

## **UNIT 12**

<b>LESSON</b>	:	12
<b>WEEK</b>	:	12
<b>TOPIC</b>	:	Strokes KW, GW, WH; Diphones
<b>AIM</b>	:	Know how to represent the strokes KW, GW, WH and diphones

### **LEARNING OUTCOMES:**

On completion of this unit, students should be able to:

1. Represent the strokes KW, GW, WH and differentiate the sounds
2. Represent diphone sounds

### **TOPIC OUTLINE:**

- 12.1 Strokes KW, GW and WH
- 12.2 Diphones
- 12.3 Short Forms and Phrases

**NOTES:**

**12.1 Strokes KW, GW and WH**

**a** A large hook added to the beginning of strokes **K** and **G** represents the sounds of **KW** and **GW**. Write the large hook first and then, without pausing, add the stroke:

**b** The sound of **WH** is represented by enlarging the hook of stroke **W** ... Although the sound of **WH** tends not to be stressed in our use of the language its representation in outlines results in distinctive outlines:

**Progress Check 12.1**

**12.2 Diphones**

When two vowel sounds follow each other they are represented by the sign **..k..**, called **diphone**, and it is written in the position of the first of the two vowel sounds.

### 12.3 Short Forms and Phrases

#### Short Forms

.....<sup>1</sup>.....<sup>1</sup>.....<sup>1</sup>.....

trade/toward gentleman gentlemen

#### Phrases

**a Not**

.....<sup>v</sup>.....<sup>v</sup>.....<sup>u</sup>.....<sup>y</sup>.....<sup>y</sup>.....<sup>y</sup>.....

I am not I will not you will not I had not I do not know I did not know

Stroke N is halved to represent **not** in the following phrases:

.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....

we are not it is not this is not not only were not

**b Time, out, state/statement**

.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....<sup>v</sup>.....

some time at some time from time to time set out get out to state

.....<sup>v</sup>.....

recent statement

**Progress Check 12.2**

**Reading and Writing Practice**

**Dictation**

**REFERENCES:**

1. Coombs, Bryan, Pitman 2000 Shorthand – Short Course, 1986, Pitman Publishing (Unit 12)



- END OF UNIT 12 -