

## PRELIMINARY LESSON

- INTRODUCTION TO NUMERALS AND THE NUMERIC INDICATOR
- THE MATHEMATICAL COMMA AND DECIMAL POINT
- INTRODUCTION TO SIGNS OF OPERATION
- INTRODUCTION TO SIGNS OF COMPARISON
- MONETARY, PERCENT, AND PRIME SIGNS
- THE EUROPEAN COMMA AND DECIMAL

### *Format*

- General Principles

### Study Tips

### *Answers to Practice Material*

## LESSON PREVIEW

This lesson introduces the student to the design of the course as well as some basic Nemeth symbols. *Complete this lesson before studying Lesson 1.* Practice exercises are self-scored, and a short reading exercise is offered in Appendix A.

### **P1 Philosophy**

The Nemeth braille code is especially designed for the representation and transcription of mathematical notation encountered in educational materials on the subjects of mathematics and the sciences. Its purpose is to convey, as accurately as possible, a clear conception of the printed text to the braille reader. Using braille indicators in conjunction with the 63 braille characters, this code is capable of providing equivalent symbols for the hundreds of mathematical and scientific print signs now in use and yet to be devised. The one-to-one correspondence between braille and print symbols makes it possible to produce an accurate transference from print to braille or from braille to print.

### **P2 Literary vs. Technical Texts**

**P2.1 Literary Texts.** Literary works which use only occasional mathematical notation are transcribed in accordance with the rules of Unified English Braille ("UEB"), using mathematical symbols and rules given in the most recent edition of *The Rules of Unified English Braille* and *Unified English Braille Guidelines for Technical Material*.

**P2.2 Technical Texts.** When mathematical notation is encountered in educational materials or in technical documents in the fields of mathematics, statistics, physics, or chemistry, the rules of the Nemeth Code are followed. Nonmathematical narrative is transcribed using the symbols and





*Example P-6*

987 654 321

⠠⠨⠠⠗⠠⠭ ⠠⠖⠠⠑⠠⠘ ⠠⠑⠠⠗⠠⠗

A particular book may show large numbers in this manner rather than using commas to delineate place value. Check for context clues to be sure this represents 987 million 654 thousand 321 and not three separate 3-digit numbers.

## ***THE PRACTICE MATERIAL***

By transcribing the practice material you will gain firsthand experience with the topics presented in each lesson and you will be better prepared to transcribe the exercise for grading. Many of the points discussed in the lesson are illustrated only in the practice material. The [Study Tips](#) at the end of this lesson offer more ways to get the most out of these activities.

Check your work by comparing your transcription to the simulated braille located at the end of each lesson.

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### **PRACTICE A**

*Instructions:* Transcribe the following numbers using the lower-cell Nemeth digits. Begin in cell 1. Leave one blank cell between each number. Begin a new line in cell 1 when you do not have room on a line to complete a number. None of these numbers are partitioned into segments—each is a new number. Check your accuracy by comparing your transcription to the practice answers at the end of this lesson.

123 456 7890 295 431 61 507 3196 15837 808 46 282 2802

61640 74 9559 404 75134 13579

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## THE MATHEMATICAL COMMA AND DECIMAL POINT

### P5 Mathematical Comma

The mathematical comma is used for a comma occurring in a long numeral. It is also used for a comma which follows a numeral or other mathematical expression.

 Mathematical Comma ,
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*Although numbers with commas can be transcribed in UEB, for illustrative purposes, please assume mathematical context in the isolated examples presented below.*

#### Example P-7

987,654,321



*This represents the number 987 million, 654 thousand, 321.*


#### Example P-8

997, 998, 999, 1,000



*These are four individual numbers, separated by a comma and a space. The last number contains an internal comma.*

### P6 Mathematical Decimal Point

 Mathematical Decimal Point .
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P6.1 **Spacing of the Decimal Point.** In a numeral, no space is left between the decimal point and the digits to which it applies.

#### Example P-9

3.14159



P6.2 **The Decimal Point and the Numeric Indicator.** The numeric indicator is required before a decimal point that precedes a numeral when the decimal point follows a space or begins a braille line.

*Example P-10*

.25 .5 .75

⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨

*Reminder:* When a decimal is part of a numeric label to a figure, table, section, etc., UEB is used. See Section [P3.1](#).

**Format**

**P7 General Principles**

"Format" refers to layout on the page, such as indentations (margins), line spacing (blank lines), centering, and pagination. *The Nemeth Braille Code for Mathematics and Science Notation* specifies certain formats which are covered in these lessons and are also summarized in Appendix C of this course.

When an item in a UEB transcription requires the use of Nemeth symbols, format rules of *The Nemeth Braille Code for Mathematics and Science Notation* are to be applied to the entire transcription including those portions transcribed in UEB. When a format is not specifically addressed in the Nemeth Code, the principles provided in *Braille Formats* should be followed.

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**PRACTICE B**

*Instructions:* Begin the list on line 1 of the braille page. Use Nemeth numerals for all numbers in this list. Duplicate the columnar format shown. Following *Braille Formats* guidelines for the layout, you will leave a column of two blank cells between the end of the longest item in each column and the left-hand margin of the next column. These columns are unrelated therefore guide dots are not used.

592	.75	345	4.6692
206	6.4	29,254	98.6
46	59.1	1.234	3.14159
.240	0.37	1791	31,536,000
3,250	0	70.2	365.2422
8,086	987,654	.008382	273.15

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## *INTRODUCTION TO SIGNS OF OPERATION*

### P8 Signs of Operation

The most common signs of operation are listed below.

⠠⠨⠠	Plus	+
⠠⠨⠤	Minus	-
⠠⠨⠠⠠	Multiplication Asterisk	*
⠠⠨⠠⠨	Multiplication Cross	×
⠠⠨⠠	Multiplication Dot	·
⠠⠨⠠⠨	Division (divided by)	÷

Since the minus sign and the hyphen are represented by the same symbol in braille, the reader determines the meaning of the symbols from context.

- P8.1 **Spacing with Operation Symbols.** Unless otherwise stated, an operation symbol is unspaced from its related mathematical terms regardless of the print spacing. A numeric indicator is generally not needed within an unspaced expression. However, because the asterisk symbol includes dots 3456, a numeric indicator is required for the numeral following the asterisk.

Example P-11

2 + 5    613 - 16    19 × 8    5 · 3    98 \* 7    40 ÷ 5

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

- P8.2 **Positive and Negative Numbers.** Numerals preceded by a plus sign or a minus sign must be transcribed in Nemeth. A numeral preceded by a minus symbol requires a numeric indicator when the minus symbol follows a space or begins a braille line. A numeral preceded by a plus symbol does not require a numeric indicator even when the plus symbol follows a space or begins a braille line.

Example P-12

-3 -2 -1 0 +1 +2 +3

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

*Note: These are seven separate numerals.*

- a. **Decimals.** The numeric indicator is required between a minus symbol and a decimal point that precedes a numeral when the minus symbol follows a space or begins a braille line. A







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## PRACTICE D

*Instructions:* Begin each mathematical expression on a new line in cell 1.

$$8.5 < 74$$

$$85 > 9.6$$

$$29 \cdot 3 = 3 \cdot 29$$

$$14 : 2 :: 7 : 1$$

$$19,530 - 2,016 \times 8.25 + 6.75 = 262,710.00$$

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## MONETARY, PERCENT, AND PRIME SIGNS

### P10 Monetary Signs

The monetary symbols of the Nemeth Code are constructed the same way as the UEB symbols.

⠠⠠⠠⠠	Cent	¢
⠠⠠⠠⠠⠠	Dollar	\$
⠠⠠⠠⠠⠠	Euro	€
⠠⠠⠠⠠⠠	Franc	₣
⠠⠠⠠⠠⠠	Naira	₦
⠠⠠⠠⠠⠠	Pound Sterling	£
⠠⠠⠠⠠⠠	Won	₩
⠠⠠⠠⠠⠠	Yen or Yuan	¥

If a monetary sign is printed for which there is no established symbol, the transcriber should create a symbol following the same "dot 4" pattern shown above.

P10.1 **Spacing with Monetary Symbols.** No space is left between a monetary symbol and its related quantity. A number which immediately follows a monetary symbol does not need a numeric indicator.

*Example P-17*

25¢

\$3.50

⠠⠠⠠⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

### P11 Percent and Per Mille Signs

⠠⠠⠠⠠	Percent	%
⠠⠠⠠⠠⠠	Per mille	‰

P11.1 **Spacing with Percent and Per Mille Symbols.** No space is left between the symbol and its related quantity.

Example P-18

45%

⠠⠠⠠⠠⠠⠠⠠⠠

Example P-19

35‰

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**P12 Prime Sign**

⠠	Prime	'
⠠⠠	(two primes)	"

The braille symbol is used wherever the print sign appears in mathematical context, regardless of its meaning. When more than one prime sign is used in print, the equivalent number of symbols are used in braille. Prime symbols must be unspaced from each other and from the quantity to which they apply. In the following example, the prime sign denotes feet and inches.

Example P-20

4'3" > 43"

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**PRACTICE E**

*Instructions:* Retain the simple vertical listing, beginning each line in cell 1.

25¢ – 5¢ = 20¢

\$4.89 + 5.5% = \$5.16

36‰ × 100 = 3.6


5'8" = 68"

\$1 = £0.633456

## THE EUROPEAN COMMA AND DECIMAL

### P13 The European Mathematical Comma

In some European publications, the print sign for the mathematical comma looks different from the comma used in the United States. The braille symbol follows print, using dots 46 for the European mathematical comma.

 European Mathematical Comma .
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The example below shows three different ways to notate “twenty-seven thousand”.

#### Example P-21


27,000

27.000

27 000








*The symbol transcribed for each comma follows print. Dot 6 represents the American comma; dots 46 represent the European comma. See [P4.1](#) regarding the space used in the partitioned number.*

### P14 The European Decimal

In many European countries, the print sign used to for the decimal (the “decimal comma”) is different from the print sign used in the United States (the “decimal point”). The braille symbol follows print, using dot 6 for the European decimal.

 European Decimal ,
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#### Example P-22

\$19.99 < £19,99



*The symbol transcribed for each decimal follows print: Dots 46 represent the American decimal point; dot 6 represents the European decimal comma.*

<i>For further practice, see Appendix A—Reading Practice.</i>
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## STUDY TIPS

This is a self-guided course. There are many features to help you learn the material. Examples with commentary illustrate the rules. Practice drills reinforce topics recently presented and answers are provided so you can monitor your progress. Reading practice is offered in Appendix A. The following study tips will help you get the most out of the lessons.

### LEARNING THE MATERIAL

- Do not race through the lesson material.
- Read carefully and deliberately as the narrative is compact and the language is exact.
- Study the examples and understand the point being made with each one but do not rely on the examples alone for an understanding of the rules.
- In the print examples, circle or highlight the Nemeth portion. Transcribe the examples to reinforce the rule.
- Try back translating the braille examples and practices without looking at the print.
- Take special note of rules regarding spacing, punctuation, abbreviations, and format.
- Make lists to help you remember differences between Nemeth and UEB rules.
- Underline, highlight, and write notes in the margins of your lesson manual.
- Compare new information to similar topics learned in previous lessons.
- Some of the lesson material is grouped in "use of" and "nonuse of." Compare them and look closely at the braille examples.
- Ask for clarification when a rule does not make sense to you.

### THE PRACTICE MATERIAL

- Circle or highlight everything that should be transcribed in Nemeth.
- Slow down. By using 6-key entry instead of a translator you will better understand the braille from the reader's point of view.
- Proofread carefully before looking at the answers. Check that every opening Nemeth Code indicator is paired with a Nemeth Code terminator. Similarly, check for other paired symbols, such as fraction indicators, modified expression symbols, and level indicators.
- When comparing your braille transcription to the answer key, read each cell closely. At the end of each line, look at the braille cell in the line above and in the line below and compare it to the answer key. Any misalignment indicates an error on that line.
- When you identify your errors, return to the lesson to review the applicable rule.

### PREPARING THE EXERCISE FOR GRADING

- You will have two chances to turn in a near-perfect transcription of each exercise. Ask questions and review the rules before turning in your work.
- You are expected to turn in high quality work and not to use your grader as a proofreading tool.
- Do not try to copy braille examples that look like the exercise material. Instead, understand and apply the rule.
- Make note of items you are unsure of. After receiving your report, even if your transcription is correct, look these items over again to reinforce the rule.

## **RESEARCH/REVIEW**

- Analyze the mistakes found in your work and make sure you understand your errors before moving ahead to the next lesson. Ask questions until you are confident.
- Return to earlier lessons. Topics will make more sense to you in retrospect.
- Read Appendix C, which is a summary of the format rules.
- Return to an earlier lesson exercise and back-translate the practices or your braille exercise by writing in longhand. Do not look at the print copy until you are finished. Giving yourself some distance from the lesson material is a good review strategy.
- In later lessons, research the topic in the Nemeth Code in addition to studying the lesson book. Not only will this enrich your understanding of the current subject, you will also review material already learned in a new context.

## **PROOFREADING TIPS**

Accuracy is crucially important in technical work. Your proofreading skills will be challenged.

- Is your lighting adequate?
- Use a magnifier when print is questionable.
- Use a straightedge when levels are in question.
- Take breaks when your concentration wanes.
- Read the braille dots. Compare often to the print copy.
- Vary your reading medium – don't always proofread from the screen or from simulated braille or from embossed braille.

## **BRILLE TRANSLATION SOFTWARE**

Many Nemeth students have been transcribing for years and have thousands of pages of braille to their credit. They also have been taking advantage of the many electronic input and proofreading aids available to transcribers and are quite adept at turning out high quality work. We expect you are one of those transcribers.

You are undertaking a serious study of one of the technical braille codes, and we would like you to consider stepping back a bit and learning the old fashioned way, using 6-key entry in your braille software program. It is our experience that the best transcribers are those that can read and write braille as the 6-dot code that it is, not solely reading a back translation or a source file and not using another input code to 'type' math problems. Using proofreading and production aids for more accurate and faster work is certainly something you will continue to use – it is important that you understand how your particular software and translation tools work in Nemeth mode – but we are convinced you will understand the material better if you take the 6-key approach while learning.





