Example: blesséd

You will note in the above words that the accent sign represents no particular accent and that it appears before the LETTER that bears the accent. Also note and remember that the letter is written.

FOREIGN ACCENTS

When a foreign word contains an accent the letter sign precedes the WORD and the Braille symbol for the particular accented letter is used. Below is a list of foreign accents and diaeresis and the Braille signs which represent them when used in conjunction with the letter sign.

<table>
<thead>
<tr>
<th>A</th>
<th>Æ</th>
<th>Ö</th>
<th>Ù</th>
</tr>
</thead>
<tbody>
<tr>
<td>¶</td>
<td>·</td>
<td>·</td>
<td>·</td>
</tr>
</tbody>
</table>

For those using the slate these signs appear reversed on page 65.
LESSON XIX. PART II—Continued

These signs will be recognized as having been used for the various contractions, but there can be no confusion in the use of them because the word is preceded by the letter sign when the symbol is to represent the accented letter.

Examples: DÉJÀ : : : : : : :

Note that the letter sign precedes the capital sign and that the one letter sign serves for both accented letters.

Note that the letter sign precedes the “n.”

No contraction may be used in a foreign word.

Note that in these foreign accents the formations stand for BOTH LETTER AND ACCENT.

If a foreign accent appears in a hyphenated word the letter sign precedes the entire word.

If a word containing a foreign accent is in italics the italic sign precedes the letter sign. But the letter sign precedes the capital sign should the word commence with a capital letter.

The two methods of expressing accented letters are very apt to confuse the student of Braille. Just bear in mind that the accent sign represents no particular accent nor letter. It means that the letter following it bears a mark or accent of some kind. When the WORD is preceded by the letter sign it means that a sign is being used to denote a particular letter with the particular accent which that sign alone represents. The letter must not be repeated for that is included in the sign.

PART III. HOME WORK

To be put into Braille.

EXERCISE XL
See Page 100

1. début 5. ingénue 9. vis-à-vis 13. yours 17. great-grandchildren
2. distingué 6. fiancée 10. bâtonnier 14. musty 18. besides
4. enjoué 8. über 12. jardinière 16. yourself 20. shouldn’t

21. “Mr. Pickwick observed (says the Secretary) that fame was dear to the heart of every man. Poetic fame was dear to the heart of his friend Snodgrass, the fame of conquest was equally dear to his friend Tupman; and the desire of earning fame, in the sports of the field, the air, and the water, was uppermost in the breast of his friend Winkle. He (Mr. Pickwick) would not deny, that he was influenced by human passions, and human feelings (cheers)—possibly by human weaknesses—(loud cries of ‘No’); but this he would say, that if ever the fire of self-importance broke out in his bosom the desire to benefit the human race in preference effectually quenched it.”

22. [“Upon motion the meeting thereupon adjourned, to reconvene at the same place on the 21st day of June, 1904, at 4:30 P.M.”]

23. REEDS.

(“They put . . . a reed in His right hand.”—Matthew, xxvii, 29.)
LESSON XX

PART I

Oral Review

EXERCISE XLI
See Page 103

1. How can you distinguish between “was” and “by”? The same sign is used for both.
2. In writing “bed” would you use the contraction for “be” and “d” or the “b” and the contraction for “ed”?
3. In writing “mention” would you use the contraction for “ment” or “tion”?
4. May the contraction for “ness” be used in writing “Mr. Ness”?
5. How many numeral signs are used in writing “2:30”?
6. In writing “bubbles” would you use the contraction for “bb” or “ble”?
7. In writing “tear” is the preference given to the “ea” or “ar” contraction?
8. In writing café does the accent sign precede the word or the letter bearing the accent?
9. In writing the French word “dînerai” may the “er” be contracted?
10. May the contraction for “com” be used after the dash?
11. May the contraction for “child” be used in “children”?
12. Are there any contractions in “child-like”?
13. In writing “rather” would you use the contraction for “the” or the contractions “th” and “er”?
14. Is the contraction for “wore” used in “weren’t”?
15. May the contraction for “dis” follow “into”?
16. Are “com” and “con” treated alike?
17. In writing “2.67” what sign would you use for the “.”?
18. In writing “T bandage” how would you write the “T”?
19. Are the contractions for “st” and “th” used in writing “1st” and “4th”?
20. (a) What are the three uses for the formation of dots 2 and 5?
   (b) How do you differentiate?
21. Give a reason why the “be” contraction may not be used in “been.”
22. (a) What are the three uses for the formation of dots 2, 3, and 5.
   (b) How do you differentiate?
23. (a) What are the three uses for the formation of dots 2, 3, 5 and 6?
   (b) How do you differentiate?
24. (a) What are the three uses for the formation of dots 2 and 3?
   (b) How do you differentiate?
25. (a) What are the three uses for the formation of dots 3, 5 and 6?
   (b) How do you differentiate?
26. What are the three uses for the formation of dots 2, 5 and 6?
27. Does the hyphen cancel the numeral sign?
28. May a word of one syllable be divided at the end of a line?
29. If a word has to be divided at the end of a line is it necessary for the division to be at the end of a syllable?
30. Are the contractions for “bb,” “cc,” “dd,” “ff” and “gg” used in preference to other contractions?
31. May the contraction for “be” stand alone?
32. If the contraction for “be” is used as a part word must it form the first syllable in order that it may be used?
33. (a) May Final Contractions ever stand alone as a whole word?
   (b) Do they need to be the final syllable in order to be used?
   (c) May they begin a word?
34. (a) May Initial Contractions be used alone?
   (b) May they be used at the end of a word?
35. Is the contraction for “to” used in “well-to-do”?
36. In writing “received” is the abbreviation for “receive” followed by the letter “d” or the contraction “ed”?
37. Should a contraction be used between the component parts of a compound word?
38. The contraction for “com” should not be used in “sub-committee.” Why not?
39. The contraction for “ea” is used in “blear” and not the contraction for “ble.” Why?
40. The contraction for “in” is used in “ingrown” and not the contraction “ing.” Why?
41. The contraction for “ea” should not be used in “orangeade.” Why not?
42. In the word “cone” the contraction for “one” is used and not the contraction “con.” Why?
LESSON XX. PART I—Continued

43. In writing the sentence "I go in," the "in" is not contracted. Why not?
44. In writing the sentence "I see Mr. Madden," the "en" in "Madden" is not contracted. Why not?
45. The contraction for "be" is not used in "maybe." Why not?
46. Why is the "ed" not contracted in "predict"?
47. Is it correct to contract the "sh" in "threshold"?
48. In writing "self-conscious" the "con" may be contracted, but in writing "sub-committee" the contraction for "com" may not be used. Can you explain this point?
49. In writing the word "mention" the contraction for "tion" is used and not the contraction "ment." State why.
50. Why isn't the contraction "st" used in words like "misthink," "misteach," "mistell," etc.?

PART II

LIST OF ABBREVIATIONS OF VALUE AND MEASUREMENT

<table>
<thead>
<tr>
<th>Pound Sterling (£)</th>
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<tr>
<td>Cents</td>
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<td>Mills</td>
<td>M</td>
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<tr>
<td>Francs</td>
<td>Fr</td>
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<tr>
<td>Marks (Reich)</td>
<td>RM</td>
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<tr>
<td>Rupees</td>
<td>Rs</td>
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<tr>
<td>Tons</td>
<td>T</td>
</tr>
<tr>
<td>Hundredweight</td>
<td>CWT</td>
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</table>

When in print a symbol or a literal abbreviation of value or measurement follows a numeral, the corresponding literal abbreviation or its equivalent, may be placed in Braille BEFORE THE NUMERAL SIGN without the abbreviation sign.

Example:

20 yds.  6 lbs.

In a sequence of related terms only the abbreviation for the larger quantity is used, and the lesser quantity, with the numeral sign, follows close up.

Example:

4 lbs. 2 oz.

An exception occurs in the writing of decimal coinage where the decimal point is used as in $5.50.

In addition to the above list, any standard abbreviation may be used.

EQUIVALENTS FOR SPECIAL INK-PRINT SYMBOLS

° (degree)........... dg followed immediately by the numeral sign

% (percent)......... middle C, P (••••) followed immediately by the numeral sign

§ (section sign)..... S followed by dot 3, followed immediately by the numeral sign

¶ (paragraph mark).. p(ar) followed immediately by the numeral sign

= (equals sign)....... two middle C's (dots 2–5/2–5) preceded and followed by a space

REFERENCES

When the saving of space is essential, and the meaning would be obvious to the reader, references may be contracted.

Chapter 5, page 69, line 9.

Pages 7 and 56.

Volume V., pp. 9–34.

Gen. vii. 7.

53
LESSON XX. PART III

EXERCISES

EXERCISE XLII
See Page 104

To be put into Braille.

1. The maître d’hôtel will arrange a good dinner for $5.75 each. Mr. B. F. Comstock told us about him and said that if we would go to him we would be delighted with the service. By 6 o’clock 4 dozen roses should arrive from the florist and the 3 lbs. of candy and 5 qts. of ice cream will arrive later. When they come will you please take care of and arrange them. We shall need some ribbon for decorating, so buy about 10½ yds., not more than 2¾ ins. wide. The party will be in a private room marked D, even though you forget the letter you will find it without difficulty. The room is 20 ft. by 10 ft. which is large enough for the few guests. R.S.V.P. was written on the invitations but there is still one who has not answered. Perhaps she will telephone this afternoon. We shall be ill-at-ease until we have heard from her. We undoubtedly have enough of everything—enough! Do not order another thing. Rewrite that place card and add a “k” to “Frederic”. This hotel was built in the winter of 1927-1928. It should be an A1 affair, do not belittle it if it should not be. We will need 1 lb. 3 oz. more candy.

See Page 106

2. LIFE OF SHAKESPEARE—Birth and Parentage—The play of The Life of King Henry V was written by William Shakespeare, who was born at Stratford-on-Avon, Warwickshire, on the 22nd or 23rd of April, 1564.

See Page 107

3. “You will be interested to hear of an extraordinarily expert Braille reader whom I met a little while ago. He is the Rev. W. E. Lloyd, who works in a parish in the West-end of London. He dined with the blind officers at Portland Place the other day, and after dinner I asked him whether he read Braille fast. He said: ‘I found out rather an odd thing about my Braille reading the other day. Have you a Braille book and a handkerchief?’ Both were produced; the Braille book being Mark Twain’s ‘Huckleberry Finn,’ which is written in various American dialects, and, consequently, does not afford by any means simple reading with the fingers. Mr. Lloyd opened the book at random, found a full stop, and read a few sentences as quickly as his tongue could go, and it was evident that his fingers were well ahead of his tongue. He then asked for one thickness of handkerchief to be placed over the page. Through this he read just as fast as before. Two thicknesses did not diminish his speed in the least. When three thicknesses were over the dots his rate of reading slackened slightly, and when he attempted the seemingly impossible feat of reading through four thicknesses he still read faster than the average clergyman reads the lessons in church. The handkerchief was not a smooth, well-ironed one, but a crumpled one produced by one of the officers from his pocket, and the passages read were in all cases quite disconnected.”

Quotation from Sir Arthur Pearson’s “Victory over Blindness”

Copyright, 1919, by Doubleday, Doran & Co., Inc.

See Page 110

4.

HAMLET

ACT V Scene II

Hamlet. As thou’rt a man
Give me the cup: let go; by Heaven I’ll have it.—
O good Horatio, what a wounded name,
Things standing thus unknown, shall live behind me!
If thou didst ever hold me in thy heart,
Absent thee from felicity awhile,
And in this harsh world draw thy breath in pain
To tell my story. [March afar off. and shot within.]
BRAILLE SIGNS

ALPHABET

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PUNCTUATION

- Comma
- Period
- Colon
- Semi-colon
- Exclamation
- Question Mark
- "Quotation"
- 'Single Quotation'
- Dash
- Italic
- Hyphen
- [Bracket]
- Asterisk
- (Parenthesis)
- Apostrophe
- Numeral sign
- Fraction-line
- Poetry-line sign
- Capital sign
- Accent sign
- Decimal-point
- Letter sign
- Ellipsis

MISCELLANEOUS

FOREIGN ACCENTS and DIAERESIS

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A complete list of all the contractions is given on pages 58, 59.

* A Braille composition sign.
† Treated as one Lower Sign.
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* May be used as a word or part word, as a part word they may appear at the beginning, in the middle or at the end of words.
† Must not be used as a whole word and must not be used at the beginning of words. May be used at the beginning of a line if the word is divided.
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* May be used as a word or part word, as a part word they may appear at the beginning, in the middle or at the end of words.

† Must not be used as a whole word and must not be used at the beginning of words. May be used at the beginning of a line if the word is divided.
# COMPLETE LIST OF CONTRACTIONS ALPHABETICALLY ARRANGED

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58
### Complete List of Contraction

<table>
<thead>
<tr>
<th>Contraction</th>
<th>First Syllable</th>
<th>Middle Syllable</th>
<th>Last Syllable</th>
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<tr>
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<tr>
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<td>RC</td>
<td>E</td>
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<td>V</td>
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<td>REJOINING</td>
<td>RG</td>
<td>J</td>
<td>NG</td>
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<tr>
<td>RIGHT†</td>
<td>R</td>
<td>I</td>
<td>T</td>
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<tr>
<td>SAID</td>
<td>S</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>S'HAL†</td>
<td>S</td>
<td>H</td>
<td>L</td>
</tr>
<tr>
<td>SHOULD†</td>
<td>S</td>
<td>H</td>
<td>UL</td>
</tr>
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<td>S</td>
<td>I</td>
<td>ON</td>
</tr>
<tr>
<td>SO</td>
<td>S</td>
<td>O</td>
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<tr>
<td>SOME†</td>
<td>S</td>
<td>M</td>
<td>E</td>
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<tr>
<td>SPIRIT</td>
<td>S</td>
<td>P</td>
<td>R</td>
</tr>
<tr>
<td>NOW</td>
<td>N</td>
<td>O</td>
<td>W</td>
</tr>
</tbody>
</table>

The letters in parentheses are contracted.

1. Contraction may be used only when these letters form the **First Syllable** of the word. The contraction may follow the hyphen in a compound word. May be used at the beginning of a line when the word is divided.

2. May be used only as a **Part Word**. **May Not Begin A Word** nor be used alone. It may be used at the beginning of a line when the word is divided.

3. Contraction may be used only when it appears **BETWEEN LETTERS OR CONTRACTIONS** of the same word and in the same line. It must never begin nor end a word. Double letter signs should not be used when there is an alternative single cell contraction.

4. Must be **JOINED TO WORD FOLLOWING** or the contraction must not be used. May never be joined to other words by the hyphen to form hyphenated words. May be contracted before the Capital, Numeral and Letter Signs, but not before any other Punctuation or Braille Composition Sign. Whole word only. "Into" is treated as one lower sign.

5. May be used as **Word or Part Word** and may appear in any part of a word when used as a part word.

6. May be used only at the **BEGINNING OF A WORD** or line. It need not be a syllable. Contraction must never be used in contact with the dash or hyphen.

7. **Whole Word Only.** Must not be used as a part word. May be used with the hyphen to form a hyphenated word. Apostrophe "'s" may be added, but never "'s" to form the plural.

8. Must not be used in combination unless original meaning is retained. No addition may be made which would result in wrong spelling.

9. May be used as **Whole Word** or as **First Syllable** of a word, or a syllable at the commencement of a line in a divided word. It may follow the hyphen in a hyphenated word.

10. **MUST NOT BEGIN A WORD**, but may begin a line in the case of divided words.

11. Part word sign which may appear in any part of a word.

---

* Not treated as a lower sign.
† Must not be contracted before or after a dash.
‡ May be used with "'re" or "'ll."
DEFINITIONS

ABBREVIATED WORDS.—Words that have no special Braille sign to express them but are always expressed by a special abbreviation.

COMPOSITION SIGNS.—Signs which are peculiar to the Braille system and have no ink print equivalents. They are the Numeral sign, Poetry-line sign, Capital sign, Accent sign, Italic sign and the Letter sign.

COMPOUND SIGNS.—Signs which occupy two spaces or cells.

COMPOUND LOWER SIGNS.—A Lower sign which occupies two cells but which counts as one.

CONTRACTION.—A sign which is used to express more than one letter.

FINAL COMPOUND SIGNS.—Contractions which are formed by one of three signs (dots 4 & 6, dots 5 & 6, or dot 6) placed before a terminal letter. See pages 56, 57 for list.

INITIAL COMPOUND SIGNS.—Contractions which are formed by means of one of three signs (dot 5, dots 4 & 5, or dots 4, 5, & 6) placed before an initial letter. See pages 56, 57 for list.

LOWER SIGN.—A sign which contains no upper dot, that is neither dot 1 or dot 4.

ONE-CELLED CONTRACTION.—A contraction which occupies only one space or cell.

TWO-CELLED CONTRACTION.—A contraction which occupies two spaces or cells.

WORD SIGN.—A contraction which is used to express a whole word, whether it occupies one or two cells.

PREFERENCES

1. When a word, according to all rules, may be contracted in two or more ways, each saving the same amount of space, the way should be selected which produces the most readable combination of dots.

2. The contractions for “for,” “and,” “of,” “the,” “with” should be used as part words whenever possible in preference to any other contraction, unless their use would entail waste of space.

3. When “d,” “r,” and “n” follow “one,” contract “ed,” “er” and “en” in preference to “one.”

4. Avoid using Double Letter Signs when there is an alternative single cell contraction, e.g., in “peddle” use the contraction for “ed” rather than the contraction “dd.”

5. In words like “dear,” “fear,” “pear,” etc., the preference is given to the “ea” contraction.

6. One-celled contractions are preferable to two-celled word signs, e.g., in “shadow” use the contraction for “sh” rather than the one for “had.”
RULES GOVERNING CONTRACTIONS

1. Contractions must not be used in foreign words except when anglicised.
2. Contractions may be used in English proper names.
3. Contractions may overlap the syllables of a word but should not be used when they are likely to lead to obscurity in recognition or pronunciation. They should never overlap well-defined syllable divisions or the component parts of a compound word.
4. Initial Compound Contractions may appear in any part of a word and may be used alone as a whole word.
5. Final Compound Contractions must never begin a word nor appear alone. They may, however, be used at the beginning of a line when the word is divided.
6. Word signs should be used sparingly in the middle of words unless they form distinct syllables.
7. Special care should be taken to avoid undue contraction of words of relatively infrequent occurrence.
8. The Double Letter Signs are not considered to lead to obscurity because they retain their original letter form.
9. Abbreviated Words given in the list may be used in combination, but no addition may be made to any of them which would result in wrong spelling. An Abbreviated Word may not be used in combination unless it retains its original meaning.

RULES GOVERNING LOWER SIGNS

1. Any number of Lower Signs may follow one another if they stand for separate words with a space written between.
2. Not more than two Lower Signs may join each other.
3. 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.
4. Any number of punctuation or composition signs may follow each other. (This is an exception to the above rule 2.)
5. The signs for “into,” the dash, inner quotation and brackets, although Compound Lower Signs count as one Lower Sign.
6. The capital sign is not treated as a Lower Sign.
7. The compound contractions which are preceded by the formations are not to be treated as lower signs. (See pages 56, 57 for list, pages 66, 67 for slate work.)
RULES FOR TRANSCRIBING

1. Consult with the library that is accepting your work in regard to the selection of a title. Also inquire if they wish the title of the story repeated on each page of Braille.

If you are working with the Red Cross consult your local chapter.

2. There must be a margin of one inch and a half on the left hand side of the paper. This is necessary for binding.

3. Leave a quarter of an inch margin at the top and bottom of a page and leave that much at the end of a line. This protects the dots and prolongs the life of the book.

4. The right hand margin (of the side that is read) cannot be kept even as in ink-print.

5. Pages are numbered in the upper right hand corner on the first line with the Braille, three spaces being left between the text and the number. If, however, it is necessary to leave more than three spaces, keep the number at the end of the line and the extra spaces between it and the last word.

6. If you have been asked to repeat the title on each page, write the title in all capital letters at the top of each page in the center on the same line with the number. If the title should require more than one line, abbreviate it.

7. Indent into the third space for a paragraph.

8. When a word is divided at the end of a line the division must be at the end of a syllable. The hyphen must never be placed at the beginning of a new line.

9. Words of one syllable must never be divided.

10. Punctuation must be on the same line as the word with which it is connected. Do not put the last word of a sentence on one line and the period on the next.

11. In numbering pages of a book do not start each volume with page 1. Number consecutively as though it were to be bound in one volume.

12. Use single spacing, that is, one turn of the roller.

13. Begin each chapter on a new page.

14. A Braille volume may contain from 75 to 125 pages.

15. Write THE END at the end of every completed text—not volume.

16. Copy the copyright as it is in the book that you are transcribing, preceded by the words "With the permission of the publisher." Your local chapter or library will obtain the permission from the author or publisher.

17. Should a book contain a preface numbered in Roman numerals, number the Braille pages as usual and when the story is reached, continue with the numbers and do not return to number one.

18. Marginal or footnotes consisting of a few words may be written immediately after the word or words to which they refer, and should be enclosed in square brackets. (See page 48 for rules governing footnotes.)

19. Besides the Braille title page each completed manuscript must have the title of the manuscript, the author, and the name of the transcriber written in ink on a separate page.

20. It is considered a mistake if a contraction is incorrectly used.

21. It is considered a mistake if a contraction is omitted when it may be used. (Rules governing the use of contractions are on page 61.)

22. Contractions must not be used in foreign words except when anglicised.

23. A quotation, indicated in print by a change of type other than italics, should be enclosed in quotation marks. This is unnecessary in the case of centralised headings printed in heavier type to arrest the attention of readers.

24. For method of writing poetry see page 47.

REMEMBER THAT IT IS ACCURACY AND NOT SPEED THAT COUNTS
Mr. Pickwick's oration upon this occasion, together with the debate thereon, is entered on the Transactions of the Club. Both bear a strong affinity to the discussion of other celebrated bodies; and, as it is always interesting to trace a resemblance between the proceedings of great men, we transfer the entry to these papers.

"Mr. Pickwick observed (says the Secretary), that fame was dear to the heart of every man. Poetic fame was dear to the heart of his friend Snodgrass, the fame of conquest, etc., etc.,
## TRANSCRIPTOR'S LIST OF COMPLETED MANUSCRIPTS

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BRAILLE SIGNS

FOR SLATE WORK ONLY

When using a slate write from **RIGHT TO LEFT** and form the signs as below. They are given here exactly as they are to be made on the slate which is the reverse of the sign as it is read.

**ALPHABET**

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<td>D</td>
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</table>

**PUNCTUATION**

- **Comma**: 
- **Period**: 
- **Colon**: 
- **Semi-colon**: 
- **Exclamation**: 
- **Question Mark**
- **“Quotation”**
- **‘Single Quotation’†**
- **Dash †**
- **Italic***
- **Hyphen**
- **[Bracket]†**
- **Asterisk**
- **(Parenthesis)**
- **Apostrophe**

**MISCELLANEOUS**

- **Numeral sign**
- **Fraction-line**
- **Poetry-line sign**
- **Capital sign**
- **Accent sign**
- **Decimal-point**
- **Letter sign**
- **Ellipsis**

**FOREIGN ACCENTS and DIAERESIS**

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<th>Æ</th>
<th>Ë</th>
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<th>Ó</th>
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<tbody>
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<td>Ñ</td>
<td>Ò</td>
<td>Ó</td>
<td>Ù</td>
<td>Ñ</td>
<td>Å</td>
</tr>
</tbody>
</table>

A complete list of all the contractions is given on pages 68, 69.

* A Braille composition sign.
† Treated as one Lower Sign.
FOR SLATE WORK ONLY

When using a slate write from RIGHT to LEFT and, form the signs as below. They are given here exactly as they are to be made on the slate which is the reverse of the sign as it is read.

<table>
<thead>
<tr>
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<th>INITIAL CONTRACTIONS*</th>
<th>FINAL CONTRACTIONS†</th>
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<td>Preceded by :</td>
</tr>
<tr>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>a</td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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</tr>
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<td></td>
</tr>
<tr>
<td>:</td>
<td>very</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* May be used as a word or part word, as a part word they may appear at the beginning, in the middle, or at the end of a word.
† Must not be used as a whole word and must not be used at the beginning of words. May be used at the beginning of a line if the word is divided.
FOR SLATE WORK ONLY

When using a slate write from RIGHT to LEFT, and form the signs as below. They are given here exactly as they are to be made on the slate which is the reverse of the sign as it is read.

<table>
<thead>
<tr>
<th>SIGN</th>
<th>WORD SIGN</th>
<th>INITIAL CONTRACTIONS*</th>
<th>FINAL CONTRACTIONS†</th>
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</table>

* May be used as a word or part word, as a part word they may appear at the beginning, in the middle or at the end of words.
† Must not be used as a whole word and must not be used at the beginning of words. May be used at the beginning of a line if the word is divided.
### COMPLETE LIST OF CONTRACTIONS ALPHABETICALLY ARRANGED

#### FOR SLATE

| A         | B       | C     | D       | E       | F       | G       | H       | I       | J       | K       | L       | M       | N       | O       |
|-----------|---------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| *ABOUT    | *BABY*  | *CAN* | *CONCEIVE* | *CONCEIVING* | *CONCEIVED* | *CON* | *CONCEIVE* | *CONCEIVING* | *CONCEIVED* | *CONCEIVE* | *CONCEIVE* | *CONCEIVE* | *CONCEIVE* | *CONCEIVE* |
| *ABOVE*   | *BONE*  | *CANNOT* | (CON)*CV* | (CON)*CVG* | (CON)*CVG* | *COULD* | (CON)*CV* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* |
| *ACROSS*  | *BRACE* | *CC*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *AFTER*   | *BETTER* | *CH*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   | *HERE*   |
| *AGAIN*   | *BETWEEN* | *CHILD* | *HIMSELF* | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    | *HIS*    |
| *AGAINST* | *BESIDE* | *CHILDREN* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* | (CH)*DI* |
| *ALLEY*   | *BEDE*  | *COMM* | *COULD*  | (CON)*CV* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* | (CON)*CVG* |
| *ALMOST*  | *BEFORE* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ALREADY* | *BELOW* | (CH)*EN* | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ALSO*    | *BENEATH* | *FILM* | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ALTHOUGH* | *BESIDE* | *FLY*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ALTOGETHER* | *BETWEEN* | (CH)*FM* | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ALWAYS*  | *BETWEEN* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ANCE*    | *BEHIND* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *AND*     | *BEHIND* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *AR*      | *BEHIND* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *AS*      | *BEHIND* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |
| *ATION*   | *BEHIND* | *FM*   | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  | *CROSS*  |

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The letters in parentheses are contracted.

1. Contraction may be used only when these letters form the **FIRST SYLLABLE** of the word. The contraction may follow the hyphen in a compound word. May be used at the beginning of a line when the word is divided.

2. May be used only as a **PART WORD. MAY NOT BEGIN A WORD** nor be used alone. It may be used at the beginning of a line when the word is divided.

3. Contraction may be used only when it appears **BETWEEN LETTERS OR CONTRACTIONS** of the same word and in the same line. It must never begin nor end a word. Double letter signs should not be used when there is an alternative single cell contraction.

4. Must be **JOINED TO WORD FOLLOWING** or the contraction must not be used. May never be joined to other words by the hyphen to form hyphenated words. May be contracted before the Capital, Numeral and Letter Signs, but not before any other Punctuation or Braille Composition Sign. Whole word only. “Into” is treated as one lower sign.

5. May be used as **WORD OR PART WORD** and may appear in any part of a word when used as a part word.

6. May be used only at the **BEGINNING OF A WORD** or line. It need not be a syllable. Contraction must never be in contact with the dash or hyphen.

7. **WHOLE WORD ONLY.** Must not be used as a part word. May be used with the hyphen to form a hyphenated word. Apostrophe “s” may be added, but never “’s” to form the plural.

8. Must not be used in combination unless original meaning is retained. No addition may be made which would result in wrong spelling.

9. May be used as **WHOLE WORD** or as **FIRST SYLLABLE** of a word, or a syllable at the commencement of a line in a divided word. It may follow the hyphen in a hyphenated word.

10. **MUST NOT BEGIN A WORD,** but may begin a line in the case of divided words.

11. Part word sign which may appear in any part of a word.

---

* Not treated as a lower sign.
† Must not be contracted before or after a dash.
‡ May be used with “re” or “ll.”
COMPLETE LIST OF CONTRACTIONS—Continued

The following examples illustrating preferred usage of contractions are given by the British National Uniform Type Committee and the American Committee on Grade II.

<table>
<thead>
<tr>
<th>Specified Contraction</th>
<th>Used</th>
<th>Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed</td>
<td>edit</td>
<td>predict</td>
</tr>
<tr>
<td>ever</td>
<td>clever</td>
<td>fever</td>
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<tr>
<td>several</td>
<td>heret</td>
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<td>here</td>
<td>adhere</td>
<td>heretic</td>
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<td>herewith</td>
<td>fortuity</td>
<td>fruity</td>
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<td>money</td>
<td>colonel</td>
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<td>one</td>
<td>honest</td>
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<td>alone</td>
<td>boarded</td>
<td>anemone</td>
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<td>some</td>
<td>handsomely</td>
<td>blossomed</td>
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<td>timed</td>
<td>centimeter</td>
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<td>under</td>
<td>undertake</td>
<td>underived</td>
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<tr>
<td>ow</td>
<td>towards</td>
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</table>

* Rule 34 in the rules issued jointly by the British National Uniform Type Committee and the American Committee on Grade II, states that no contractions forming part words should be used when they are likely to lead to obscurity in recognition or pronunciation. The joint committees have given a few definite examples only; these are listed just above. Words marked with an asterisk are words in which a contraction has been used and which some authorities may prefer to have uncontracted. The use of the contraction is not incorrect, it is merely a matter of opinion as to the interpretation of Rule 34 and all authorities do not as yet agree. (Consult the authority under which you work.)

EXERCISE I

Do not do it. I will have more. He may not go quite so soon. He admits that he has knowledge. That is not so. Do not try it any more. I will make a will. William will not go quite so soon. Do have more salad. I rather not. You will soon go away from...

70
EXERCISE I—Continued

11. Do people like Sophie? I rather hope that Ann will go. You cannot do it as well as he does. I can get more cans if you will help me. Bob will not go up any more hills. You may go if you so desire. Muriel cannot can food as rapidly as you can can it.

Alice Pridmore wants more knowledge.

EXERCISE II


EXERCISE III

1. Young people like mother. You will know my name. We work here every day. Did you ever make a will? Go work on time. Here it is right under a tree. One at a time. Some time we will go. That one will do. Honeymoon
EXERCISE III—Continued

11. Some day you will have more knowledge. Do you know that you will have some more work? Name some people that will work here.

12. I do not like one part. I have known you quite some time. He is very canny. You will like Colonel

13. Underwood. Sophie is very motherly. Evertt is a very rapid

14. workman. As You Like It.

EXERCISE IV

Words or letters in dark type indicate a contraction. Where two contractions appear together a line divides them.

1. “But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we say here, but it can never forget what they did here. It is for us, the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain; that this nation, under God, shall have a new birth of freedom; and that government of the people, by the people, for the people, shall not perish from the earth.”

2. beverage never daysman departure copyright clever
name/day blunder under/work Onega sever hone
alone telephone depart tone Mr. Jones
sever Bonaparte bright lonely some/time
plunder trombone adhere asunder participle* none
partridge partial* lever several
earglade lackaday bone partisan
endure overmore every-day knows
partly dogdays reverie prone
plunder partial* onega cyclone namesake
monetize* partridge participate* Sunday
evermore mustard* Saturday underdone
undertake anemone unknown play-time drone
partly hereon Mr. Malone colonel
chairman everyonre germaphone fright money
gracefully gramophone phonetic coronet
sprightly surname unknown Mr. Wright
everyone upright everybody fright
mandolin Andrew
candle
then Vandyke
Rio Grande
dandle abandon
profane theme
minute husband
Scand/Scandinavia
Cassandria scandal
band memorandum
foreign hands
Finland forum official
fortune office
proof landscape
candid dandelion
random theology
Holland theft
unfortunate retinue
forego land/lord
sin withy intone
tin forgive
dandy offhand
hoof uniform
roof andante
candor tiny
Matthew withhold
thee bandit
foreright ruminant*
clothes hand/some
forename handiwork
wind

EXERCISE V

EXERCISE VI

Talk as softly as you can.

1. will do it for you.

2. I will meet you in Oxford.

3. Hand me the fork.

4. Some one will I hope.

5. With in the week.

6. The fork is within a mile.

7. Mother and father seem fortunate.

8. Name the day.

9. Under the tree.

10. The tree.

11. Candy is very sweet.

12. We have

13. Linoleum in the pantry.

14. Part of the time.
EXERCISE VI—Continued

The handle is made of brass.

15. The handle is made of brass.

16. The sale is for the day only.

17. The casino is very handy.

18. Do go in.

19. Get the coronet if you can do so. You may play with and keep the toy.

EXERCISE VII

3 4, 8 9, 1 0 0

1. 2, 3 6 5, 7 9 8

2. 1 9 1 4

3. 0 5 1 2

4. 1 4 2 6, 1 7 3 5

EXERCISE VIII

laugh carpet fright fern

frightened

grown seed/ed target

cow/ard slaughter arrange pine

party redeem vary towel

sedate* leghorn part/erre

bone boned pioneer

tonew sinner library laughter

harm herd sigh carve profile

partner right edge plight rare

here garage farm Parisian

pardon arbitrary lark pow/er

tone toner fever partake*

mar/ine sigh carve profile

ever prisoner arm weed mine

ledge farce error high fed

February owl heretic garter

everyone sphere partake*

deduce salamander

several reduce freedom

ordin/ary inner

err cede arc

spare clown modern

hard sled queer light

might viceregal tow/ard

incarnadine crowd

eresy right-hand/ed

monetary* germinate

January redan

ver/anda incline speed

roar blight board

educate edit

hundred Lincoln
daredevil garner persevere

medal lighter

parade wand/er/er

reverberate garland
tar

predict hero*

maroon work/er

fighter howl

owner drink line

tart mand/ar/in

mediocre* dromed/ary

underived
EXERCISE IX

1. Hard work is part of life.
2. He will arrive here soon.
3. Car is now red and not yellow.
4. Do it now if you can.
5. I owe you some coffee.
6. For the love of it.
7. Night Bess will go with you and see Alice.
8. How far is it from the park?
9. You have grown so!
10. Cheese is an oil made from clarified butter.
11. The cathedral is not very far from here.
12. The plow is in the farm yard.
13. Her itinerary is a very fine one.
14. You are far too merry.

EXERCISE X

1. Yes. But the contraction should not be used if it is likely to lead to obscurity in recognition or pronunciation of the word. A contraction should never overlap the component parts of a compound word.
2. Yes.
3. No.
4. Both contractions may be used.
5. No.
6. One numeral sign is used, but do not leave a space after the commas.

75
EXERCISE X—Continued

7. Yes.
8. No.
9. No.
10. Both contractions may be used as words or part words.
11. Words of one syllable must NEVER be divided at the end of a line.
12. (a) Yes.
   (b) No.
13. No.
14. Yes, it being understood that only the first letter is a capital.
15. Yes, if one or the other is in contact with a sign containing dot 1 or dot 4.

EXERCISE XI

A. outburst
   st/out
   childhood
   mishap
   thistle
   China
   Reno
   throne
   gregarious
   avenue
   oner/ous
   cholera
   st/ow
   outclass
   shallot
   whatever
   this
   tiny
   cathedral
   Demosthenes

       st/and/ard
       in which
       shall not
       outdo
       en/ergy
       tou/ch
       ch/owder
       church
       shallop
       renounce
       outgo
       whimper
       outsh/out
       shallow
       shut
       ch/in
       sedulous
       thee
       outrageous

       grou/chy
       rename
       rent
       redwood
       renerve
       out-of-door
       st/one/work
       ten
       than
       outer
       st/and
       st/and
       postponer
       pou/ch
       myth/ery
       shallon
       st/encil
       Huguenot*

       wash/out
       dry
       Chinese
       st/and/still
       blouse
       clot
       childlike
       Stillman
       righteous
       knock-out
       entertain
       then
       further
       far/ther
       other
       smother
       mother
       father
       thither
       Athenas
       inher/ent
       mistune

B. You are still a child. Which one do you like?

1. D D D D D D 2. D D D D D D

   Do you still work here?


   ever have gout?

5. D D D D D D 5. D D D D D D

   I shall choose this one.


   Blow the whistle some more.


   Enough of that for now.


   wishes that one, so let it go.


   That is enough.

   Do not cough so hard, it
EXERCISE XI—Continued

1. Two. "Ch" and "st."
2. No. Because contractions should never bridge the component parts of a compound word.
3. Yes.
4. With the letters "r," "e" and the contraction for "name"
5. With the contractions for "under," "st" and "and."
6. With the contraction for "ever," letters "g," "r," "e" and the contraction "en."
7. With the contraction for "wh," letter "i" and contractions for "ch" and "ever." (You will note that the "ich" is written out. The contraction for "which" takes its whole word meaning only when it stands alone.)
8. With the contraction for "right" and letters "I" and "y."
9. "St" is the only contraction in either word. It is absolutely wrong to use the contraction for "just," for the contraction in order to read "just" must stand alone.
10. Yes.
11. No. Dots 1, 5, and 6 mean "which" only when they stand alone and are not used with other letters or contractions. This does not include punctuation which may, of course, be added.
12. The only possible contraction is "ed" and it should not be used as its use would be confusing to the reader.
13. Yes.
14. They follow one another without a space when sense permits. The contractions "and," "for," "of," "the," and "with" should be used as parts of words whenever possible in preference to any other contraction, unless their use entails waste of space.
15. No.
16. The contraction for "st" should be used.

EXERCISE XII

1. Two. "Ch" and "st."
2. No. Because contractions should never bridge the component parts of a compound word.
3. Yes.
4. With the letters "r," "e" and the contraction for "name"
5. With the contractions for "under," "st" and "and."
6. With the contraction for "ever," letters "g," "r," "e" and the contraction "en."
7. With the contraction for "wh," letter "i" and contractions for "ch" and "ever." (You will note that the "ich" is written out. The contraction for "which" takes its whole word meaning only when it stands alone.)
8. With the contraction for "right" and letters "I" and "y."
9. "St" is the only contraction in either word. It is absolutely wrong to use the contraction for "just," for the contraction in order to read "just" must stand alone.
10. Yes.
11. No. Dots 1, 5, and 6 mean "which" only when they stand alone and are not used with other letters or contractions. This does not include punctuation which may, of course, be added.
12. The only possible contraction is "ed" and it should not be used as its use would be confusing to the reader.
13. Yes.
14. They follow one another without a space when sense permits. The contractions "and," "for," "of," "the," and "with" should be used as parts of words whenever possible in preference to any other contraction, unless their use entails waste of space.
15. No.
16. The contraction for "st" should be used.
EXERCISE XIII

Be on time. His people were here for quite
some time. Was it an effort? Have
you enough work? We have enough rain. It
wasn't like you. Have you seen her?
I like history. "Yes they
were — they certainly were." Do
be more kind! They were here. They
truly were. See that wasp!
Herbert do watch it! Bring me
a forget-me-not and not aaster!

EXERCISE XIV

Were his people here? They were. But
they have gone. Be kind and you will be
happy. I will be with my mother.
It wasn't I. I was in
yesterday. Do be more alert. Was
he ever here? He was. Some a
EXERCISE XIV—Continued

of my friends were here. Indeed they were.

EXERCISE XV

case fodder considerate
muddle brush bea/then inconsiderate
bread scrub fearsome
doff disappear dish giggle
disappear dish discovert
dissent stuff discontent
robber confident cereal*
mother-of-pearl

EXERCISE XVI

I will wear pearls from the sea in my years.

1. We are eager for peace. Each and everyone accepts.

2. He adds very often. Stand off!

3. Eggs are now selling quite cheap.

4. Do you offer it for sale?

5. Odd! You have no orangeade!

6. Abe condemns accidents.

7. You

8. You

9. You

10. You

79
EXERCISE XVI—Continued

are very distant. Do have some more tea
and some scones. Have meat
disc. What a feast you have
prepared for us. Can you paddle a
canoe? I can't afford a new
muff. It is very warm and muggy.

One hears the foghorn
constantly in foggy weather.

Richard dislikes dishonest people.

EXERCISE XVII

Waffles and muffins are very
popular. Accents were very
difficult for me. Do not sadden
me. Did I say "sadden"?

What is his name? Maybe I
shall conduct you. His address was not
enough. I disbelieve every line you

80
EXERCISE XVII—Continued

write. Please wear some clean cuffs and carry a muff.

Do not meddle in my affairs.

Do not accuse her for she is innocent.

EXERCISE XVIII

blen/ch ingress
com/edy bleed
blear ingrown
ingrown com/edian
astring/ent*
break
blemish
Blenheim
incompatible
ingere
command/ing
Dean Inge
bleed
ingrain
bring
ring/ing
bleat
compete
inglorious
compass
ing/erate
ingest
com/ing
comic
conic
comb
ingénue
com
conellow/er
single
lin/ing
know/ing
blending
table
sub-committee
welcome
commerce
ling/er
isinglass
contingent
liable
hinge
fing/er
part/ing
gingham
ging/er
incompetent
committee
dingy
commit
commerce
comparison
con/stable
contingent
ingle
sh/ingle
tingle
distinguish*
com/fort
discomfort
com/fortable
uncomfortable
twinge
fing/er/ing

EXERCISE XIX

She is my constant companion.

What a noble person! Edith

has bleached hair. Do come and get a cone. Sing a single
aria. Just one! It is very probable that he will confess. That
is quite suitable. That fringe is

81
EXERCISE XIX—Continued

too short.  The bubble burst.
Blest be the tie that binds.
We shall have more stringent rulings.
He is very ingenious. That gown is very becoming. This piece of
string will come in very handy. Bring me
a coat. I wonder what the
outcome will be now that he is
disabled. What a horrible day for the
wedding! Mable cables from England that
she has finished the marble tablet and
has given you that. She hopes that you will pay the tariff for
her. Colonel Comstock is
coming and will command the committee on
commerce and income.

†See Lesson IX.

EXERCISE XX

The screams are still continuing.
The echo is coming from the other side.

82
EXERCISE XXI

By his leave. Do come to the
1. party. Go to bed. I hope to be
2. on time. Do it by all means.
3. He has just passed by.
4. 6.
EXERCISE XXI—Continued

In gratitude is difficult
to forgive. By-products.

By that time I shall be gone.

Mother hopes to come here.

Pass by.

To-and-fro.

Never-do-well. Ernest comes

to America very often.

"To be or not to be."

She lives near

Pass by. I will accompany you to the

theatre by the avenue.

Do go by all means.

Do go by, do not stop.

I shall will it to you outright.

Be that as it may.

How many times will 4 go into 12?

Throw that into discard. By stander.

Lord Byron.

The bride-to-be is coming to see us.
EXERCISE XXI—Continued

27. Sh! Please be more quiet when you follow me into "The Blue Room".†

†See Lesson X.

EXERCISE XXII

1. They must always be written close to the word or letter which follows, or the contractions must not be used.
2. No.
3. Yes.
4. No.
5. No.
6. No, it is counted as one Lower Sign.
7. The sign when placed at the beginning of a word represents "dis," and only when placed between other letters or contractions does it mean "dd."
8. To represent the contraction "was" it must stand alone. To represent "by" it must be written close to the word or letter that follows, or if sense forbids it must be written out in full.
9. Yes.
10. Yes.
11. No.
12. No.
13. No.
14. The signs peculiar to Braille, that is the Numeral sign, the Poetry-line sign, the Accent sign, Italic sign, Letter sign and Capital sign are Braille Composition Signs.

EXERCISE XXIII

I am with you in spirit. Many people were able to come here. Martha cannot entertain so many here. You had many more than just those two eggs. Whose name is that? My word! I had but known that! We have had considerable muggy and foggy weather.
EXERCISE XXIII—Continued

Dorothy Vernon of Haddon Hall. We are walking towards those gardens. Their word is enough. These are the ones I want, not those. Those shadows on the hills are very lovely indeed.

Whose sword is that upon the table?

I am going to tea-parties this week.

EXERCISE XXIV

She worded the cable very well. I cannot think that of you. Charlotte had many more like it but she lost them.

Edward had many ladders. You

I live in the old world and I live in the new world. I had not seen that one until yesterday. You
EXERCISE XXIV—Continued

haven’t seen it have you? Esther
is very worldly. The credit is
all theirs, not mine. Many are here
from Germany.

EXERCISE XXV

France and Germany are countries
in Europe. Cancel that order.
Unless you can come now you will be too
late. Sion is another way
of spelling Zion. One pound will
be enough, even less will do. Count
that one out. They will take
possession of the house next
Wednesday. The wall is quite
sound-proof. Those mountains are
very high and hard to climb. The world
is round. Edwin dislikes

87
12. We have permission to go around* the grounds of the mansion. If you are going any distance take the underground.

A pension is a periodical allowance. Wounded soldiers have a pension. Perseverance is the act or habit of persevering. It is useless to try to do it until you have found the ladder. By chance I found

Mary and Constance Andrews at home. My version is very different. Find something to lessen the pain. That grown enhance her beauty. Discount that amount. The chance* has a large

inheritance. Howard Jones.
EXERCISE XXV—Continued

countermands the balance of his order.

Be aware of counterfeit money!

Bless my soul! His history

Lesson is certainly
difficult. The success to the

throne goes to his brother.

EXERCISE XXVI

compassion
trance
fountain
sound
occasion
bound
lessee
country
countenance
appliance
country-dance

insurance
dance
match/less
rent/er
stance
priceless
round
possession
glance

count/erpart

profound
circumst/ance
entrance
importance
submission
useless
found
commission
in/stance
omission
countries
hindrance
fin/ance
continuance
misc/ance
advance
invasion
foundling
Renaissance
permission
found/er
paramount
count/less
ch/ancer
rever/sion
enhance
count/erbalance

EXERCISE XXVII

She came here a long time ago.

He is full of happiness and

merriement. Mother is more hopeful,
hence I cannot complain. Do sing a

song for Helen. I have heard that

one many times. Be careful not

89
EXERCISE XXVII—Continued

to mention my name. It is all mental work. What a dreadful experience you had! My mother tongue is English. What careless ness! The congo is an eel-like amphibian. My business is in the city. Clarence is very strong. Do you find these sentences difficult? What an awful pity you are wrong. The prong of the fork is bent.

Hongkong is a British crown colony in China. You are in a position to help many people. I cannot do my work. I have so many hindrances. Most people dislike additional work. Nonchalance is 90
EXERCISE XXVII—Continued

a state of mind indicating
jaunty indifference or
uncertainty.

An annuity is an annual allowance or
income. That house belongs to me. The postponement is a
disappointment to me.

Matthew Armstrong is one of Barbara's ancestors, he was a fishmonger.

EXERCISE XXVIII

lineament mentality en/throne/ment tenement atone/ment
pence fence section gar/ment odd/ness
activity impression position her/editament odd/ity
throng impression imposition comeliness offence
impudence implement benediction hilarity dullness
diligence her/ed/ity gravity len/ity long/ing
apartment diphthong graveness irritable/ness entity
question shipment gravity discount/en/ance fullest
innocence seniority* appointment spongy* rever/ence
Enceladus commence/ment preference conscience stupidity
longitude levity dreariness puffiness perception
feasible/ness Longfellow dryness purity sponge/jole*
quantity fatality longevity* par/ch/ment conversion
opportunity longitude* plentiful animosity pea/chinese
depart/ment condition munition essence consequence
conference char/ity function curiosity fruity
com/part/ment sever/ity identity nonentity thence

EXERCISE XXIX

There is where I ought to be. Through
1. :: :: :: :: :: :: :: :: :: :: :: :: :: :: :: ::
the years. You ought to go there too.
2. :: :: :: :: :: :: :: :: :: :: :: :: :: :: :: ::
3. :: :: :: :: :: :: :: :: :: :: :: :: :: :: :: ::
EXERCISE XXIX—Continued

The foundation of the fountain is really very strong. Whereby Real character is priceless. It is useless to do it. She will work for the National Library. Please take me into consideration for I have a national reputation. There was an extremely large congregation for the dedication. Orlando is one of the characters in "As You Like It." The foreman will stop in off and on throughout the day. The station is really quite nearby. He bought some refreshments at an auction. I sought her friendship for I was alone some. Use every possible precaution to avoid accidents. They...
EXERCISE XXIX—Continued

usually begin action earlier than this. The Young Women's

18. Christian Association. The

In formation Bureau is to the right. Howard wants you to read the

20. "Declaration of Independence."

EXERCISE XXX

totally coordination there/upon vac/ing in/ation ration/ally vocally recreation palpitation habitation demonstration combin/ation gen/er/ation profanation reaction forth/ought appellation personally vacation mentally anticipation visitation there/for thereby there/withal thereunto fatally conglomeration mediation gratuity rever/ence community reconciliation accommodation ethereal compensation apologetically mugginess tally gathered whereby sedition brought fascin/ation fought

EXERCISE XXXI

Oh!—Come in. "There he is!" It was difficult—It really was. England is a

1. mar/itime nation. 2. Buy some more

3. 4. 5.

93
EXERCISE XXXI—Continued

You can buy icons in Russia. Nevertheless we shall ever the relation ship. There I was alone. "To connect." It was there not so many days ago. We finally reached the station on time. To ally is to unite. He found his fountain pen. The conversation commenced brilliantly but soon was dreaminess personified. Do you know what pagination means? He is going in to partnership with a friend of mine. He remained in Washington throughout the entire administration.

EXERCISE XXXII

1. No.
2. No.
3. Yes, if they are all punctuation or composition signs.
4. Yes, if they stand for separate words written with a space between.
5. Yes. "Into" is treated as one Lower Sign.
EXERCISE XXXII—Continued

6. Yes.
7. Yes.
8. No, but it must never begin a word nor be used alone.
9. Because they are formed by means of one of three signs placed before the final letter of the word or syllable contracted.
10. No.
11. Yes.
12. Because they are formed by means of one of three signs placed before the initial letter of the word or syllable contracted.

EXERCISE XXXIII

She herself has already made Braille books for the blind. She said she would help me to-morrow but that will be too late, I rather it would be to-day. Perhaps you will be good enough to influence her. Mr. Goodhue just received your letter saying that your sister is coming to-night, that, according to my way of thinking, is certainly good news, although I do wish she could come this afternoon. At eight o’clock to-night they also plan to do some necessary business before they go away. They will do it all themselves. Do be quick if you care to help either of us, I already have started to help him, between the two of us we should finish it by to-morrow, but it will be a great help if you would assist us almost immediately. Every little bit means much to him because he is in such a great hurry. Almost every day I receive letters from across the sea, receiving them is such a great pleasure and I do wish we could all be together again although I suppose it will be many years before we again meet, but perhaps not, after all. If only we could see the children before they grow up, they change so between visits, it is almost beyond belief.

You yourself should do all you can for the good of the great and noble cause. I always said to myself that you would. She cannot conceive of you ever deceiving anyone, neither you nor your sister are the deceiving kind. I have already paid for this, you yourselves should know that it is far below cost. After all that has happened it will not be necessary for him to declare himself a candidate. Declaring it would be most unnecessary. Don’t you yourself think so?

Above all always look beneath the surface. You must train yourself. Neither you nor I do it. We shall rejoice when we learn how. Perhaps you will not agree with me. Do not be against it. Wouldn’t she receive the message more quickly if you sent a cable? Prepaid of course.

EXERCISE XXXIV

Would you be good enough to come to-day and not

6. Yes.
7. Yes.
8. No, but it must never begin a word nor be used alone.
9. Because they are formed by means of one of three signs placed before the final letter of the word or syllable contracted.
10. No.
11. Yes.
12. Because they are formed by means of one of three signs placed before the initial letter of the word or syllable contracted.
Institute for the Blind is in Great Portland Street. Always be 7. one and you will be more than repaid. This is good enough for every-day wear.

8. He has already gone by unnoticed. Neither you nor I will 10. be there to meet Margaret. I would not do that if I were you. Do you 12. perceive it now? Besides meeting him 13. to-day I found him sitting beside the river. Little by little he is learning Braille, much more practice will be 14. necessary before he will be a good transcriber. Give the new exercise to him. There after she was 15. good ness personified. I could not 16. believe it! She sent a day-letter
EXERCISE XXXIV—Continued
and one cable, altogether she owes ten dollars. It would be nice if
they were to catch and punish the would-be assassin.

EXERCISE XXXV

1. No.
2. No.
3. The contraction for "to", "into" and "by" may never be joined to other words by the
hyphen to form compound words.
4. No.
5. Yes.
6. No.
7. Yes.
8. Yes.
9. No.
10. Yes.

EXERCISE XXXVI

Dr. Andrews will come this

1. P. M. He hasn't been here

since last Jan. Lessons

XI and XIV are most useful

to those who wish to learn Braille.

Mr. Charles H. St, and is a very good teacher, so is T. B.

Evans.  1½ and 1½
EXERCISE XXXVI—Continued

make 3. $500.50 There
is an apothecary near 4 5 th St.
In the spring of 1978. She
wore a V neck gown.
Luke XII 10 - 14
Act II Sc. IV

EXERCISE XXXVII

1. No, because it would lead to obscurity in pronunciation.
2. Capital sign or Double Capital sign if there is more than one letter.
3. The Hyphen.
4. The Letter sign.
5. The Letter sign.

EXERCISE XXXVIII

Ah, Moon of my Delight

who knowest no wane,

The Moon of Heaven is

rising once again:

How of the Garden after rising shall she look

Through this same Garden after

me — in vain!

98
EXERCISE XXXVIII—Continued

"A thing of beauty is a joy
for ever. Its loveliness
increases; it will never
be lost forever.
In to nothingness; but will keep
A bower for us and a sleep
Full of sweet dreams, and health and
quiet breathing."

She picked up the book and read

the following quotation:

"Fresh morning gusts have
blown away all fear
From my glad bosom, now from

gloominess I mount for ever—not
an atom less
Than the proud laurel shall content my bier."

She stopped for a moment then continued
later.
4. THE DAFFODILS

I wand/er/ed lonely as a cloud
That floats on high o’er vales and hills
Wh/en all at once I saw a crowd,
A host of golden daffodils,
Beside the lake, beside the trees,
Flutter/ing and dancing in the breeze.

Continuous as the st/ars that sh/ine
And twinkle on the milky way,
They stretch/ed in never-ending line
Along the margin of a bay;
Ten th/ousand saw I at a glance,
Tossing their heads in sprightly dance.

The waves beside them danced, but they
Outdid the sparkling waves in glee;—
A poet could not but be gay,
In such a jocund company;
I gazed, and gazed, but little th ought
What wealth that sh ow to me had brought.

For oft wh/en on my cou/ch I lie,
In vacant or in pensive mood,
They flash upon that inward eye
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.

EXERCISE XXXIX

1. Come,† seel ing night,
Scarf up the tender eye of pitiful day;
And with thy bloody and invisible hand
Cancel and tear to pieces that great bond
Which keeps me pale. Light thickens; and the crow
Makes wing to the wood;
Good th ings of day begin to droop and drowse;
Whilest night’s black agents to their preys do rouse.
Th ou marvell’st at my words: but hold thee still:
Th ings bad begun make strong themselves by ill.
So, prithee, go with me.

2. Macbeth. Wh ence is that knocking?
How is’t with me, wh/en every noise appals me?
What hands are here? ha! they pluck out mine eyes!∗
Will all great Neptune’s ocean wash this blood
Clean from my hand? No; this my hand will rather
The multitudin/ous seas incarnadine,
Making the green one red.

EXERCISE XL

1. d é but 2. dis t ing u é
m é l ée
3. 4. e n j ou é

† See page 28.
EXERCISE XL—Continued

ingénue fiancée

5. s'Énämore rüber

6. vis-à-vis bâtonnier

7. d é bâcler

8. "D é bâcler"

9. jardinière yours musty

10. mustn't yourself great-grand-children

11. besides beloved shouldn't

12. phải re n't

13. "Mr. Pickwick observed

14. (says the Secretary) that fame

15. was dear to the heart of every man.

16. Poetic fame was dear to the heart of his friend Snodgrass, the

17. fame of conquest was equally dear to his friend Tupman; and the

18. desire of earning fame, in the

19. sports of the field, the air, and the

20. water, was uppermost in the breast of

21. Continued
his friend Winkle. He (Mr. Pickwick) would not deny that he
was influenced by human passions, and human feelings, (cheers)
possibly by human weakness — (loud cries of
'No!'); but this he would say, that
if ever the fire of self-importance broke out in his bosom the desire to benefit the human race in preference
effectually quenched it.

[ "Upon motion the meeting
thereupon adjourned, to reconvene
at the same place on the 21st
day of June, 1904, at
4:30 P. M." ]
EXERCISE XL—Continued

R E E D S

The youth are read in His right hand.

EXERCISE XLI

1. The contraction for "was" must stand alone, the contraction when used to mean "by" must be joined to the word following.
2. The contraction for "ed" must be used, there is no choice. The contraction for "be" may be used as a part word only when it forms the first syllable.
3. The contraction for "tion" must be used. The contraction for "ment" being a final contraction must never begin a word.
4. No. The contraction for "ness" is a final contraction and must never be used as a whole word.
5. One.
6. The preference is given to the contraction "ble." The rule is never use a double letter sign if there is an alternative single cell contraction.
7. The preference is given to the "ea" contraction.
8. The accent sign precedes the letter that bears the accent.
9. No.
10. No.
11. "Children" is an abbreviated word and written (ch)n.
13. "Rather" is expressed by the letter "r" standing alone.
14. No. The contraction for "were" must not be used with other letters.
15. Yes.
16. No. "Com" may be used at the beginning of a word without forming the entire syllable but "con" must form the first syllable of a word if the contraction is to be used.
17. Decimal sign.
19. Yes.
20. (a) "Con," "cc," and the colon.
   (b) The sign when it means "con" must form the first syllable of the word, as "cc" it must be used only between other letters and contractions and as the colon it is used at the end of the word.
21. (a) Because "be" must not be used as a part word unless it forms the first syllable.
22. (a) They represent the contractions for "to," "ff" and the exclamation point.
   (b) In order to represent "to" the word following must join it. As "ff" it must stand between other letters or contractions and as the exclamation it is used at the end of the word.
23. (a) They represent the opening of the bracket, the contraction for "gg" and the close of the bracket.
   (b) The opening of the bracket is used at the beginning, the contraction for "gg" must stand between other letters or contractions, and the close of the bracket is at the end.
24. (a) The contraction for "be," the contraction for "bb" and the semicolon.
   (b) The sign when it represents "be" must stand alone or be used as the first syllable of a word, when it represents "bb" it must stand between other letters or contractions and when at the end of a word it represents the semicolon.
25. (a) They represent the contraction for "by," "was," and the closing of the quotation.
   (b) If written close to a word the sign represents "by" (the contraction for "by" must be written close to the word that follows or the contraction may not be used) and at the end of a word it represents the close of the quotation. When alone it means "was."
EXERCISE XLI—Continued

26. The contraction for "dis," the contraction for "dd" and the period.
27. No.
28. No.
29. Yes.
30. No, they are not used if there is an alternative one cell contraction.
31. Yes.
32. Yes.
33. (a) No.
   (b) No.
   (c) No.
34. (a) Yes.
   (b) Yes.
35. No.
36. The letter "d." To add the contraction "ed" would result in wrong spelling.
37. No.
38. Because the contraction "com" must not be in contact with the hyphen or dash.
39. The contraction "ble" must never be used at the beginning of a word.
40. The contraction "ing" must never be used at the beginning of a word.
41. Contractions should never overlap the component parts of a compound word.
42. "Con" is used at the beginning of a word, but it must form a complete syllable or the contraction must not be used.
43. Because it would bring two lower signs together without either one being in contact with a sign containing an upper dot.
44. Because three lower signs must not join each other unless all are punctuation or composition signs.
45. Because "be" is contracted only when it forms the first syllable of a word or when it stands alone.
46. The contraction "ed" may appear as a part word contraction in any part of a word, however, to use it here might be confusing to the reader and lead to obscurity in recognition of the word.
47. Yes. The word is divided threshold. Its use is correct and would cause no confusion.
48. The contraction for "be," "con," "dis" may follow the hyphen in a compound word. "Com" must never be used in contact with the hyphen or dash. (Note the formation of "com" and you will know why.)
49. The contraction "ment" is a Final Contraction and must never be used at the beginning of a word.
50. Because its use would be likely to lead to obscurity in recognition or pronunciation of the word.

EXERCISE XLII

1. arr an ge a good din ner for $5.75

2. e ac h Mr. B. F.

3. Com stock told us about him and said

4. that if we would go to him we would be

†See page 28.
delighted with the service. By 6 o'clock 4 dozen roses should arrive from the florist and the 3 lbs. of candy and 5 qts. of ice cream will arrive later. When they come will you please take care of and arrange them.

We shall need some ribbon for decorating, so buy about 10½ yards, not more than 2¾ ins. wide. The party will be in a private room marked D, even though you forget the letter you will find it without difficulty. The room is 20 ft. by 10 ft. which is large enough for the few guests.

R. S. V. P. was written on the invitations but there is still one who
EXERCISE XLII—Continued

has not answered. Perhaps she will

telephone this afternoon. We shall be

ill at ease until we have

heard from her. We undoubtedly have

enough of everything—enough! Do not order

another thing. Rewrite that

those or particularize it

place card and add a "k" to

"Frederic". This hotel was

built in the winter of

1927-1928. It should be an

A1 affair, do not be little it if

it should not be. We will need

1 lb. 3 oz. more candy.

LIFE OF

2.

SHAKESPEARE BIRTH and

Parentage—The play of The
EXERCISE XLII—Continued

Life of King Henry V was
written by William Shakespeare, who was born at
Stratford on Avon, Warwickshire, on the 22nd
or 23rd of April, 1564.

You will be interested to hear of an
extraordinarily expert Braille reader whom I met a little while ago. He is the Rev. W.
E. Lloyd, who works in a parish in the West end of
London. He dined with the blinded officers at Portland Place
the other day, and after dinner I
asked him whether he read Braille
fast. He said: 'I found out rather
†See page 30.
EXERCISE XLII—Continued

an odd thing about my Braille reading

the other day. Have you a Braille book

and a handkerchief? Both were

produced, the Braille book being

Mark Twain's

'Huckleberry Finn,' which

is written in various

American dialects, and

American dialects:

consequently, does not afford

by any means simple reading with the

fingers. Mr. Lloyd opened the

book at random, found a full

stop, and read a few sentences as

quickly as his tongue could go, and it was

evident that his fingers were well

ahead of his tongue. He then

asked for one thickness of
EXERCISE XLII—Continued

handkerchief to be placed over the page. Through this he read just as fast as before. Two thicknesses did not diminish his speed in the least. When three thicknesses were over the dots his rate of reading slackened slightly, and when he attempted the seemingly impossible feat of reading through four thicknesses he still read faster than the average clergyman reads the lessons in church. The handkerchief was not a smooth, well-ironed one, but a crumpled one produced by one of the officers from his pocket, and the passages he read were in all cases quite disconnected. 

Continued
EXERCISE XLII—Continued

HAMLET

ACT V Scene II

Hamlet. As thou'rt a man

Give me the cup: let go; by Heaven I'll have it.

O good Horatio, what a wounded name,

Things standing thus unknown shall live behind me!

If thou didst ever hold me in thy heart,

Absent thee from felicity a while,

And in this harsh world draw thy breath in pain,

To tell my story. [March afar off, and shot within.]

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LOOMIS, Madeline Seymour
Author
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