ALPHABETIC GUIDE TO GRADE TWO

STANDARD ENGLISH BRAILLE

800 CHARACTERISTIC AND PROBLEM WORD-FORMS
WITH REFERENCES TO RULES

Edited by the American Braille Commission
1934

1 Special Letterpress Edition
2 Braille Edition
ALPHABETIC GUIDE TO GRADE TWO
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800 Characteristic and Problem Word-Forms
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FOREWORD

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

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

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

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

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

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

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

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

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ALPHABETIC CHART OF CONTRACTIONS AND ABBREVIATIONS

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The accent sign is placed before all letters which in print are marked with any accent or other mark that cannot be expressed in English braille... In the case of contracted syllables in English words, e.g., "blessèd," the contraction may follow the accent sign.

(Decision 13) When... foreign accented words... appear in English texts, the accent sign should be used rather than the foreign braille symbol for the accented letters.

In contracted braille the letter-sign may be placed before single letters to show that they do not stand for words...

(Decision 15) In such expressions as "Mr. X"... it is recommended that the letter-sign should be used (Decision 50) when the period as the abbreviation point is absent. Capitals A, I, O, when standing alone, do not require the letter-sign because they could not be mistaken for word-signs. All other letters of the alphabet require the letter-sign.

(Order of composition signs.) (Decision 18) The capital sign precedes the accent sign.

The contractions of Grade Two shall, subject to the rules given below, express the letters for which they stand, whether these letters form a whole or part of a word. (See Rule 34.)

A contraction should not be used if it separates the letters of a digraph or diphthong. Ex.: sphere, oedema.

(Decision 1) The use of the contraction "st" (preceded by the capital sign and followed by the period) for the abbreviations of "Saint" and "Street" is permitted.

The word signs, "and", "for", "of", "the", "with", should be used as parts of words whenever possible (see Rule 34) in preference to any other contractions unless their use entails waste of space.

The exceptions of "and", "for", "of", "the", "with", "be", and "in", may only be used for the whole words for which they stand; nothing may be added to them but the apostrophe "s" or punctuation signs.

"s" may not be added to form the plural.

Column 1 contractions* may, with the exception of "to" "into" and "by", be joined to other words by the hyphen to form genuine compound words...

RULES--Continued

Rule

braille. (Decision 25) By the word “signs” is meant contractions.

29 One lower sign may not follow another without a space unless one of them is in contact with a sign containing dot 1 or dot 4. (Decision 53) This rule does not apply to the capital prefix.

30-A No more than two lower signs may join each other. (A compound sign counts as one sign.)

30-B (Decision 54) When one contraction must be sacrificed, the first contraction is retained (which applies even against 35-C). (Decision 43 on “comin” is cancelled.)

30-C “His”, “was”, “be” and “were” must not be contracted before or after a dash as they could be mistaken for punctuation signs.

31 The contractions for “ing” and “ble” must not begin a word, but may begin a line in the case of divided words.

32-A Initial contractions (the contractions of Columns 2, 3 and 4*) may be used either as words or parts of words.

32-B (Decision 28) Two-syllable word signs should be used as part word signs when the division of the syllable in the sign coincides with the division of the syllable in the word, if they retain their original sound, as under in sunder and ever in several, etc.

33-A Final contractions (the contractions of Columns 5, 6 and 7*) may be used only as parts of words. They may never be used as separate words.

33-B Final contractions may not begin a word.

33-C (Decision 27) When a word ends in a one-syllable final contraction, this contraction may be used when the letter “s” or “r” is added, even though it may in that way overlap a syllable division, as in fence, fences, dance, dancer.

33-D (Decision 55) Final contractions may be used in the middle of words even if they overlap syllable divisions, as in chancellor, mongrel, fermentation etc.

33-E (Decision 30) Two-syllable part word signs (the final contractions “ally”, “ation” and “ity”) should be used when the division of the syllable in the sign coincides with that in the word.

Rule

34-A (Interpreted by 34-E—Decision 56) Contractions forming parts of words should not be used when they are likely to lead to obscurity in recognition or pronunciation, and, therefore, they should not overlap well-defined syllable divisions.

34-B Word signs should be used sparingly in the middle of words unless they form distinct syllables.

34-C Special care should be taken to avoid undue contraction of words of relatively infrequent occurrence.

34-D The double letter signs are not considered to lead to obscurity because they retain their original letter form.

34-E (Decisions 26 and 57, interpreting 34-A) Contractions should not be used when they tend to obscure the form of a word or stressed root thereof when affixes are added. Likewise, to preserve the form of a word, any contraction occurring therein should be retained when affixes are added. (Subject to 25-A, 26-A, 30-A, 34-D, and 35-A, B.)

34-F (Decision 29) Terminal sequences, such as “ary”, “aries”, “arily”, “aration”, “arious”, “aried”, “inal”, “inary”, “ination”, “istic”, should be fully contracted.

34-G (Decision 31) When “n” is the first letter of a new syllable, the contraction for “one” should not be used.

35-A In cases where a word may, according to the above rules, be contracted in two or more ways, each saving the same amount of space, that way should be selected which produces the most readable combination of dots. For instance, when “d”, “r” and “n” follow “one”, contract “ed”, “er” and “en”... Ex.: toned, prisoner.

35-B If the same space is saved, simple contractions are better than two-celled word signs.

35-C Avoid using double letter signs where there is an alternative single cell contraction.

36-A English proper names should, subject to the rules given above, be contracted.

36-B Contractions must not be used in foreign words except when anglicized. (Decision 37) An anglicized word is defined as one which appears in the body of any recognized English dictionary.

37-A Abbreviated words... may be used in combination, but no addition may be made to any of them which would result in wrong spelling.

RULES—Continued

Rule

37-B (Decision 38) Abbreviated words may not be used in combination to express proper names, as in *Hapgood, Littleton*, but may be used when they constitute the whole proper name, as *Mr. Little, Louis Braille*, except on title pages, in catalogs, and the first time they appear in a book.

37-C (Decision 40) Additions may be made at the beginning of an abbreviated word . . . or at the end of an abbreviated word . . . but not at both ends of the same abbreviated word.

37-D (Decision 41) The signs for “today”, “tomorrow” and “tonight” shall be used to express these words irrespective of whether or not the letterpress copy uses the hyphen.

37-E (Decision 42) The use of abbreviated words is permitted in such words as “would’st” and “couldn’t”.

38-A An abbreviated word may not be used in combination unless it retains its original meaning, e.g., “must” should not be used in “mustard”, “should” in “shoulder”, nor “its” in “merits”.

38-B (Decision 43) . . . Such words as “n–no”, “d–do”, should be preceded by the letter sign. In such words as “sh–should”, “wh–what”, the contraction should not be used in the first instance.

LIST OF ADDED DECISIONS

(50—57)

March, 1934, to February, 1935.

50 (13-B) Omitting the letter sign when the period follows capital letters, as in “Mr. X.”

51 (20-B) Relating to digraphs and diphthongs.

52 (24-C) Defining a well-defined syllable division between “e” and “a”, and making this decision subject to 34-E.

53 (29) Releasing the capital sign from this rule.

54 (30-B) Retaining the first lower contraction when one lower sign must be sacrificed, incidentally annulling that part of Decision 43 which relates to the word “comin’.”

55 (33-D) Permitting the overlapping of final contractions in the middle of words.

56 (34-A) Stating that 34-A is interpreted by 34-E.

57 (34-E) Adding the converse rule to Decision 26, and making it subject to five stated rules.
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