

## LESSON 2

- MORE ABOUT PUNCTUATION
- PUNCTUATION IN NEMETH CODE
  - The Punctuation Indicator
- INTRODUCTION TO SIGNS OF GROUPING
  - Code-Switching Considerations
  - Spacing with Signs of Grouping
- IDENTIFIERS, cont.

### *Format*

- Keep Together—Hyphenated Expressions
- Side-by-Side Layout

### *Answers to Practice Material*

## LESSON PREVIEW

The punctuation indicator is introduced as we take a closer look at punctuation inside the switches. Summaries are given regarding the use/nonuse of the punctuation indicator. Nemeth grouping symbols are introduced. Code switching within numbered/lettered formats is discussed. Nemeth rules regarding hyphenated expressions are given. An alternate layout option for itemized material is considered.

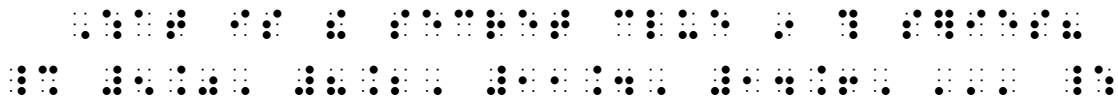
## MORE ABOUT PUNCTUATION

### 2.1 Punctuation Mode

Punctuation mode is determined by whether the punctuation occurs inside or outside of the Nemeth switches. The concept is simple – punctuation that occurs outside of the switch indicators is transcribed in "literary mode" according to the rules of Unified English Braille; punctuation occurring within the switch indicators is transcribed in "mathematical mode" according to the rules of the Nemeth Code. Take another look at this example from Lesson 1, noting that UEB punctuation is used for the question mark and the Nemeth comma and ellipsis are used in the mathematical portion.

#### Example 2-1

What is the secret clue in this series? 5.0, 8.2, 11.4, 14.6, ...

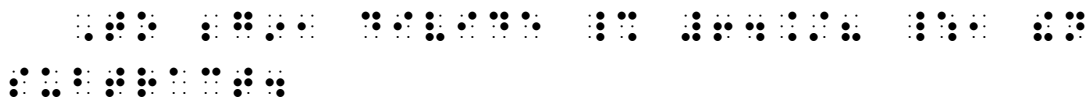


### 2.2 Spacing of UEB Punctuation and Code Switch Indicators

As shown in Lesson 1, punctuation that relates to the main text is placed outside of the switch indicators when the surrounding text is in UEB. There is no space between the terminator and the following punctuation.

#### Example 2-2

To begin, divide  $64 \div 8$ , then subtract.



*Note the use of the literary comma (dot 2) outside of the Nemeth Code terminator.*

#### Example 2-3

Divide  $64 \div 8$ —then subtract.



*The unspaced dash is part of the sentence punctuation and is placed outside of the Nemeth Code terminator.*



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*Instructions:* Consider carefully where to place the code switch indicators and what kind of punctuation to use in these three sentences. Apply 3-1 Nemeth paragraphing.

## PRACTICE 2A

72813654, when written as 72 81 36 54, is obviously divisible by 9.

Write these numbers: 3.29, 500, -123, 2,000.88, -250,794. Now add them together.

Is the answer 4.0‰, or is it 4.0%?

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## PUNCTUATION IN NEMETH CODE

### 2.4 Background

So far we have looked at punctuation that is unambiguous in mathematical context: the mathematical comma and the short dash. These symbols are not the same as their UEB counterparts.

⦿ ⦿⦿ Mathematical comma

⦿ ⦿⦿⦿ Short dash

When other punctuation marks are transcribed inside the Nemeth switches, the punctuation symbols from UEB are used: the apostrophe, colon, exclamation point, period, question mark, quotation marks,\* and semicolon. When a punctuation mark is not preceded by a space, clarification is required because the symbols are formed with the same braille dots as Nemeth numerals and symbols, as demonstrated in this list.

A semicolon ⦿⦿ could be misread in Nemeth as the numeral 2.

A colon ⦿⦿ could be misread in Nemeth as the numeral 3.

A period ⦿⦿ could be misread in Nemeth as the numeral 4.

An exclamation point ⦿⦿ could be misread in Nemeth as the numeral 6.

A question mark ⦿⦿ could be misread in Nemeth as the numeral 8.

A closing “double” quotation mark ⦿⦿ could be misread in Nemeth as the numeral 0.

A closing “single” quotation mark ⦿⦿⦿ could be misread in Nemeth as a comma and the numeral 0.

An apostrophe ⦿⦿ could be misread in Nemeth as a prime sign.

Clarification is achieved by use of the *punctuation indicator*.

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\* Only the one-cell “double” quotation marks ⦿⦿ ⦿⦿ and the two-cell “single” quotation marks ⦿⦿⦿ ⦿⦿⦿ are used inside the Nemeth switches.

## *The Punctuation Indicator*

### 2.5 Role of the Punctuation Indicator

A punctuation indicator is placed before one or more of the punctuation marks listed in the box above when such punctuation is not preceded by a space. (A punctuation indicator is not used at the beginning of a braille line or after a space.) Use of the punctuation indicator assures that the braille is read as punctuation and is not misread as a mathematical symbol.

Punctuation Indicator
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➤ 2 · 2 · 2;    

*The punctuation indicator prevents the semicolon from being misread as the numeral 2.*

Exceptions occur for punctuated words and abbreviations. This will be covered in Lesson 3.

#### Example 2-7

In this example, a comma separates member pairs; a semicolon separates sets. 2 · 2, 2 · 2 · 2; 3 · 3, 3 · 3 · 3; 4 · 4, 4 · 4 · 4.

*Although the opening Nemeth Code indicator will fit on line 2, the first math expression will not. With a paragraph, keep each switch indicator on the same line as the mathematics to which it applies, if it will fit. The final period applies to the entire sentence. It is placed after the Nemeth Code terminator.*

**2.5.1 Two or More Punctuation Marks in a Row.** When two or more punctuation marks follow a mathematical item, only one punctuation indicator is used.

➤ "="    

➤ "12%"—"13%"    

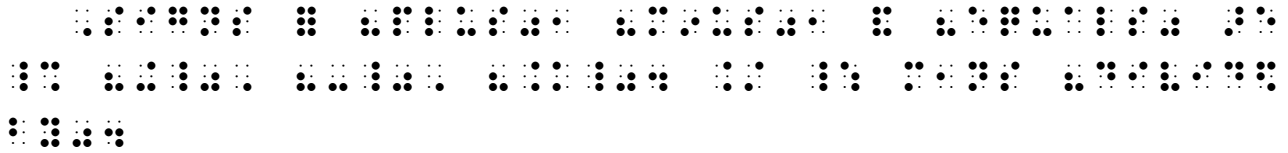
*Recall from 1.7.3 that a numeric indicator is required following a dash even though that number may not be preceded by a space.*

a. If a comma is the second punctuation mark, the mathematical comma is transcribed.

➤ "-",

Example 2-8

Signs for "plus", "minus", and "equals" are "+", "-", "=".  $\div$  means "divided by".



*A punctuation indicator is not needed for the opening quotation marks because they are preceded by a space and so will not be misread as numerals.*

- b. If the first punctuation mark is a comma, a hyphen, or a short dash, a punctuation indicator is needed before the second punctuation mark provided that a punctuation indicator would be required if the first mark was removed and the space which it occupies was not present,.

➤ 3y,"      ⠠⠨⠨⠨⠨⠨⠨

*because, without the comma, ⠠⠨⠨⠨⠨⠨⠨*

➤ "\$99—"      ⠠⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨

*because, without the dash, ⠠⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨*

2.5.2 **A Comparison Sign in Quotes.** Note that, although a space is generally left between a comparison sign and an expression which precedes or follows it, a space is not left between a comparison sign and a punctuation mark which applies to it.

➤ "="      ⠠⠨⠨⠨⠨⠨⠨

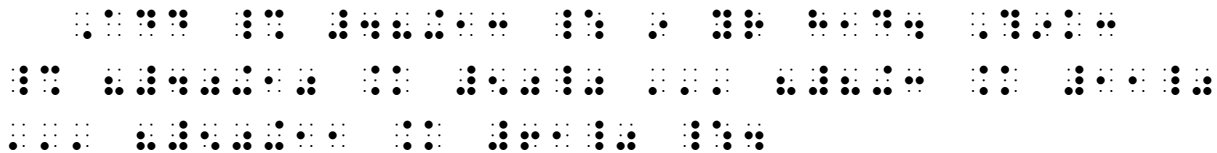
Observe how this applies to the equals sign in Example 2-8, above.

2.5.3 **A Number in Quotes.** A numeric indicator is required when a numeral immediately follows an opening quotation mark.

➤ "40+10=50"      ⠠⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨⠨

Example 2-9

Add 48+13 in your head. Think: "40+10=50" ... "8+3=11" ... "50 + 11 = 61".



*Even though this ellipsis is not mathematical (it indicates pausing while thinking), the ellipsis of the Nemeth Code is used because it is inside the*



➤ 2 × \_\_\_\_.

Take another look at this example from Lesson 1. Notice the use of the mathematical comma with the long dash.

Example 2-11

Ways to write "10": \_\_\_\_ + 5, \_\_\_\_ - 3, 2 × \_\_\_\_, 50 ÷ \_\_\_\_.

Braille representation of the text above.

*Reminders: The long dash and the ellipsis are spaced away from the multiplication symbol. Note that the omission dash is placed on the same line as the rest of the math statement "blank minus three" even though there is room for the long dash on the first line.*

Example 2-12

Fill in the missing numbers in the series: 3, 6, ?, 12, ??, 18.

Braille representation of the text above.

*Switch Decision: The general omission symbol is a Nemeth symbol. In order to avoid excess code switching, the entire series is transcribed in Nemeth even though the numerals themselves could be transcribed in either code.*  
*Reminder: The general omission symbol is spaced according to rules of the item it represents (in this case, a numeral). The same number of omission symbols shown in print should be used in braille.*

**2.6.1 Spacing Exception—The Hyphen.** Although no space is left between an ellipsis and a related punctuation mark or between a long dash and a related punctuation mark, if the punctuation mark is a hyphen then a space is required.

➤ 40% - \_\_\_\_.

➤ ... -9.3

Example 2-13

Orchids thrive when humidity ranges from 40% - \_\_\_\_ . \_\_\_\_ -80% is considered optimal for most varieties.

Braille representation of the text above.





*Instructions:* Here is a list of isolated mathematical items and punctuation marks. Transcribe an opening Nemeth Code indicator in cell 1 and continue with the first item in the list on the same line. Stay in Nemeth throughout the practice (transcribe the clock time in Nemeth). Begin each line in cell 1; begin any runovers in cell 3. Place a Nemeth Code terminator after the last item in the list.

## PRACTICE 2B

+ , - ; × , ÷ .

+ 's , - 's , × 's , ÷ 's ; = s , > s , < s .

" :: "

5.1 , 6.22 , 7.333 ; \$8.44 , \$9.55 ; \$10.66 .

10:45-11:25

-16 > - \_\_\_ ; 16 < \_\_\_ .

\$1,400 < £  ?

5'3" ... , 6'1"—6'2" ... , 7'0" .

"8 · 3 = 3 · 8"

## 2.8 Summary of the Use and Nonuse of the Punctuation Indicator

2.8.1 **Situations That Do Not Require a Punctuation Indicator.** A punctuation indicator is not required before any of the following punctuation marks. In these isolated examples, assume that the technical material continues after what is shown.

a. The mathematical comma never requires a punctuation indicator.

➤ 5.0, ⠠⠠⠠⠠⠠⠠⠠⠠

b. A punctuation indicator is not used before a hyphen or a dash.

➤ 5.5-7.0 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

➤ \$47,689—2.6% ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

c. A punctuation indicator is not needed if the first character following a space is a punctuation mark or if the punctuation mark begins on a new line.

➤ "+" , "-" ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠



# INTRODUCTION TO SIGNS OF GROUPING

## 2.9 Definition

In mathematical context, symbols such as parentheses, braces, and brackets are not considered to be punctuation; they are classified as signs of grouping. Here are some grouping signs commonly encountered in technical material.

⠠⠠	Left Parenthesis	(
⠠⠠	Right Parenthesis	)
⠠⠠⠠	Left Curly Brace	{
⠠⠠⠠	Right Curly Brace	}
⠠⠠	Left Square Bracket	[
⠠⠠	Right Square Bracket	]
⠠⠠⠠	Left Angle Bracket	⟨
⠠⠠⠠	Right Angle Bracket	⟩
⠠	Vertical Bar	
⠠⠠	Double Vertical Bar	

More signs of grouping will be presented in Lesson 7.

## 2.10 Signs of Grouping with Numerals

- a. The numeric indicator is not used before a numeral that immediately follows a grouping symbol.

➤ (3)(5)    ⠠⠠⠠⠠⠠⠠⠠

Example 2-16 |

"Three times five" can be written this way: (3)(5).

⠠⠠⠠⠠⠠⠠⠠   ⠠⠠⠠   ⠠⠠⠠⠠⠠⠠⠠   ⠠⠠   ⠠   ⠠⠠⠠⠠⠠⠠⠠⠠⠠   ⠠⠠   ⠠⠠⠠⠠⠠⠠

⠠⠠⠠   ⠠⠠⠠⠠⠠⠠⠠⠠   ⠠⠠⠠⠠

*These parentheses function as mathematical symbols representing multiplication, therefore a switch to Nemeth is required.*

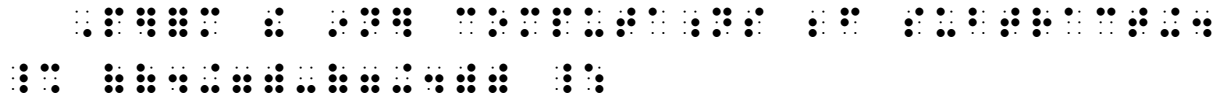
- b. The numeric indicator is not used after a minus sign that immediately follows a grouping symbol.

➤ |-8|    ⠠⠠⠠⠠⠠⠠⠠



Example 2-19

Perform the inner computations before subtracting.  $((4 + 7) - (7 + 4))$



*In print, the first and last parentheses are taller than the others.*

### Code-Switching Considerations

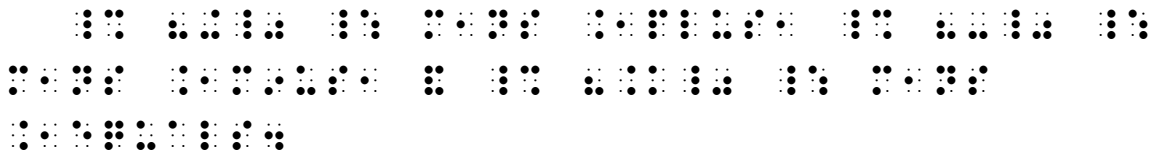
#### 2.13 Enclosed Technical Material

When parentheses, brackets, braces, or quotation marks enclose isolated technical material, transcribe the paired punctuation inside the code switches.



Example 2-20

"+" means *plus*, "-" means *minus*, and "=" means *equals*.

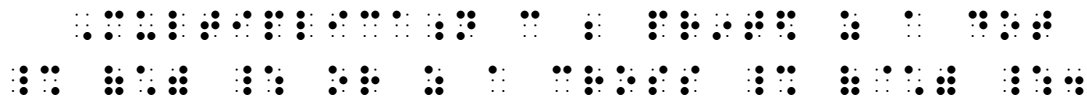


- a. Recall that many UEB punctuation symbols can be used inside of the Nemeth code switches. UEB parentheses and brackets do not fall into this category. Inside the switches, Nemeth grouping symbols are transcribed, even when a grouping sign functions as a punctuation mark.



Example 2-21

Multiplication can be printed as a dot (·) or as a cross (×).

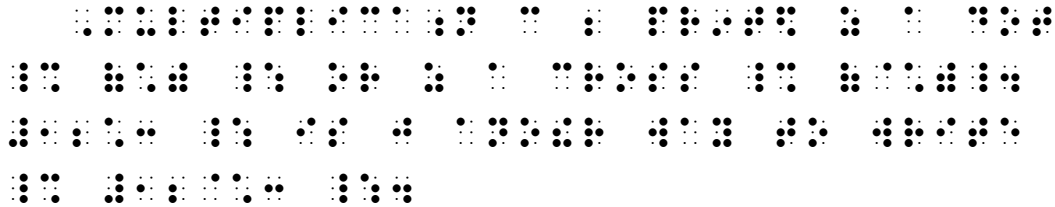


- 2.13.1 **Punctuation Following a Sign of Grouping.** Grouping signs of the Nemeth Code are punctuated mathematically. This rule is illustrated by expanding the previous example, continuing in Nemeth following the period.



Example 2-22

Multiplication can be printed as a dot (·) or as a cross (×).  $12 \cdot 3$  is just another way to write  $12 \times 3$ .

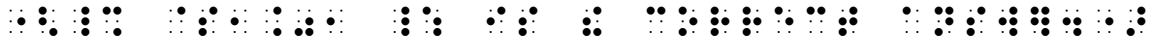


**2.14 Paired Symbols**

If parentheses apply to a larger phrase which begins or ends in UEB, transcribe the paired punctuation marks in UEB. Similarly, paired quotation marks should both be inside or both be outside of the switches.

Example 2-23

(\$1.01 is the correct answer.)



*To transcribe both opening and closing parentheses in UEB, the opening Nemeth Code indicator is placed just inside the opening parenthesis.*

Example 2-24

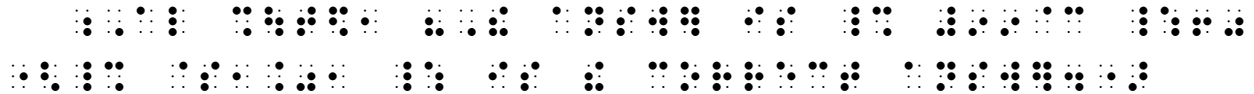
Al shouted, "The answer is 99¢!"



*The opening quotation mark is in UEB. To match, the closing quotation mark is placed outside of the Nemeth Code terminator.*

Example 2-25

Al shouted, "The answer is 99¢!" (\$1.01 is the correct answer.)



*It would be incorrect to stay in Nemeth Code to transcribe the punctuation that occurs between these two monetary items because the quotation mark and the parenthesis are paired with UEB symbols outside of the switches.*

## Spacing with Signs of Grouping

### 2.15 Spacing Inside of the Grouping Signs

Unless other rules apply, no space is left between an opening or a closing sign of grouping and the material which it encloses.

➤ [-4]        ⠠ ⠤ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

➤ (12¢)       ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

This includes symbols which usually require spacing—no space is left between a dash, an ellipsis, a sign of comparison, or any other symbol and its sign of grouping.

➤ ( ) (x) = 4x    ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

➤ || ... ||       ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

➤ (<, =, >)      ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

#### Example 2-26

Circle the correct comparison sign.  $14 \div 7 (<, =, >) 14 - 7$

⠠  
⠠ ⠠

- 2.15.1 **Special Case.** When a space is printed between an opening and a closing sign of grouping and that blank space does not represent an omission, the space between the grouping signs is included in the braille transcription.

#### Example 2-27

Angle brackets ⟨ ⟩ denote a sequence.

⠠  
⠠ ⠠

*Context will help you determine whether the print sign is an angle bracket or a "less than" or a "greater than" symbol.*

### 2.16 Spacing Outside of the Grouping Signs

The spacing before and after an enclosed expression is subject to the spacing rules for the signs which precede or follow the enclosure.



Example 2-28

Perform the multiplication before the addition.  $(4 \times 30) + (4 \times 2) = 128$

$$(4 \times 30) + (4 \times 2) = 128$$

*Operation signs are unspaced; comparison signs are spaced.*

Example 2-29

Complete the missing values in the range (0.1) ... (0.9)

$$(0.1) \dots (0.9)$$

*The ellipsis is spaced.*

- a. No space is left between an enclosed expression and a numeral when these items are part of the same expression unless other spacing rules apply. These items often appear to be spaced in print.

Example 2-30

Does  $5(9 + 7) = (5 \cdot 9) + 7$ ?

$$5(9 + 7) = (5 \cdot 9) + 7$$

- b. No space is left between an enclosed expression and another sign of grouping when these items are part of the same expression unless other spacing rules apply. These items often appear to be spaced in print.

Example 2-31

Multiply, then add.  $[(3)(-1)] + [(1)(-3)]$

$$[(3)(-1)] + [(1)(-3)]$$

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*Instructions:* Format each line or sentence in print as a 3-1 paragraph in braille.

### PRACTICE 2C

Is  $3(-2.5) + (-4)$  the same as  $3(-2.5 + (-4))$  ?

Use a number line to illustrate this addition problem:  $[-4 - (-1)] + [-1 - (-3)]$  .

$$7 + (-3) + (-4) = ?$$

$$8 + |(-2) + (-3)| = ?$$

$$|2(-7.5)| + 3.2(2) = ?$$

The **multiplicative identify** [*sic*] property is illustrated:  $(83)(1) = 83$ .

A **unit set** is a set containing only one element. For example,  $\{9\}$  is a unit set containing the element "9".

What is the meaning of the symbol "||" in "The answer is ||3.1||"?

A finite decimal (such as 0.152) is one that stops, whereas an infinite decimal (such as 0.9999...) repeats indefinitely.

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## 2.20 Margins for Itemized Material with No Subdivisions—Side-by-Side Layout

When the print copy arranges itemized material side by side across the page and there are no subdivisions, the braille format is changed so that all identifiers start in cell 1.

*Example 2-42*

Homework for Monday

1. $30 \times 90$	2. $71 \times 300$	3. $90 \div 2$
4. $382 + 802$	5. $568 - 392$	6. $147 - 26$

⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠
⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠		
⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠		
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*Note that the opening Nemeth Code indicator is placed at the end of the cell-5 heading. A discussion about code switches and headings occurs in Lesson 4.*

*For further practice, see Appendix A—Reading Practice.*

### EXERCISE 2

Prepare Exercise 2 for your grader.





