

# Lesson 11

## Shortforms

### 11.1 In General [UEB §10.9]

Following is a list of all of the 75 shortforms used in braille, including the twenty-four studied in earlier lessons. The words in this list have been grouped together in order to facilitate learning through association. A complete alphabetical list of all shortforms can be found in Appendix 1 of *The Rules of Unified English Braille, Second Edition 2013*.

\* Starred words have special rules.

<u>Shortform</u>	<u>Meaning</u>	<u>Shortform</u>	<u>Meaning</u>	<u>Shortform</u>	<u>Meaning</u>
ab	about	*fr	friend	hm	him
abv	above	*gd	good	hmf	himself
ac	according	*grt	great	xs	its
acr	across	imm	immediate	xf	itself
af	after	*lr	letter	yr	your
afn	afternoon	*ll	little	yrf	yourself
afw	afterward	m(st)	must	yrvs	yourselves
ag	again	nec	necessary	h(er)f	herself
ag(st)	against	pd	paid	myf	myself
alm	almost	p(er)h	perhaps	(one)f	oneself
alr	already	*qk	quick	(ou)rvs	ourselves
al	also	sd	said	(the)mvs	themselves
al(th)	although	tgr	together	(th)yf	thymself
alt	altogether	cd	could	dcl	declare
alw	always	(sh)d	should	dclg	declaring
(be)c	because	wd	would	rjc	rejoice
(be)f	before	ei	either	rjcg	rejoicing
(be)h	behind	nei	neither	(con)cv	conceive
(be)l	below	m(ch)	much	(con)cvg	conceiving
(be)n	beneath	s(ch)	such	dcv	deceive
(be)s	beside	td	today	dcvg	deceiving
(be)t	between	tn	tonight	p(er)cv	perceive
(be)y	beyond	tm	tomorrow	p(er)cvg	perceiving
*bl	blind			rcv	receive
*brl	braille			rcvg	receiving
*(ch)n	children				
*f(st)	first				





Examples:

declare	⠠⠠⠠⠠	declaration	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	[not] dcla(tion)
conceive	⠠⠠⠠⠠	conceivable	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	[not] (con)cvable
necessary	⠠⠠⠠⠠	necessarily	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	[not] necly

When a word ending in an *e* is changed by the addition of *d* or *r*, as in *received* or *receiver*, the shortform is used as it keeps its original meaning. To prevent doubling the *e* in such words, be certain that only the single letter, *d* or *r* is added—not the *ed* or *er* contraction. Examples:

braille	⠠⠠⠠⠠	braille	⠠⠠⠠⠠	[not] brl(er)
declare	⠠⠠⠠⠠	declared	⠠⠠⠠⠠	[not] dcl(ed)

When in print *ing* is added to words that have a shortform, there may be a temptation in braille to simply add the *ing* contraction to the shortform, but to do so may result in a misspelling. Note that there are special shortforms for *declare*, *rejoice*, *conceive*, *deceive*, *perceive*, and *receive* when they end in *ing*. Examples:

braille	⠠⠠⠠⠠	brailing	⠠⠠⠠⠠⠠⠠⠠⠠	[not] brl(ing)
rejoice	⠠⠠⠠⠠	rejoicing	⠠⠠⠠⠠	[not] rjc(ing)

### Drill 28

Braille the following words. Treat each numbered line as a new 3-1 paragraph. Leave three blank cells between each word. Repeat this drill until you are comfortable with the shortforms and their variations.

1. about abouts gadabout stirabout about-face hereabout thereabout roustabout roundabout whereabouts
2. above below above-mentioned aboveboard aboveground belowground
3. according accord accordingly
4. across across-the-board

5. after afternoon afterward after-hours hereafter rafter  
aftereffects afterwards aftershock aftereffects afterbirth  
after-shave
6. again against once-again
7. almost already also always also-ran
8. although though through thorough thought
9. altogether together togetherness
10. because before beforehand behind become beneath  
hereinbefore befit befuddle between beside hereinbefore  
began besides begin in-between behold beyond
11. blind braille blindness brailist blinded? blinders brailled  
Louis Braille brailer braillewriter blindfold
12. children child childlike children's grandchildren childless
13. conceive conceiving preconceive misconceived conceivable
14. could would would've should shoulder could've shouldn't
15. deceive deceiving deceived deceivingly deceiver deceives
16. declare declaring declared declaration declares declarer  
declarable
17. first first-born firstly firsthand first-class
18. friend friendly befriending friends befriended! friendship  
friendless befriend befriended befriends
19. either neither either-or
20. good goodhearted do-gooder Goodwill good-by goodness  
goody-goody
21. great greats not-so-great greatest greatcoat greater  
Great Salt Lake
22. her herself him himself
23. your yourself yourselves do-it-yourselfer
24. them themselves thy thyself
25. it its itself it's it'd it'll
26. one oneself our ourselves my myself
27. immediate immediately immediacy immediateness
28. letter bloodletter letterhead letterman Letterman lettering
29. little belittle Little Rock littler littlest littleneck

30. much such must musty suchlike most mustache  
mustang inasmuch mustn't muster
31. necessary necessarily unnecessary necessities
32. paid unpaid prepaid paid-in-full
33. perceive perceiving unperceivable unperceived
34. perhaps perchance
35. quick quicken quick-freeze quickie quicksand Bisquick
36. receive receiving rejoice rejoicing rejoiced receivership  
rejoiceful
37. said aforesaid Port Said unsaid
38. today tomorrow tonight tomorrow-night today's

## Reading Practice

Write the following sentences in print. Compare your work with the print version in Appendix A.

Dear Mother and Father,

I am writing to you from  
the city of New York. I  
am very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am  
writing to you from  
the city of New York.  
I am very well and  
hope you are the same.  
I am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York. I am  
very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York.

I am writing to you from  
the city of New York. I  
am very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York. I am  
very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York. I am  
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to you from the city  
of New York. I am  
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you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York. I am  
very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York.

I am writing to you from  
the city of New York. I  
am very well and hope  
you are the same. I  
am glad to hear from  
you and hope you are  
all well. I am writing  
to you from the city  
of New York.

Love,  
Your affectionate son,

John Doe

[The format for brailled letters of correspondence will be studied in Lesson 13.]

## EXERCISE

Prepare the following exercise for submission to the instructor. Use a 3-1 margin.

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1. According to the plans made yesterday afternoon, the union is declaring a strike tomorrow morning at ten o'clock.
2. He perceived that this project would entail the expenditure of funds far above and beyond his means.
3. It is difficult today to conceive of the fears that beset the sailors of Columbus as they sailed across the unknown ocean.
4. "Love vaunteth not itself, is not puffed up, doth not behave itself unseemly, seeketh not its own, is not provoked, taketh not account of evil; rejoiceth not in unrighteousness, but rejoiceth with the truth."
5. Braille was not officially adopted as a system of reading and writing for the blind until after the death of Louis Braille, its inventor.
6. "There is a vanity which is done upon the earth; that there be just men, unto whom it happeneth according to the work of the wicked; again, there be wicked men, to whom it happeneth according to the work of the righteous; I said that this also is vanity."
7. Although Representative Doolittle voted against the measure, he said afterwards that he would support it if it became law.
8. It is almost impossible to get an interview with Mr. Truegood since he is almost always out of town.
9. The Pirates were already behind by three runs when Bob Friend came to the mound.
10. He was altogether beside himself with rage when he first discovered that his friend had deceived him.
11. He felt it below his station to work in the receiving room.
12. Because of other business, I was unable to give your letter my immediate attention.
13. Either this bill must be paid within the next week or our attorneys will receive instructions to prepare the necessary papers for suit.



14. The connection between the refreshable braille display and the computer is made either by USB or by bluetooth—children, do you know why we call it BLUETOOTH?
15. Neither of us should deceive himself into thinking that we can do this by ourselves.
16. Rejoicing, she told him about her \$7,500 salary increase.
17. Don't blame yourself too much; we're in this thing together.
18. "Get yourselves to bed, and be quick about it, before I lose my patience altogether," she reprimanded the unruly children.
19. Those who put themselves above the law are only deceiving themselves.
20. When one declares oneself an expert in such a field, she should be prepared to answer many questions.
21. Hereafter I expect you to be open and aboveboard with me.
22. Police are seeking all over Hereafter Hollow for the whereabouts of the man who acted as go-between for the kidnapers.
23. Although his appointment was not until midafternoon, he arrived beforehand and accordingly had time to compose his thoughts.
24. Of all her grandchildren she was most attached to the first-born.
25. He believed blindly in the integrity of his friends.
26. Since becoming a transcriber, she has brailled "Goodbye, Mr. Chips" and a number of textbooks besides.
27. As a man of letters, his greatness has been highly overrated.
28. "Children! We will read a story about a little girl whose name was Little Goody Two Shoes, immediately after lunch," the teacher said.
29. Inasmuch as he is depending upon us for a complete report, we mustn't overlook even the slightest detail.
30. We really shouldn't expect him to act quickly on a matter of such great importance.
31. Those words would've been better left unsaid.
32. The fifth-generation Mustang's styling echoes the fastback models of the late-1960s.
33. Mr. Jones would like to speak with you immediately after the ceremony to-night.

34. Tonight at Koenig Arena, the rafters shook with applause as the lead vocalist declared his love in song and then crowd surfed with great alacrity.
35. In the aftermath of the huge explosion that blinded several workers, many acts of unselfishness and heroism were performed.
36. Florence Nightingale not only nursed, but also befriended, the sick, the wounded and the dying soldiers in the Crimean War.
37. Because leeches were used in bloodletting, I think it must've taken a lot to muster up the courage to be a bloodletter.

[This lesson last revised February 25, 2019.]