

UNIT 9

LESSON : 9

WEEK : 9

TOPIC : Stroke N, NG; N hook

AIM : Know how to represent N, NG strokes and N hook and understand the principles on the use of the SES circle, ST and STER loops

LEARNING OUTCOMES:

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

1. Represent the sound of N using the N stroke and hook N
2. Understand the use of the SES circle, ST and STER loops


TOPIC OUTLINE:

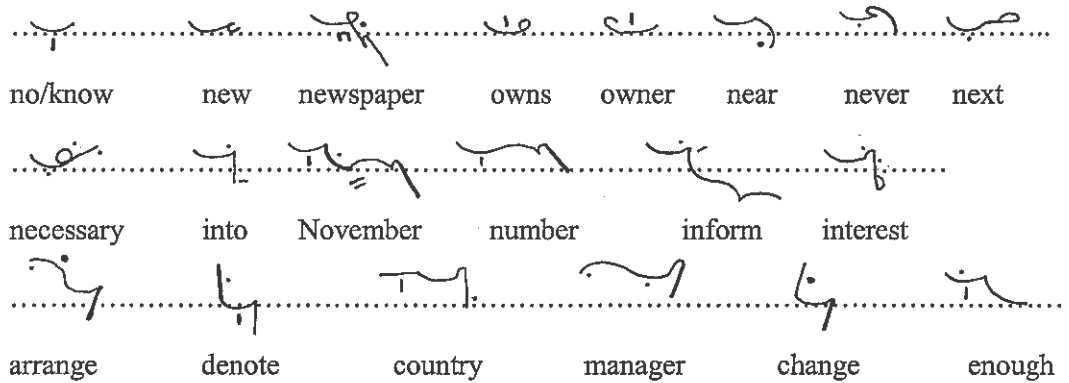
- 9.1 Stroke N
- 9.2 Stroke NG
- 9.3 Hook N
- 9.4 Short Forms, Intersections and Phrases

NOTES:

There are two ways of representing the sound of N, the **stroke N** and the **hook N**. Once again it will be found that the indication of vowels is the main reason for using one instead of the other. The hook is used when N is the last sound in a word.

9.1 Stroke N

a Stroke N  is a thin and shallow, a scooped-out curve:



no/know new newspaper owns owner near never next

necessary into November number inform interest

arrange denote country manager change enough

b Always use the stroke:

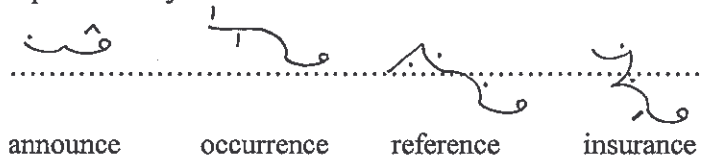
i) When N-vowel ends a word, to indicate a final vowel:



many funny sunny deny now

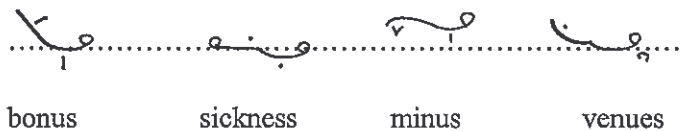
(only the second part of  is joined).

ii) For the light sound of NS, to distinguish from the heavier sound NZ which is represented by the hook.



announce occurrence reference insurance

iii) When a vowel or diphthong occurs between N and S/Z, to enable the vowel to be placed as a transcription aid:



bonus sickness minus venues

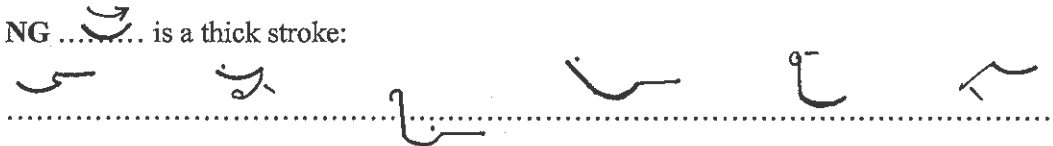
iv) After a medial circle for a much easier joining:



design resign basin dozen

9.2 Stroke NG

NG is a thick stroke:



anger anxious drink bank strong wrong

Progress Check 9.1

9.3 Hook N

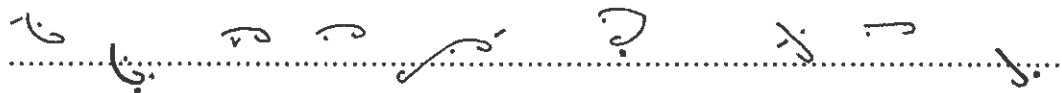
Hook N is written at the end of a stroke, inside curves **fine**, and on the non-circle S side (clockwise direction) to straight strokes, ...**J**... town.

Remember that the F/V hook is written anti-clockwise to straight strokes**t**... **tough**, and is not applied to curves.

This abbreviating hook is used when there is no vowel to be placed and indicates the absence of any vowel, which aids transcription.

Use the hook:

a When N is the final sound in a word:

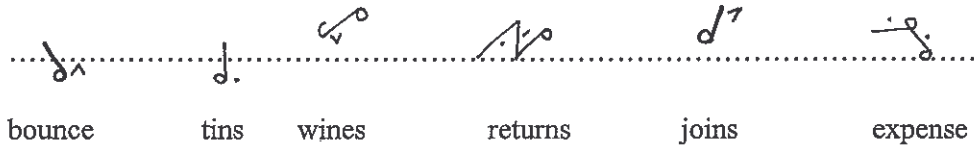


often even mine man woman machine open can been

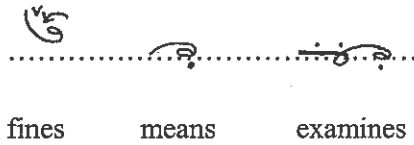


one win down certain

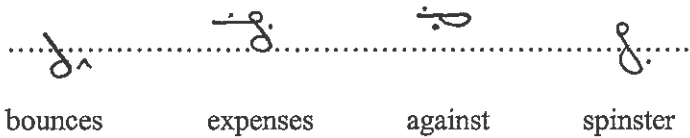
b For the sound of **NS** or **NZ**, where the circle is added to hook N to straight strokes by closing the hook:



c For the sound of **NZ** only where the **circle S** is reduced in size and written inside the hook to curves:



Note: **SES circle, ST and STER** loops are added to straight strokes hooked for **N** by writing the circle or loop on the **hook N** side and incorporating the hook:



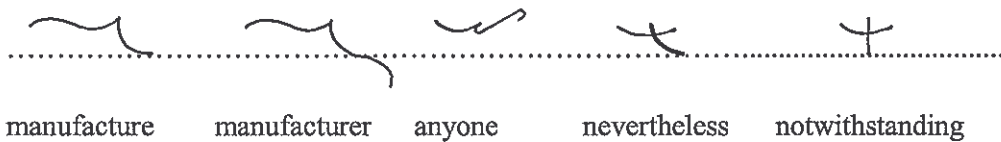
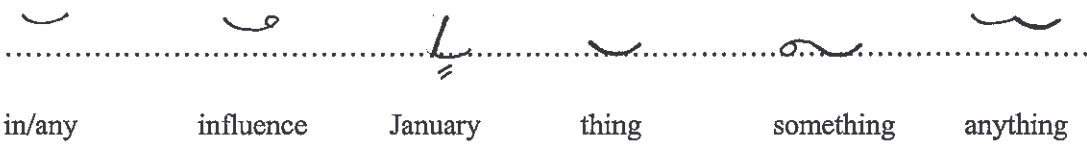
Note: **Hook R** and **hook N** are written on the same side of straight strokes:



Progress Check 9.2

9.4 Short Forms, Intersections and Phrases

Short Forms



Intersections

..... enquire, enquiry, inquire, inquiry:

e *e* *i*

your enquiry/inquiry several inquiries/enquiries we shall enquire

Phrases

The **N hook** is used to represent the words **been**, **than** and **own**:

n *y* *✓* *2* *1*

I have been I had been already been there has been it has been

y *n* *2* *2* *1*

better than more than rather than bigger than larger than

2 *1* *2*

your own our own their own

The word **once** is abbreviated in phrases:

1 *2*

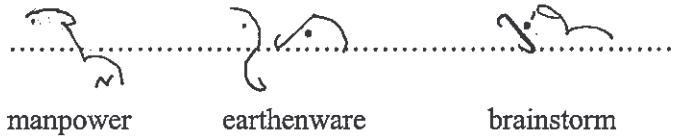
at once once again

The word **next** is abbreviated in phrases:

2 *2* *2*

next few days next month next week

Note: In **compound words** derived from root words using **hook N** the hook is retained and the following part of the outline is joined or disjoined. This rule has very few applications and is given for information only.



Reading and Writing Practice

Dictation

REFERENCES:

1. Coombs, Bryan, Pitman 2000 Shorthand – Short Course, 1986, Pitman Publishing (Unit 9)



- END OF UNIT 9 -