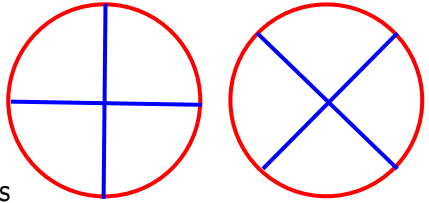




### LESSON – 1B

### CONSONANTS (*Nasals, Liquids, Coalescents and Aspirate*)

You learnt "explosidents" and "continuants", in the previous lessons. Now, look at the balance eight consonants and finish learning all the consonants before proceeding to the next lessons dealing with joining of strokes followed by the important lesson on "vowels".



The first three consonant sounds are called "nasals" because they are produced by closing the successive barriers in the mouth against the outgoing air-stream, so that it has to escape through the nose. Nasals 'm', 'n', 'ng' are represented by horizontal curves.

The next two consonant sounds 'l' and 'r' are called "liquids", because they flow into union with other consonants to form double consonants, as in the words 'try', 'play' etc. 'l' is represented by curved upward light stroke and 'r' is represented by downward light curved stroke. 'R' is also represented by an alternative form upward straight upstroke with 30° angle from horizontal and it should always be called as "Ray".

The next two consonant sounds 'w' and 'y' are called "coalescents" because they precede vowels and unite (coalesce) with them. 'w' and 'y' are represented by initially hooked straight upstrokes with 30° angle from horizontal. They are

LETTER of Alphabet (Sound in English)	m	n	ng	l	r	R	w	y
Stroke representing Sounds in Alphabet								
Name by which the stroke is always called	em	en	ng	el	ar	ray	way	yay
Orientation of the stroke	Horizontal Left to Right			45°up L to R	45°dn L to R	30°up L to R	30°up L to R	30°up L to R
As sounded in	men	neat	king	like	ram	ring	win	yes
	him	sun	bang	kill	care	carry	Away	yoke



# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'm' with light stroke for full page or more, 1/6<sup>th</sup> inch, horizontal stroke.  
Take a print out and just copy the strokes on the lines below, saying 'em' yourself.



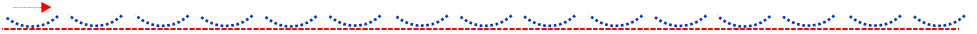
Multiple sets of horizontal red lines for handwriting practice, each set consisting of three lines (top, middle, bottom). The first two sets have blue arches (solid and dashed) at the top, while the remaining sets are blank for independent practice.



# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

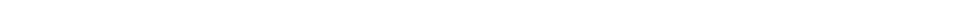
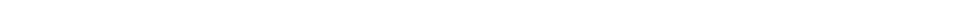
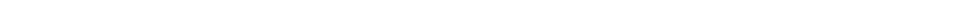
Practice 'n' with light stroke for full page or more, 1/6<sup>th</sup> inch, horizontal stroke.  
Print this page and copy saying yourself 'en' each time you write the stroke.



Multiple sets of red dashed lines for handwriting practice.



Practice 'ng' with heavy curved horizontal stroke for full page, 1/6<sup>th</sup> inch length.  
See that all thick curved strokes are tapered at edges and thickened at centre of stroke.





# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice `eL' with curved light up stroke for full page or more, 45°, 1/6<sup>th</sup> inch.  
Print this page and copy saying yourself `el' each time you write the stroke.

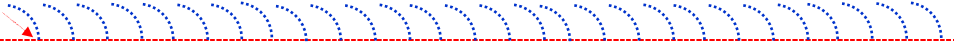




# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'aR' with light down curved stroke, for full page or more, 45°, 1/6<sup>th</sup> inch.  
Print this page and copy saying yourself 'ar' each time you write the stroke.



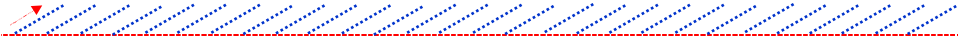
Multiple sets of horizontal red dashed lines for handwriting practice.



# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'ray' with initially hooked light up stroke for full page, 1/6<sup>th</sup> of an inch, 30° from horizontal. Print this page and copy saying yourself 'ray'.

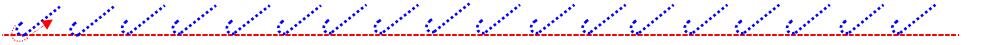




# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'way' with initially hooked light up stroke for full page, 30° from horizontal, 1/6<sup>th</sup> of an inch. Print this page and copy saying yourself 'way'.



Multiple sets of horizontal red dashed lines for handwriting practice.

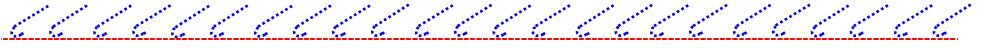




# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'yay' with initially hooked light up stroke for full page, 30° from horizontal, 1/6<sup>th</sup> of an inch. Print this page and copy saying yourself 'yay'.



Multiple sets of horizontal red dashed lines for handwriting practice.





### Aspirate 'H'

The last consonant sound 'H' (named as 'Hay') is called "**aspirate**". The aspirate is breathing upon a following vowel. For example, by breathing upon the vowel 'i' in the word 'it', the word is changed into 'hit'.

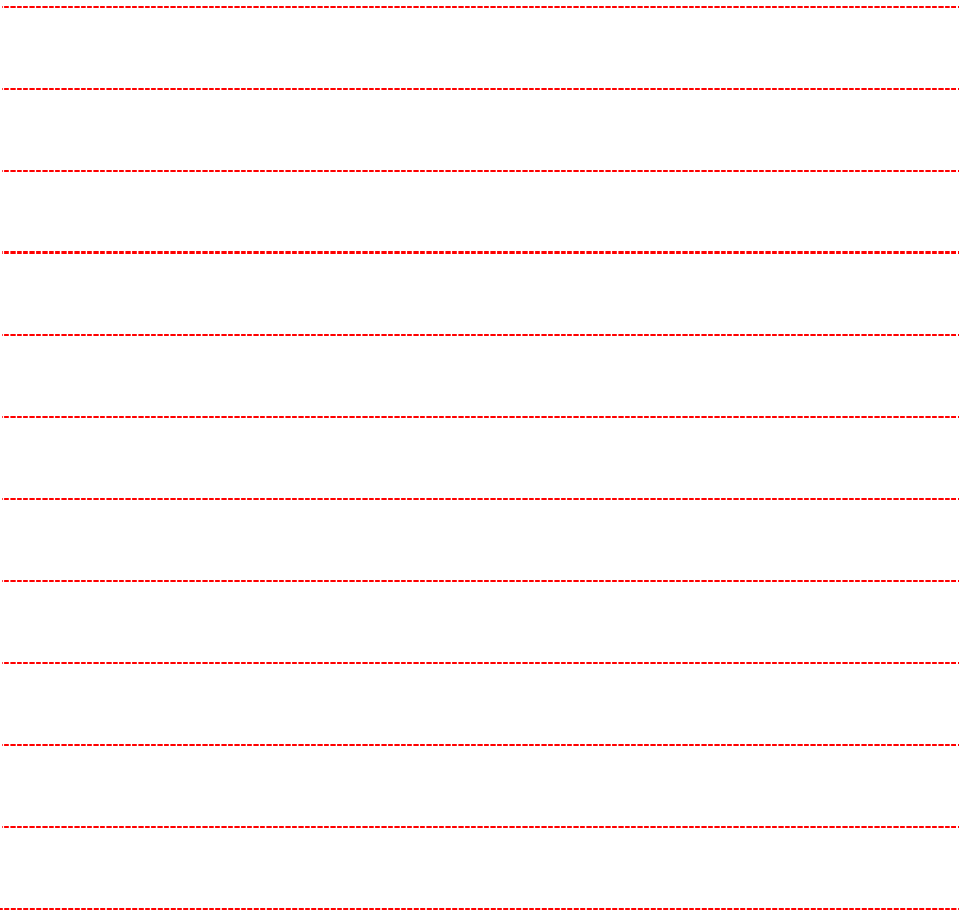
The aspirate 'H' is represented by two forms 'Hay' (upward) with initially circled light upstroke with 30° angle from perpendicular and 'Hay' (downward) with initially circled light downstroke with 30° angle from horizontal.

The following table shows how the aspirate 'Hay' is represented.

Consonant sound	h down	h up
Stroke representing Sounds in Alphabet		
Name by which the stroke is always called	hay	hay
Orientation of the stroke	Down stroke	Up stroke
As sounded in	Hook, Happy	
	Anyhow, Adhoc	



Practice 'hay' with initially circled light down stroke for full page, 30° from perpendicular, 1/6<sup>th</sup> of an inch. Print this page and copy saying yourself 'hay'.

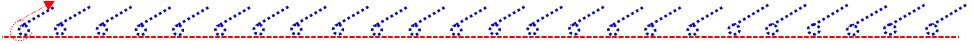




# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'hay' with initially circled light up stroke for full page, 30° from horizontal, 1/6<sup>th</sup> of an inch. Print this page and copy saying yourself 'hay'



Multiple sets of horizontal red dashed lines for handwriting practice.

(HyperLink to Lesson 1B)

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# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice several pages, this full set of Consonant strokes saying the relevant sound yourself while writing each stroke. Every day write a full page before starting your practice till your completion of the course.



Multiple sets of horizontal red dashed lines for handwriting practice.



### BRIEF ANALYSIS

- Pitman's Shorthand is **phonetic** and is **written according to sound** and **not according to the ordinary spelling**.
- There are 24 consonant sounds represented by **26 shorthand strokes** – 'r' and 'h' are provided with two alternative forms, one downward and the other upward.
- The consonants are represented by **thin** and **thick straight strokes** and **shallow curves** for the representation of **pairs of light and corresponding heavy sounds**. **Light** sounded consonants are represented by **thin strokes** and **Heavy sounds** by **thick strokes**.
- **Thin strokes** are written upward or downward but **thick strokes** are **never written upward**.
- The consonants are **divided into six groups** arranged according to their articulation.
  - They are
    - **explodents** (p, b, t, d, ch, j, k, g)
    - **continuants** (f, v, th, TH, s, z, sh, zh)
    - **nasals** (m, n, ng)
    - **liquids** (l and r)
    - **coalescents** (w and y)
    - **aspirate** (h)
- The **explodents** and one upward form of 'r' are represented by **straight strokes**.
- The consonants 'w' and 'y' are represented by **initially hooked straight upstrokes**.
- The aspirate 'h' is represented by **initially circled straight up stroke** and **initially circled straight down stroke**.



- p, b, t, d, ch, j, r(up) are represented by straight strokes.
- Light sounded consonants p, t, ch, ray are represented by light (thin strokes). p, t, ch, are written downward and 'R(up)' is written upward.
- Heavy sounded consonants b, d, j, are represented by heavy (**thick**) strokes.
- The two consonants (*explodents*) 'k', 'g' are represented by straight horizontal strokes written from left to right.
- The light sound of 'k' is represented by thin stroke and the heavy sound of 'g' is represented by **thick** stroke.
- The strokes are written in three directions; i.e. downward (resting on the line), upward (starting from the line) and horizontal (on the line from left to right).

		Blue--Down thin Strokes Red--Down <b>thick</b> Strokes
		Green thin Up Strokes Blue--Horizontal thin Strokes Red--Horizontal <b>thick</b> Strokes

- One stroke represents one sound only.
- All strokes are to be written with same length of 1/6<sup>th</sup> of an inch.
- All strokes are to be written by single inflection of pen/pencil.
- **Thick curved** strokes are to be written in such a way that the beginning and ending are tapered.
- Start writing the strokes slowly in the beginning and gradually increase the speed of writing, as you familiarize with them.
- In words where 't' appears before 'ch' (as in batch, itch) and 'd' before 'j' (as in adjust), the consonants 't' and 'd' are not pronounced and are silent consonants.



- 'N' before 'k' or 'g' (as in **bank**, **language**) is almost always pronounced as 'ng'.
- Letters which are not pronounced are ignored and are not represented in shorthand outlines.
- The **same set of consonants** are **pronounced differently** in words; for example, letter 'gh' are **silent in many words**, such as, 'though', 'high', 'fight', and in the word 'enough' 'gh' is pronounced as 'f' and **in shorthand the word 'enough'** will have consonants strokes for 'n' and 'f'.
- Although the two written consonants 'v' and 'w' are pronounced very similarly, **two separate shorthand strokes** have been given as the sounds are different. Try to pronounce word like 'devolve', 'evolve', 'wire', 'week', and you can notice the difference in the two sounds.
- **Pay attention to the sounds of English language, not to the letters of longhand.**
- In the same way that there are bad writers of longhand, there are bad writers of shorthand, and it is important that every student makes an attempt to get a good writing behavior and a tendency automatically to make good shorthand outlines. If this tendency is formed early in the learning of shorthand, it will be kept, but if bad writing behavior and tendencies are formed, it is very hard to overcome them later.





### EXERCISE - 1

Identify the strokes and write in the boxes given below:


Write strokes for the following consonants and check up with the set of strokes:

Y	R	L	aR	N	G	Sh	Ray	J	Hdn	N	D	S	V	T
W	aR	T	G	F	P	aR	K	Y	S	M	aR	Z	B	Ch
N	Sh	Ng	L	S	D	L	Y	Zh	B	Ch	J	Ng	Hup	F
th	Z	N	G	TH	Zh	M	aR	V	W	Hdn	th	T	K	P

### LESSON-1C

### EXERCISE-1