

## **UNIT 15 AND 16**

<b>LESSON</b>	:	15 and 16
<b>WEEK</b>	:	14
<b>TOPIC</b>	:	Shun Hook; Word Endings and Figures
<b>AIM</b>	:	To understand how and when to use the SHUN hook and word endings. Know how to represent figures in shorthand

### **LEARNING OUTCOMES:**

On completion of the above units, students should be able to:

1. Understand the use of SHUN hook to curved and straight strokes
2. Represent the sound of SHUN following circle, S/NS circle
3. Represent word endings or suffixes such as MENT, LY, ALLY AND SHIP correctly
4. Represent figures in shorthand

### **TOPIC OUTLINE:**

- 15.1 SHUN hook inside curves
- 15.2 SHUN hook to straight strokes
- 15.3 Shun following Circle S or the NS circle
- 15.4 Short Forms, Intersection and Phrases
- 16.1 Suffix-MENT
- 16.2 Suffix-LY
- 16.3 Suffix-ALLY
- 16.4 Suffix-SHIP
- 16.5 Figures
- 16.6 Short Forms

**NOTES:**

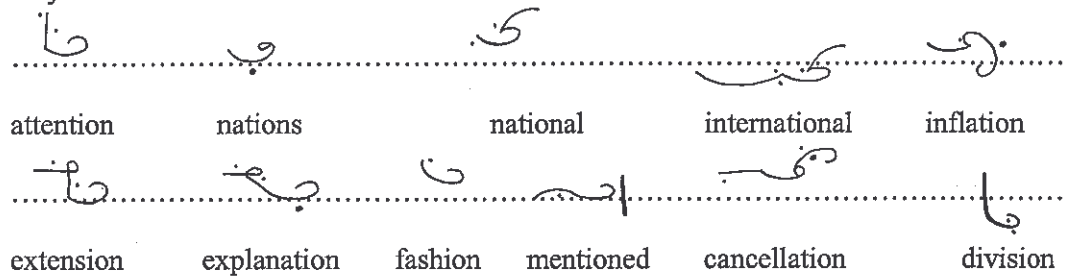
**Unit 15**

**Lesson 15**

There are two main methods of representing the sound **SHUN** in Pitman Shorthand – a large and a small hook.

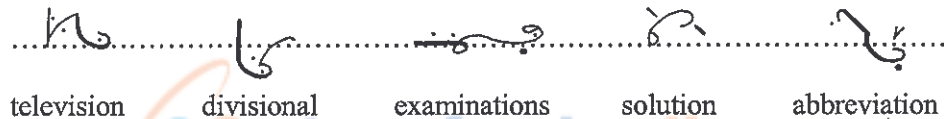
**15.1 SHUN hook inside curves**

**a** The large **SHUN hook** may be written in the middle or at the end of an outline. **Circle S** may be added:



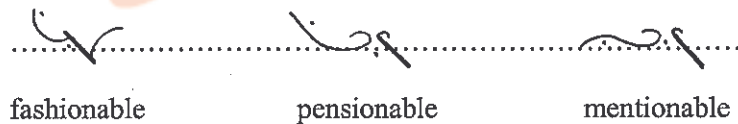
attention nations national international inflation  
extension explanation fashion mentioned cancellation division

**b** A third-place dot vowel is written inside the hook, other third-place vowel signs outside:



television divisional examinations solution abbreviation

**c** The sound of **-ble** after **SHUN** is represented by **.....** joined to the **SHUN hook**, or disjoined **.....** written close to the hook:



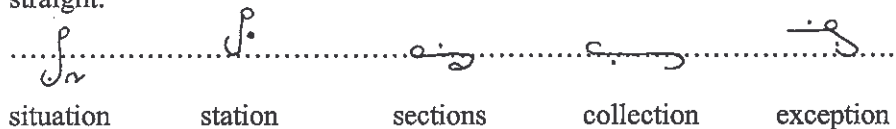
fashionable pensionable mentionable

**Progress Check 15.1**


**15.2 SHUN hook to straight strokes**

A large **SHUN HOOK** at the end of a straight stroke is written:

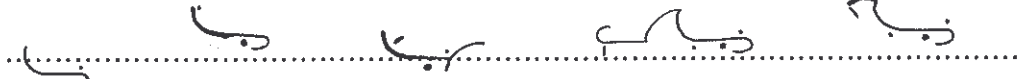

**a** On the opposite side to an initial attachment, to balance the outline and keep the stroke straight:





situation station sections collection exception

  
 discussion      separation



**b** Away from the curve F,V,L followed by K or G, to balance the outline and keep the straight stroke straight:

  
 fiction      vacation      vocational      qualification      modification  
  
 location      allegation

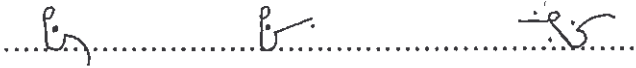
**c** On the opposite side to the last vowel, as a means of vowel indication:

  
 occasion      action      operation      portion      production  
  
 applications      instructions

**d** On the right-hand side of simple (without attachments) T, D, J, to keep the forward writing motion :

  
 quotation      rotation      addition      additional      tradition      logician  
  
 graduation

**e** On the same side as an initial hook or circle in some derivatives, to enable the following stroke to be written:

  
 stationer      stationery/stationary      exceptional

**Progress Check 15.2**

**15.3 Shun following Circle S or the NS circle**

- a** When SHUN follows **circle S** or the **NS circle** it is represented by a small hook written on the side of the stroke opposite to the circle, ..... **position**. The hook is formed by completing the circle and continuing through to the opposite side, ..... **position**.



position      opposition      decision      requisition      taxation      transition



organization      association      succession      recession

- b** Circle S may be added by writing a tiny circle inside the hook:



decisions      positions      requisitions

- c** When the sound of S/Z-SHUN is followed by L a disjoined upward L is written close to the outline:



transitional      sensational

**15.4 Short Forms, Intersection and Phrases**

*Short Forms*



information      satisfaction

*Intersection*

..... attention



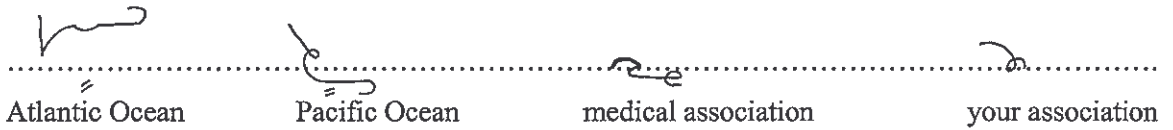
your attention

my attention

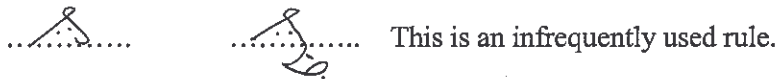
attract attention

*Phrasing*

The large **SHUN** hook is used to represent the word **ocean**, and the small hook to represent the word **association**:



**Note:** When the sound of **SHUN** in the middle of a word is followed by a vowel and **ST**, the hook is not used:



reception but receptionist

**Reading and Writing Practice**

**Dictation**



**REFERENCES:**

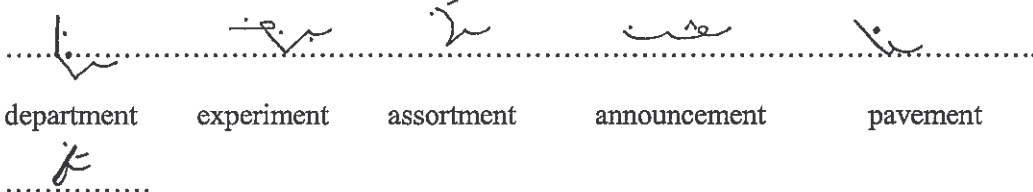
1. Coombs, Bryan, Pitman 2000 Shorthand – Short Course, 1986, Pitman Publishing (Unit 15)

Unit 16

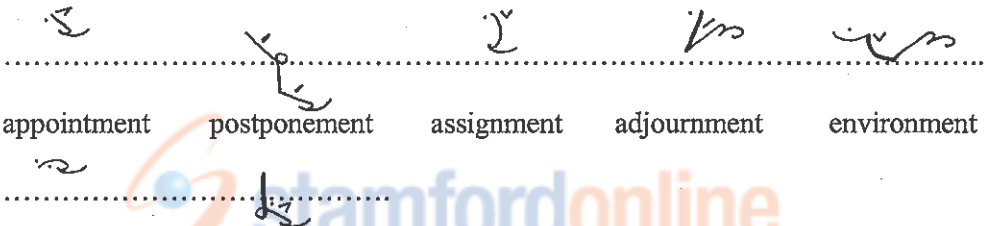
Lesson 16

16.1 Suffix-MENT

- a As was outlined earlier -MENT is written ... When it is not easy, or possible, to join ... to the end of an outline, half-length N ... is used instead:

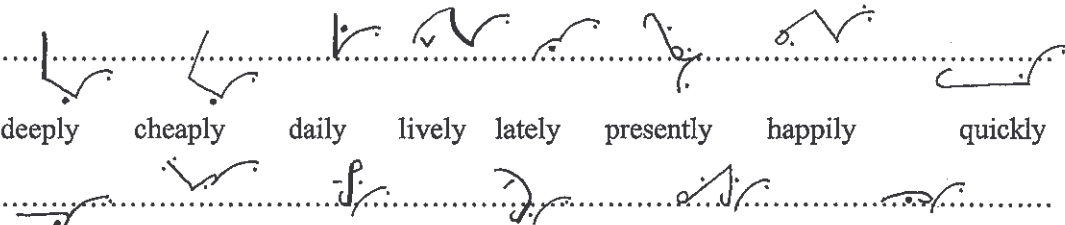
  
.....  
department    experiment    assortment    announcement    pavement  
.....  
adjustment

- b When the root word has a final hook N the hook is retained when -MENT follows, and this is represented by ... or ..., whichever is most convenient:

  
.....  
appointment    postponement    assignment    adjournment    environment  
.....  
amendment    disappointment

16.2 Suffix -LY

- a Stroke L, joined or disjoined when necessary, plus the third-place vowel i represents the final sound of -LY. It is rarely necessary to write the vowel as it is indicated by the stroke. Root outlines remain constant:

  
.....  
deeply    cheaply    daily    lively    lately    presently    happily    quickly  
.....  
keenly    apparently    suddenly    urgently    certainly    mainly

i) When the root word ends with **stroke L** or **hook L**, add the vowel. This is an essential vowel:

actually      eventually      wholly      physically      locally

legally      totally

**Progress Check 16.1**

**16.3 Suffix -ALLY**

Write the **hook L** and add the vowel:

basically      specifically      realistically      statistically

**16.4 Suffix -SHIP**

Add a joined **stroke SH**. When it is not possible to join the stroke write it very close to the root outline.:

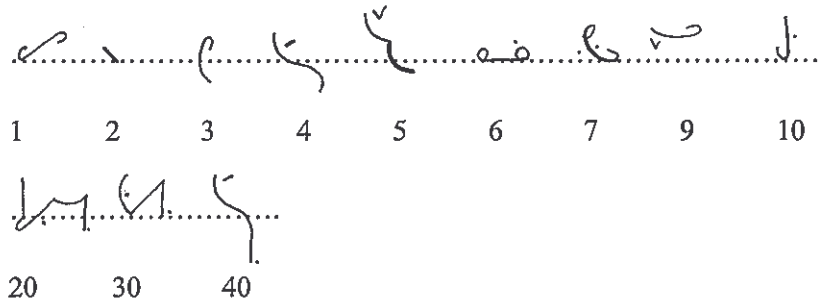
fellowship      ownership      relationship      chairmanship      membership

leadership      friendship

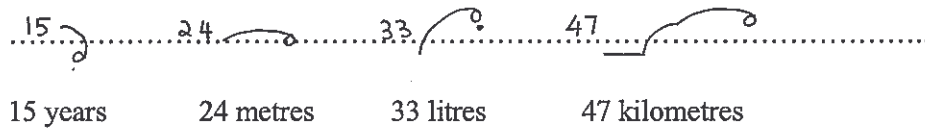
**Progress Check 16.2**

**16.5 Figures**

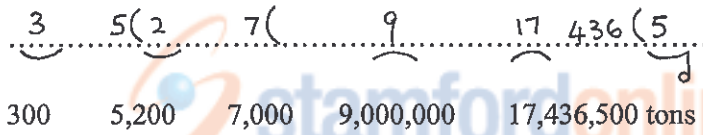
**a** In continuous matter, with the exception of 0 and 8 write figures 1- 10 and round numbers, in shorthand:



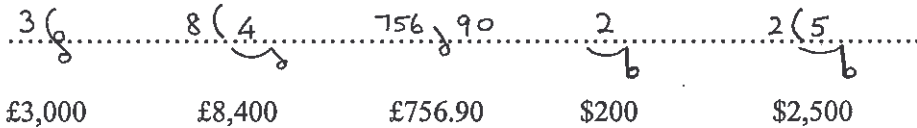
**b** It is safe to represent all other numbers by Arabic numerals:



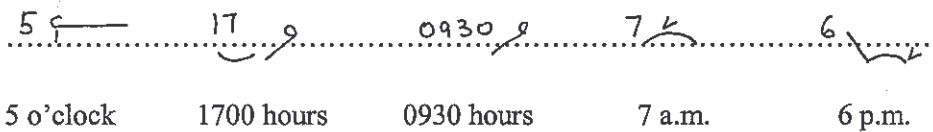
**c** Use stroke N for **hundred**, **Th** for **thousand** and **M** for **million**:







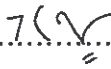
**d** Write sums of money as follows, adding **circle S** to **Th** for 'thousand pounds':




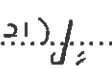
**e** Times of day are written:



f . Dates are written:

 .....  .....  .....  .....  .....



1 January      1<sup>st</sup> February      2<sup>nd</sup> March      22<sup>nd</sup> July      7<sup>th</sup> April

 .....  .....

23<sup>rd</sup> May      21<sup>st</sup> June

### 16.6 Short Forms

*Short Forms*

 .....  .....

acknowledgement      enlargement

### Reading and Writing Practice

Dictation

REFERENCES:

1. Coombs, Bryan, Pitman 2000 Shorthand – Short Course, 1986, Pitman Publishing (Unit 16)



- END OF UNIT 16 -