Lesson 2

Capitalization, Paragraphing, Page Numbering
Punctuation: Period, Question Mark, Exclamation Point, Comma, Semicolon, Colon, Hyphen, and Dash
Dollar Sign, Cent Sign, and At Sign
Numbers with Punctuation

2.1 Capitalization [UEB §8]

Capitalization of a single letter in braille is indicated by placing the capital letter indicator, dot 6 (⠳), immediately before the letter affected. Example:

New York  New York  DeLeon  DeLeon

When two or more successive letters in a word or letter grouping are capitalized, the capitalized word indicator, dot 6 placed in two consecutive cells immediately before the capitalized letters (⠳⠳), is used. Examples:

NEW YORK  NEW YORK  YMCA  YMCA
MacDONALD  MacDONALD

When three or more consecutive words are fully capitalized, capitals mode is set using a capitalized passage indicator, dot 6 placed in three consecutive cells immediately before the first word of the passage (⠳⠳⠳). The end of the capitalized passage is signaled by a capitals terminator, dot 6 followed by dot 3 (⠳⠁). More about the definition of a passage in braille will be studied later. Examples:

sign says DOGS CATS HORSES WELCOME

TURN TO PAGE 25  ⌣isclosed turn to page 25
In general, the capitals terminator is also used when capitalization stops in the middle of a word.

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GIFTwrap :: GIFT wrap
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If a number occurs immediately following a series of capitalized letters, the capitals terminator is not used. If uppercase letters follow the number, the capitalized word indicator is repeated.

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TOYS4KIDS ::::::::: TOYS 4 KIDS
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If capitalization ends in the middle of a word such that the use of the capitals terminator would separate letters that form a complete word, use a capital letter indicator to signal the last letter that is capitalized.

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FIRESale :: FAI resale :: JPMorgan :: JPM MORGAN
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**Drill 5**

Practice brailling the following to familiarize yourself with the use of the capital indicators. Reading down the columns, place each phrase on a separate line.

<table>
<thead>
<tr>
<th>Anita</th>
<th>OKLAHOMA</th>
<th>Faye</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY FAIR LADY</td>
<td>McWilliams</td>
<td>DuneBoy</td>
</tr>
<tr>
<td>4 Miles To Tulsa</td>
<td>Claude</td>
<td>MacDaniel</td>
</tr>
<tr>
<td>RADIO GUIDE</td>
<td>MOBY DICK</td>
<td>McGEORGE</td>
</tr>
<tr>
<td>PASSKeys</td>
<td>Adriatic</td>
<td>USAir</td>
</tr>
<tr>
<td>KJV HOLY BIBLE</td>
<td>Welcome to McNally Field</td>
<td></td>
</tr>
</tbody>
</table>

### 2.2 Paragraphing [BF §1.8]

Braille follows print for paragraph indention. Paragraphs that are indented in print start in cell 3 in braille. All following lines in the paragraph start at the margin in cell 1. This is commonly expressed as
margins being in "3-1." Blank lines are not left between indented paragraphs unless print indicates a break in thought or scene by means of extra spacing. Paragraph formatting will be discussed further in Lesson 19.

2.3 Page Numbering

It is possible to braille twenty-five lines on a braille page. Each braille page should be numbered, starting with number :::::. Place the braille page number at the far right margin of the last line of the page (line 25). Do not use a period following the page number. Do not include the word "page." Text may be transcribed on line 25 along with the page number, as long as three blank cells are left between the end of the text and the beginning of the page number.

2.4 Period or Decimal, Question Mark, Exclamation Point, Comma, Semicolon, Colon [UEB §7]

The use, order, and spacing of braille punctuation should follow print practice. As in print, only one space (cell) is left empty following commas and semicolons. However, unlike print that sometimes leaves two blank spaces following a colon and between sentences, only one empty cell is left in braille.

If a capitalized passage ends with a mark of punctuation, place the capitals terminator after the punctuation.

Learn the following punctuation signs:

- period or decimal .  :: (dots 256)
- question mark ? :: (dots 236)
- exclamation point ! :: (dots 235)
- comma , :: (dot 2)
- semicolon ; :: (dots 23)
- colon : :: (dots 25)
Drill 6

Practice brailling the following sentences. In this and future drills, unless otherwise noted, treat each sentence as a paragraph using 3-1 margins, i.e., start each one in cell 3 with runover lines starting in cell 1. Be sure to include the number and its period at the beginning of each paragraph. Leave one empty cell between the period and the beginning of the sentence.

Numbers in a printed listing are usually arranged so that the periods are in alignment. This is not so in braille. In braille, the numeric indicator is placed in cell 3, regardless of the number of digits in the number.

1. I want six items: saw, nails, nuts, bolts, screws, tacks.
2. Miss Flynn, take a memo: CALL MR. PHELPS AT TWELVE NOON; SEE MR. GRAY AT SIX.
3. Is Mr. Dale a college graduate?
4. Ralph is sick; hail a cab!
5. My prophecy: victory is 6.5 seconds away!
6. Take my book; hold my coat! Hang up my umbrella!
7. Turn on a radio or TV at once; an unusual report is on.
8. Quiet, Aunt Em, I am afraid! An angry man knocks at my door.
9. My favorite play is MY FAIR LADY.
10. Did Jimmy get an old bicycle at bikes.net?
11. Help! Help! I hurt my leg!
12. Pizza2Go uses homemade sauce.

2.5 Hyphen [UEB §7.2]

The hyphen is represented in braille by dots 36 (··). As in print, the principal use of the hyphen is to connect the components of compound words or numbers. Example:

a long-awaited get-away

2.5a Capitalization. Hyphenated compound words and abbreviations are capitalized in braille as they appear in print. A hyphen terminates the
effect of the capitalized word indicator. Therefore, when all of the letters in a hyphenated compound word are in uppercase, the capitalized word indicator is repeated after the hyphen. Example:

SELF-ADVOCACY :: SELF-ADVOCACY

A symbols-sequence is an unbroken string of braille signs preceded and followed by a space. A hyphenated word is considered one symbols-sequence. A passage is defined as three or more symbols-sequences. Therefore, a word like TOP-SIDE-UP, which includes no spaces, is not a passage and should be brailled using capital word indicators (:: TOP:: SIDE:: UP).

A hyphen does not terminate the effect of a capitalized passage indicator.

TAKE ATLANTA-SAVANNAH RAILWAY
:: TAKE ATLANTA-SAVANNAH RAILWAY

2.5b Disconnected compound words. Follow print spacing when brailling disconnected compound words. Examples:

five- or six-lane freeway

five- or six-lane freeway

pro-labor or -agriculture vote

pro-labor or -agriculture vote

mid-June or -July mid-June or -July

When a hyphen appears at the end of a print line and the word cannot be found either in the dictionary or somewhere else in the text—either as one word or as a hyphenated compound word—it should be treated as a hyphenated compound word, and the hyphen should be retained.
Drill 7

Practice brailling the following sentences, treating each as an indented paragraph using 3-1 margins.

1. Deborah has on an extremely pretty blue-gray dress.
2. I want an up-to-date plan.
3. Sell my five-acre plot? NO WAY!
4. MAPLE-VANILLA is my favorite flavor.
5. TWO-ON-AN-ISLE TALES is a picturesque book.
6. Philip is a five- or six-trip-a-week pilot.
7. Judge Biswell is a self-made man.
8. A semi-annual picnic is a swell idea.

2.6 Dash [UEB §7.2]

In braille, a dash is represented by dots 6, 36 (: : :). A dash can usually be distinguished from a hyphen in print by its greater length. When print spacing or font types make it difficult to determine the length of the line, remember that hyphens join words and word parts together and dashes separate thoughts or ideas.

2.6a Spacing. Follow print spacing. Example:

He is tall — six feet anyway.

\textbf{HE IS TALL -- SIX FEET ANYWAY.}

My girl is sweet. My boy—he is my joy.

\textbf{MY GIRL IS SWEET. MY BOY--HE IS MY JOY.}

Oh, my— Jessica wept.

\textbf{OH: MY-- JESSICA WEPT.}
Hooray! We won. — Oh, boy! — I am truly happy.

**2.6b Hyphens Used As Dashes.** If a spaced hyphen is used in print, use a spaced hyphen in braille. If two unspaced hyphens are used in place of a dash, a dash may be substituted in braille unless it is clear that two hyphens are intended to show omission. Examples:

He gave a big yawn. - too sleepy!

**2.6c With Capital Indicators.** Like a hyphen, a braille dash terminates the effect of a capitalized word indicator but not a capitalized passage indicator. Example:

STOP—WAIT! 

EYES ONLY—TOP SECRET

**Drill 8**

Practice brailling the following sentences, treating each as an indented paragraph using 3-1 margins.

1. TRAVIS IS A HAPPY MAN—OR IS HE?
2. I may take a walk or— No, I lack an umbrella.
3. Liam walks two miles—or a mile if he feels lazy.
4. Miss Breckette, give Susan my notes--notes I made a week ago.
5. Lectures on sculpture, poetry, classical music – hip-hop is taboo – give visitors broad cultural opportunities.

2.7 **Numbers With Punctuation** [UEB §6]

2.7a **The effect of the numeric indicator.** The effect of the numeric indicator carries through intervening commas or decimal points. Examples:

1,000,000 \(\underline{1,000,000}\)

Buy 10.5 gallons. \(\underline{\text{Buy \ 10.5 \ gallons}}\)

See Unit 6.3. \(\underline{\text{See Unit \ 6.3}}\)

However, in numbers that include colons, hyphens, or dashes, the numeric indicator must be repeated to restart numeric mode. Examples:

8:30 \(\underline{8:30}\)

1-800-534-8765 \(\underline{1-800-534-8765}\)

1910?-1917 \(\underline{1910?-1917}\)

1850-57 \(\underline{1850-57}\)

See page 47—48 too. \(\underline{\text{See page \ 47—48 \ too}}\)
2.8 Dollar Sign, Cent Sign, At Sign [UEB §3.7, 3.10, 6.7]

2.8a The dollar sign is represented in braille by dots 4, 234 (⠼⠤); the cent sign is dot 4, 14 (⠼⠛); and the at sign is dots 4, 1 (⠼⠕). When the dollar sign appears before a number, the numeric indicator is placed after the dollar sign. Example:

$38.40 is a fair price; a 75¢ rebate helps, too.

2.8b Follow print spacing for the use of these symbols, and use them wherever they occur. Example:

We did pay big $$$ to buy a tablet; payable to iris242@aol.com.

Drill 9

Practice brailling the following sentences, treating each as a paragraph.

1. See catalog item No. 638, on sale at $42.99.
2. Biology class: 9:30-11:45 a.m.
3. Mayor reviews 108-auto cavalcade at new race track.
4. Does 143.2 plus 7.9 equal 151.1?
5. Tell Tracy: 66 rods equals 1,089 feet—75¢ a rod.
6. Look @ page 59 — 60, too.
8. Dial 1-800-468-4581, or email abcdef@mail.com.
10. Alex says sunrays promote life—93,000,000 miles away.
11. Email Anna@all.us to get a $20 gift plus 50¢ back on all future buys!
12. My project requires a look at 2010-14 demographic records.

**READING PRACTICE**

Read the following sentences and write them out in print. Compare your work with the print version in Appendix A.

- Fans cool a big room rapidly.
- Take airport road six miles turn left on myrtle ave.
- A kilogram equals 2,000 grams.
- Melissa turns five next week; Hannah turns six.
- An antonym is an opposite.
- Eat a snack at 10:30.
- Hey! Look at Lisa run.
- A nautical mile is 6,080 feet.
- We drove 191.09 miles.
is magic music on bay view road.

A black lace dress makes Jill look svelte.

I may visit my uncle on my way home. Vicki, give me a nice juicy apple pie. Hum a tune? Notes to my love...

Did anything seem adequate to fly to Johannesburg?

Laurie saw a five- or six-act play.

**EXERCISE**

Prepare the following exercise for submission to the instructor. Treat each sentence as an indented paragraph using 3-1 margins; that is, start each in cell 3 with runover lines starting in cell 1. On the first line of each page, center the heading **LESSON 2** in fully capitalized letters. Refer to *General Course Instructions* for help in centering. A blank line should follow the heading on the first page only. Number your pages as instructed in 2.3.

**LESSON 2**

1. Frank, a husky man, takes a horseback ride once or twice a week.
4. Did Uncle David buy a five- or six-room villa?
5. A small snack—fruit, biscuits, jelly, tea—is welcome.
6. Did Nick get on a No. 40 or a No. 42 bus? Did he pay 80¢?
7. Mr. Fitzpatrick collects textbooks; he has 200 on meteorology, 200 on Greek philosophy, 50 on music, 39 on sociology, 26 on botany, 43 on physiology.
8. 2.8 million refugees seek protection - an urgent crisis.
9. 2007-08 academic progress at Valley College surpasses all prior records.
10. Pick me up at 10:00—10:00 promptly!
11. Sign says: WELL-MADE WOOL COATS.
12. A GLOBE-DEMOCRAT ad describes a model home at 8008 Sunset Drive.
13. On May 25, 1,436 cadets graduate.
15. Happy Valley, Montana, is a classy resort—hotel rooms available at $600.00.
16. On July 1 - 3, Gettysburg has a mock battle.
17. Call Morris at 608-237-6531, or email morris@aol.net.
19. Rebels total approximately 3,500,000.
20. Look at NEWSWeek, April 17 issue.
21. Total casualties equal 4,653,000.

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