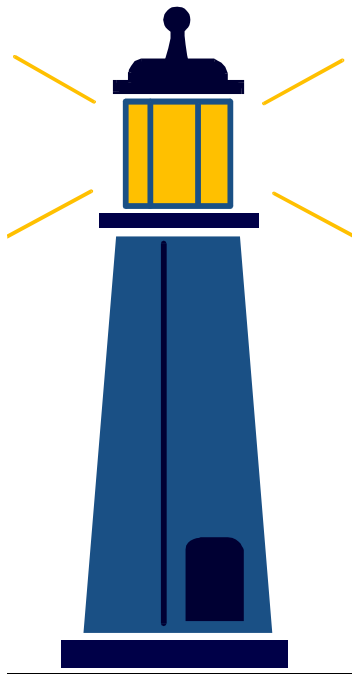


change

Lightning Guide to Keyscript

*The fastest ever alphabetical
shorthand
h fzz q lfia xjhx*



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About **KEYSCRIPT**

- Keyscript is based on, and has all the advantages of the Pitman phonetic system of shorthand. This means that it does not rely on the memorisation of abbreviations, but rather on a few simple general rules. But because Keyscript introduces no new symbols, it is much **easier and quicker to learn** than conventional Pitman's.
 - In Keyscript, unlike Pitman shorthand, because ordinary letters are used, we do not have to worry about whether symbols and signs can physically join. Thus, we can write words according to rule only and we can free up the system to use joining (phrasing) and non-joining of words to show **meaning**. This makes Keyscript easy to read and joining also increases the speed at which it can be written.
 - Keyscript is eminently suitable for taking notes from both speech and printed material. It is an ideal tool for students. Keyscript can be used in many business and non-business situations either as a handwritten or typed shorthand. Journalists and minute takers will prove its benefits. Diarists will appreciate its swift and secret script. It is also an important aid to speed and facility in audio and general typing (directly using AutoCorrect in Microsoft Word - see 'Using Keyscript to Speed up Typing').
 - **used as a keyboard shorthand, Keyscript provides the capacity for very high speed writing at relatively low typing speeds.** For example, a 60 word per minute typist could type 'shorthand' at 150 words per minute.
-

The **Main Ideas** in Keyscript are:

A. To write a word using only its consonants, e.g.

mark = mrk; happy = hp; tomorrow = tmr

Note: one consonant for one consonant sound within a word, regardless of English spelling.

B. To use the vowels (and the least common English consonants) for **combinations** of consonants which occur frequently in English.

All Keyscript letters are lower case.

About **This Course**

Why **Lightning Guide**? The Lightning Guide is so called because it quickly introduces **all** the major points of the theory of Keyscript in only nine stages. The word ‘stage’ emphasises that the theory in each chapter is built upon the one before. There are two types of exercises at each stage. The first is a list of words (or mostly phrases in stage 8). No word by itself, or phrase is ever repeated in the lists. The second is a series of sentences or short paragraphs. The practice word lists and sentences all require you to write the Keyscript, given the English longhand. Before attempting these, the theory in the relevant stage should be read. Answers are given for each stage on the pages following the exercises.

You will find that some points of theory are in **dark blue** type. These are the most challenging and/or important points. Also, there are one or two examples in **red** type in the theory for Stages 2, 3, 4 & 6 showing continuity of the same Keyscript rule in different words.

When reading the theory, aim for understanding of the general idea. Don’t get bogged down in the detail of some stages. Everyone learns differently, but, although there is a lot of theory, rote memorisation or even full understanding of it is not necessary. You will find that there is abundant practice material in this book to build up your Keyscript knowledge and skill.

There is a new and growing literature written in parallel text of Keyscript/English. Having the opportunity to read Keyscript’s beautiful, concise, fly-away text must surely be one motivation for learning.

In the practice lists of words (or phrases), words are grouped together to illustrate various parts of the theory. The stage number precedes each list.

You will find that some words or phrases have a number after them. This number refers to the last (or only) letter in the Keyscript of that word or phrase. This letter should be inserted into the grid below to uncover a quotation (in English).

Grid:

,

$\overline{1}$ $\overline{2}$ $\overline{3}$ $\overline{4}$ $\overline{5}$ $\overline{6}$ $\overline{7}$ $\overline{8}$ $\overline{9}$ $\overline{10}$ $\overline{11}$ $\overline{12}$ $\overline{13}$ $\overline{14}$ $\overline{15}$ $\overline{16}$ $\overline{17}$ $\overline{18}$

$\overline{19}$ $\overline{20}$ $\overline{21}$ $\overline{22}$ $\overline{23}$ $\overline{24}$ $\overline{25}$ $\overline{26}$ $\overline{27}$ $\overline{28}$ $\overline{29}$ $\overline{30}$ $\overline{31}$ $\overline{32}$ $\overline{33}$ $\overline{34}$ $\overline{35}$ $\overline{36}$ $\overline{37}$ $\overline{38}$ $\overline{39}$ $\overline{40}$ $\overline{41}$ $\overline{42}$

$\overline{43}$ $\overline{44}$ $\overline{45}$ $\overline{46}$ $\overline{47}$ $\overline{48}$ $\overline{49}$ $\overline{50}$ $\overline{51}$ $\overline{52}$ $\overline{53}$ $\overline{54}$ $\overline{55}$ $\overline{56}$ $\overline{57}$

At the end of each sentence or paragraph in English, there are a series of letters. Let's call them a, b, c & d, starting from the left.

'a' is the percentage saving of writing the characters of Keyscript against writing the English characters. (Characters are letters and punctuation marks).

'b' is the number of times faster that the Keyscript for that passage could be written compared with the English version.

'c' (in brackets) is the actual number of (English) words in the passage.

'd' is the average number of Keyscript characters required to write each word in the passage.

For the mathematically minded, 'a' & 'b' are both worked out using the number of characters in the English version - let's call that 'x', & the number of characters in the Keyscript version - that's 'y'.

$$a = \{(x-y) / x\} \times 100$$

$$b = x/y$$

$$\text{Also } d = y/c$$

Basically 'a' and 'b' measure the same thing. The percentage ('a') is given as a Keyscript boast. The saving in writing is on average 60%, which is higher than any other fully alphabetically based shorthand system. 'b' is a more practical figure for the user, since you can multiply your handwriting or typing speed by 'b' to get your potential speed in Keyscript. Average handwriting speed is about 30 words per minute (wpm). This is equivalent to around 75 wpm in Keyscript.

'd' compares the facility of writing any passage with any other, without reference to how easy it is to write in longhand. It is called the ckwe (or 'cue') score. The name comes from the mathematical process used to produce the score, ie, no. of characters in **Keyscript**/ no. of words in **English**. Take two passages of the same length, say, 20 words. If the first has a cue score of 1.5 and the second a cue score of 2.0, the first is obviously going to be faster to write because it requires the writing of 30 characters, whereas the second requires 40 characters. The cue score helps to explain why some passages seem harder than others to write at the same speed.

The speed chart (p.145) provides the means of dictating any passage. Each passage is divided into four equal* parts and the speed chart gives the number of seconds which must be allotted to dictating a quarter of a passage for a passage of 'y' no. of words at 'x' words per minute.

The number of words (on the vertical axis) goes up in increments of 5. The words per minute (on the horizontal axis) go up by 10 wpm. When the number of words in the passage is between two numbers in

the speed chart, the number of seconds can be adjusted. For example, looking at the speed chart, if we wanted to write a certain passage of 33 words at 50 wpm, 10 seconds should be devoted to each quarter. If we wanted to write it at 60 wpm, 9 seconds should be allocated because 33 is closer to 35 than 30.

When a number of seconds is **bolded** in the chart, the speed of the column which the bolded figure is in is the closest speed (wpm) when more than one speed shows the same number of seconds per quarter, e.g. if a passage of 25 words were dictated at 5 seconds per quarter, the speed would be closer to 80 wpm than 70 wpm.

You should write a passage from dictation only when you have written it from the English and compared it with the Keyscript key (answer). The times in the speed chart make it easier for you to entice someone to read to you. Ideally, all the passages for one stage should be written out before any of them is dictated.

*The length of each quarter is determined not by the number of words in the quarter passage but by the number of Keyscript characters required to write it. Phrasing is also taken into account here. To show the quarters, a different coloured type is used on the last letter of the last word of each of the first three quarters of the passage.

1. The Consonants

A letter in Keyscript may have more than one use, see **j**, below. Do not let this worry you. Many letters in ordinary English have more than one use too.

101. The consonants in Keyscript are all written phonetically (ie, by **sound**). Consonants are the same as in English, except that:

c is not used for any ‘s’ or ‘k’ sounds. It is used for ‘ch’, e.g.
cheap = cp

g is used only for hard ‘g’, as in ‘gate’

h is used for ‘th’ (as well as for ‘h’), e.g. thin = hn; though = h

h is omitted before ‘m’, ‘l’ or ‘r’ in words of one syllable, e.g.
home = m; whole = l; here = r

j is written for soft ‘g’, e.g. gin = jn

also for ‘French j - zh’, e.g. ménage = mnj

j is used for ‘sh’, e.g. shock = jk

j is written instead of ‘s’

when a word consists only of ‘vowel + s’, e.g. ease = j

when a word begins with ‘vowel + s’, e.g. escape = jkp

when a word ends with the sound of ‘s + vowel’, e.g.

regency = rjnj; rosy = rj; easy = j

and when a word consists only of ‘s + vowel’, e.g.

so, sew, saw, sigh = j

most derivatives of the word, (**but not** the present participle ending in ‘ing’ - see stage **6**) use ‘s’, e.g.

sewed, sighed = sd; sewn = sn

k is written for all sounds of ‘k’, however they are spelled in English, e.g. call = kl; back = bk

- q** 'kw' is not dealt with at this stage
- r** is always shown in a word, although it may hardly be pronounced by some accents, e.g. mark = mrk
- s** is used for both the light and heavy sounds of 's', e.g.
receives = rsvs; seize, cease = ss
see **z** for an exception to this rule.
- w** (consonant) is written as in English. However, when combined with a vowel like 'o', in the middle of a word it becomes part of the vowel, and so is not shown in Keyscript, e.g.
well = wl; *but* down = dn; tower = tr
- x** is not written for the English sound of 'x'. 'ks' or 'gs' is used instead, e.g. exit = kst; excuse = ksks; exam = gsm.
(If the 's' has a heavy 'z' sound and is followed immediately by a vowel in the *accented* syllable of the word, 'ex' is written as 'gs'.)
- y** is used for the sound of 'y' consonant (which occurs usually at the beginning of a word), e.g. use, yes = ys; unity = ynt
('y' at the end of a word is a vowel, not a consonant, e.g.
happy = hp)
- z** is used for the heavy sound of 's' at the beginning of a word, e.g.
zoo = z; xylophone = zlfm

102. Repeated letters, making only one sound, in a word are shown as only one letter in Keyscript, e.g.

fall = fl; happen = hpn; really = rl

Silent letters are not shown in a phonetic system, e.g.
the 'l' in such words as 'walk', 'talk', 'half' is silent
'often' & 'listen' have a silent 't' in Keyscript

Of course, in a phonetic system, such irregular spellings as the ‘ph’ in ‘phone’ and the ‘gh’ in ‘laugh’ are changed to the simple letter (‘f’ in these words).

103. About Phrasing

In Keyscript, words are joined (phrased) according to certain rules based on the natural flow of the English language. These rules are explained in stage 8. Before then, the continuous exercises (sentences) in longhand show all joinings by the use of hyphens -. Also, the word ‘the’ is omitted in phrases in Keyscript and the words before and after ‘the’ are joined together. This omission is shown in the exercises by brackets () around ‘the’. Please note that these hyphens and brackets are never included in the character count.

Before you get to stage 8, you will probably figure out many phrasing rules for yourself. One rule which may be a little harder to fathom is the following:

‘**Of = v**’ and ‘**to = t**’ are joined to the following word if this starts with a consonant (sound), but not if it starts with a vowel (sound), e.g.

to be = tb *but* of escape = v jkp.

With ‘**of the**’ and ‘**to the**’, ‘the’ is omitted and ‘of’ and ‘to’ are joined or not joined to the following word in the exact opposite way from simple ‘of’ and ‘to’, e.g. of the ocean = vjn *but* to the boat = t bt

Remember, always use **lower case** letters. Do not show commas, but use a comma as a question mark. Use a full stop as normal. Do not use any other punctuation.

Note: It is not an error if you leave out the full stop (or comma) at the end of a sentence.

Word List 1

| | | |
|-------------|----------|-----------|
| 1. | road | ballad |
| boat | rely | opposite |
| buried | serve | |
| abuse | suppose | talk |
| disappear | senior | often |
| dark | spoke | half 18 |
| duty | sat 53 | mortgage |
| affair | survive | wrote |
| head | solid | one |
| house | suit | wholly |
| job | sway | debt |
| jet | to | cough |
| low | two | who |
| alive | time | of |
| led | outside | |
| lead | we | each |
| make | way | choice |
| misery | window | cheeks |
| inside | wearied | twitch |
| none | wife | match |
| nobody | | watch |
| noon | heavy | chew |
| unless | weary | church |
| into | only | cheese |
| involve | any 27 | such |
| party | January | march |
| paid | | |
| positive 22 | happy | gate |
| remain | suddenly | |
| refer | really | the |
| arise | jolly | they |
| arrive | followed | though 43 |
| or | carried | both |
| read | hurried | wealth |

| | | |
|------------|---------|---------|
| death | assure | course |
| smooth | finish | courage |
| thoroughly | machine | |
| healthy | chef | city |
| | | seize |
| home | owes | face |
| whole | | advice |
| health | escape | size |
| help | aside | twice |
| her 11 | assess | |
| here | | power |
| hair | fancy | town |
| | policy | south |
| age | busy | bowl |
| large | noisy | |
| arrange | easy | wax |
| | | box 6 |
| show | so | excite |
| showed | saw | excuse |
| foolish | | exam |
| shock | sighed | |
| shelf | | use |
| shed | colour | |
| sure | occur | zenith |

Sentences 1

101. If-we-do arrive tomorrow, we-mean to-sail-(the)-boat into-(the)-dock.

60% 2.48 (14) 1.5

102. The woman who-owed-me money paid-(the)-debt today.

59% 2.44 (10) 1.6

103. They-said they-saw-(the)-suits sewn by-(the)-women at-(the)-Show.

64% 2.76 (13) 1.3

104. The judge spoke of-her easy escape out-of (the) window.

58% 2.39 (11) 1.6

105. We-may go to (the) party in-(the)-north of (the) city tomorrow to-watch-(the)-march.

60% 2.50 (17) 1.4

106. She often likes to-change her hair colour.

54% 2.19 (8) 2.0

107. The large box soon became too heavy to-carry, so nobody carried-it.

51% 2.04 (13) 2.1

108. If only we-survive-(the)-exam, we-may-be happy enough.

55% 2.21 (11) 1.7

109. The boy saw-(the)-girl in-(the)-park toss-(the)-ball up into-(the)-air.

61% 2.58 (15) 1.3

110. They-may arrange to-go to (the) zoo twice in one week.

56% 2.28 (12) 1.5

Answers to Word List 1

| | | | | | |
|-----------|------|----------|------|----------|------|
| 1. | | road | rd | ballad | bld |
| boat | bt | rely | rl | opposite | pst |
| buried | brd | serve | srv | | |
| abuse | bs | suppose | sps | talk | tk |
| disappear | dspr | senior | snr | often | fn |
| dark | drk | spoke | spk | half | hf |
| duty | dt | sat | st | mortgage | mrgj |
| affair | fr | survive | srvv | wrote | rt |
| head | hd | solid | sld | one | wn |
| house | hs | suit | st | wholly | hl |
| job | jb | sway | sw | debt | dt |
| jet | jt | to | t | cough | kf |
| low | l | two | t | who | h |
| alive | lv | time | tm | of | v |
| led | ld | outside | tsd | | |
| lead | ld | we | w | each | c |
| make | mk | way | w | choice | cs |
| misery | msr | window | wnd | cheeks | cks |
| inside | nsd | wearied | wrd | twitch | twc |
| none | nn | wife | wf | match | mc |
| nobody | nbd | | | watch | wc |
| noon | nn | heavy | hv | chew | c |
| unless | nls | weary | wr | church | crc |
| into | nt | only | nl | cheese | cs |
| involve | nvlv | any | n | such | sc |
| party | prt | January | jnr | march | mrc |
| paid | pd | | | | |
| positive | pstv | happy | hp | gate | gt |
| remain | rmn | suddenly | sdnl | | |
| refer | rfr | really | rl | the | h |
| arise | rs | jolly | jl | they | h |
| arrive | rv | followed | fld | though | h |
| or | r | carried | krd | both | bh |
| read | rd | hurried | hrd | wealth | wlh |

| | | | | | |
|------------|-----|---------|-----|---------|------|
| death | dh | assure | jr | course | krs |
| smooth | smh | finish | fnj | courage | krj |
| thoroughly | hrl | machine | mjn | | |
| healthy | hlh | chef | jf | city | st |
| | | | | seize | ss |
| home | m | owes | j | face | fs |
| whole | l | | | advice | dvs |
| health | lh | escape | jkp | size | ss |
| help | lp | aside | jd | twice | tws |
| her | r | assess | js | | |
| here | r | | | power | pr |
| hair | r | fancy | fnj | town | tn |
| | | policy | plj | south | sh |
| age | j | busy | bj | bowl | bl |
| large | lrj | noisy | nj | | |
| arrange | rnj | easy | j | wax | wks |
| | | | | box | bks |
| show | j | so | j | excite | kst |
| showed | jd | saw | j | excuse | ksks |
| foolish | flj | | | exam | gsm |
| shock | jk | sighed | sd | | |
| shelf | jlf | | | use | ys |
| shed | jd | colour | klr | | |
| sure | jr | occur | kr | zenith | znh |

Answers to Sentences 1

101. If-we-do arrive tomorrow, we-mean to-sail-(the)-boat into-(the)-dock.

60% 2.48 (14) 1.5

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105. We-may go to (the) party in-(the)-north of (the) city tomorrow to-watch-(the)-march.

60% 2.50 (17) 1.4

101. fwd rv tmr wmn
tslbt ntdk.

102. h wmn hdm mn pdtd
td.

103. hsd hjsts sn bwmn
tj.

104. h jj spk vr j jkp tv
wnd.

105. wm g t prt nnrh v st
tmr twcmrc.

106. She often likes to-change her hair colour.

54% 2.19 (8) 2.0

107. The large box soon became too heavy to-carry, so nobody carried-it.

51% 2.04 (13) 2.1

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61% 2.58 (15) 1.3

110. They-may arrange to-go to (the) zoo twice in one week.

56% 2.28 (12) 1.5

106. j fn lks tcnj r r klr.

107. h lrj bks sn bkm t hv tkr j nbd krtd.

108. f nl wsrvgsm wmb hp nf.

109. h b jgrl nprk tsbl p ntr.

110. hm rnj tg t z tws n wn wk.

2. Combinations - Halving

201. In English, a consonant is often combined with ‘**t**’ or ‘**d**’, e.g.
adopt, cut, want, wanted.

How do we write these words? As mentioned in ‘About Keyscript’ - Main Ideas, B., the vowels and the least common English consonants are used in place of these combinations.

For example, the vowel ‘i’ is used to add ‘t’ or ‘d’ to ‘p’ or ‘b’ e.g.
bed = i; rapid = ri; habit = hi; adopt = di

‘i’ is called the **indicator** for ‘p’ & ‘b’. ‘p’ & ‘b’ share the same indicator because they are related. Both consonants are made with the same part of the mouth (the lips) and in the same way. ‘p’ is called a light consonant, and ‘b’ is called a heavy consonant.

Adding ‘t’ or ‘d’ to a consonant is called **halving**. This term comes from Pitman’s Shorthand, where strokes (lines) are written instead of the letters of the alphabet. In Pitman’s, ‘rapid’ would be written with an ordinary length ‘r’ stroke and a half length ‘p’ stroke. In Keyscript we refer to **full** consonants and **halved** consonants; this means that in the word ‘rapid’, ‘r’ is a full consonant and ‘i’ is a halved consonant.

A **full** consonant is so called because it **may** take a vowel both before and after it, e.g. **area = r; abbey = b; ago = g; essay = j**

A **halved** consonant (shown using an indicator) may take a vowel before it but cannot take a vowel after it. Thus,

‘apt’, ‘bed’ = ‘i’, but ‘body’ must be written ‘bd’ (see also **208**)
 Similarly, aunt = x, but auntie = nt (see **204 x**)

202. There is a third category of consonants called **empty** consonants. The most frequently occurring of these, and the one we have already met, is ‘s’. ‘s’ is not halved for ‘t’ or ‘d’ because it is not a full consonant. It cannot take a vowel either before or after it. Therefore,

in e.g. sat = st, the vowel 'a' may be thought of as coming in front of the 't' rather than after the 's'.

Note: When two empty consonants occur together, the vowel between them is assumed, e.g. cease, seize = ss

203. 't' & 'd' are themselves a 'light - heavy' pair of consonants in the same way as 'p' & 'b', and in a word which consists of a consonant + 't' or 'd' (usually, but not always, a one syllable word), a light consonant is halved for 't' only, and a **heavy** consonant is halved for 'd' only – thus:

'bed' = 'i', but 'boat' is written 'bt'
'pot' = 'i', but 'paid' is written 'pd'

If the word has only an empty consonant, e.g. 's', **before** this, a light consonant is halved only for 't' and a **heavy** consonant only for 'd', e.g.

spot, **sobbed** = si *but* **speed** = spd, **sedate** = sdt

except in a '-ted' type past tense of a verb, e.g. **seated** = se (**204 e**)

But if the word has any other consonant **before** this, the consonant before 't' or 'd' is halved, e.g. **rapid**, **rabbit** = ri; **antidote** = xe

204. Below is a list of indicators - on the left - for the halving of (adding of 't' or 'd' to) the various consonants. Light-heavy pairs are shown thus: k, g. Heavy consonants are **bolded**. A few consonants are halved for **either** 't' or 'd' in words which consist only of the consonant + t or d. These are called mixed consonants and are shown thus: m, m.

Indicator **Consonants**
a k, g

Examples
act = a; pocket, picked = pa;
good = a

| | | |
|----------|---|--|
| c | <u>l, l</u> ; f (see 205) | light = c; cold = ck; told = ct; felt = cf; gift = gc; left, laughed ⁺ = lc; benefit = bnc |
| e | <u>t, d</u> ; <u>th, th</u> ; vowel+s (j) s+vowel (j) | wanted = wne; did = e; earthed = re east, eased = e; esteem = em fancied = fne |
| i | <u>p, b</u> | hoped, habit = hi; sipped ⁺ = si; bed = i |
| o | w; y | wait, yet = o |
| q | (<u>l, l</u>) (see 205); <u>f, v</u> | salt, sold = qs; sift = sq; feet, fate = q; terrified = trq; loved = lq; vivid = vq |
| u | <u>ch, j</u> ; <u>sh, zh</u> | chat, edged, sheet = u; finished = fnu |
| v | h | hot, heat = v |
| x | <u>r, r</u> , <u>n, n</u> (see 205) | art = x; part = xp; heard = xh; not = x; end = x; cannot = kx; want = wx; send = sx; until = xl |
| y | <u>m, m</u> | met, made, amid = y; estimate = ey |

⁺ ‘-ed’ is pronounced as ‘t’ when sounded directly after a light consonant.

Note: The following are **not** halved:

‘l vowel d’, e.g. followed = fld

‘r vowel t’ when alone or first in word, e.g. right = rt; return = rtn

‘r vowel d’, e.g. carried = krd

‘Vowel’ refers to a sounded vowel. ‘l’ & ‘r’ **are** halved for ‘d’ in words like ‘filled’ & ‘cared’ because the ‘e’ in such words is silent.

205. With ‘c’ (or ‘q’ - see below - Note 1.) = lt or ld’, the ‘c’ (or ‘q’) is actually **written before** the consonant which it follows in sound, thus,
pulled, pelt, pilot = cp

Similarly, with ‘x = rt or rd’ the ‘x’ is **written before** the consonant which it follows in sound, so,

board = xb; pirate, part, appeared = xp

This is called **reverse halving** and it happens only with lt, ld, & rt, rd.

Note 1.

‘c’ is used for halving ‘l’, e.g. lot = c; belt = cb

‘c’ is used for ‘ft’ after a consonant, e.g. left = lc; benefit = bnc

‘q’ is used for reverse halving ‘l’ before an **empty** consonant, e.g.

salt = qs

‘q’ is used for ‘ft’ after an **empty** consonant, e.g.

soft = sq

‘q’ is used for halving ‘f’ in all other cases, & is always used for halving ‘v’, e.g. feet, foot = q; verified = vrq;

lived, livid = lq

‘l’ & ‘f’ are the only consonants in Keyscript which have more than one halving indicator. ‘c’ could be considered as a shortened form of ‘q’. These twin indicators improve the brevity of writing, readability and distinction from other words.

Note 2. ‘h’ is not omitted before ‘l’ or ‘r’ in one syllable words (see **101**) where ‘l’ or ‘r’ is followed by ‘t’ or ‘d’. Here, the ‘l’ or ‘r’ is halved for the ‘t’ or ‘d’, e.g. hold = ch; hurt = xh

Note 3. Reverse halving **never** occurs before a halved consonant, e.g.
endured = nxd (**not** xx)

But it occurs before any other consonant, e.g.

malt = cm; salt = qs; sort = xs

206. In a word where reverse halving occurs at the end of the word, an ‘-s’ derivative of the word is written by substituting ‘o’ for the ‘c’ ‘q’ or ‘x’, e.g. build = cb, builds = ob; part = xp, parts = op;
 world = wcr, worlds = wor; word = xw, words = ow
 result = rqs, results = ros; pellet = cp, pellets = op;
 parrot = xp, parrots = op

Note: This reverse halving+‘s’ construction cannot, of course, be used where there is no other consonant in the word, e.g.

arts = xs (**not** ‘o’)

207. If, in a word, there are three consonants setting up a choice between two potential halvings, the last two consonants are halved (indicated), e.g.

indeed = ne (**not** xd); waited = we (**not** od); shifted = jfe (**not** jcd);
wanted = wne (**not** wxd); boarded = bre (**not** xbd);
 estate = je (**not** et)

208. When a halved consonant is followed by an empty consonant, and there is a vowel between them, the vowel is assumed **except if it is the last sounded vowel in the word**, where the ‘t’ or ‘d’ must be shown in order to take the vowel, e.g.

anticipate = xsi *but* bodies = bds (**not** is) (see also **201**-end, **202**-end)

Word List 2

| | | |
|-----------|------------|------------|
| 2. | meditated | accept |
| sought | recorded | except |
| | regarded | captain |
| act 15 | sounded | captive |
| active | surrounded | |
| actual | yielded | spade |
| cut | estate | spied |
| goodbye | guaranteed | |
| fact | anecdote | wait 41 |
| locate | indeed | |
| looked | tentative | wood |
| react | | |
| object | sedate | yet |
| exact | | utilise |
| naked | unscathed | utility |
| barricade | | |
| cascade | east | chat |
| arcade | asset 31 | sheet |
| victim | astonish | shoot |
| negative | estimated | aged |
| | fancied 47 | attached |
| did | | watched |
| dyed | pat | snatched |
| muted | bad | wished |
| seated | obeyed | astonished |
| waited | hoped 26 | |
| shouted | habit | hot |
| wanted 57 | repeat | hut |
| limited | rapid | |
| educated | rabbit | meet |
| invested | helped | met |
| assorted | sapped | might |
| hesitated | sipped | made |
| activated | carpet | remit |

| | | |
|-------------|------------|----------------|
| submit | abundant | heritage |
| ashamed | defendant | shorten |
| charmed | redundant | burden |
| welcomed | indulgent | participate 36 |
| harmed | eventual | |
| | fantasy | parties |
| not | fountain | |
| notes | scientific | thwart |
| end | | spared |
| until | art | record |
| entire | artisan | repaired |
| intend | ordeal | admired |
| anticipated | | |
| endure 32 | rate | endured |
| indicate | return | |
| indicated | | tirade |
| account | heart | |
| want | shirt | let |
| mind | alert | light |
| opened | apart | ultimate |
| round | sort | fault |
| hand | assert | assault |
| send | overt | delight |
| sand | heard | build |
| | hardly | cold |
| sandy | cared | field |
| | cured | fold |
| silent | occurred | held |
| incident | lord | mild |
| accident | adored | pulled |
| urgent | feared | rolled |
| imminent | fired | ruled |
| behind | afford | told |
| demand | reared | yield |
| depend | yard | athletic |
| turned | certain | politics |

| | | |
|----------|----------|-----------|
| spilt | results | laughed |
| world | hurts | benefit |
| | parts | |
| salt | spurts | fate |
| salute | exports | feet |
| sealed | carrots | fought |
| sold | inherits | satisfied |
| insult | birds | verified |
| absolute | cards | lived |
| | words | moved |
| adults | regards | received |
| salts | | invite |
| child's | gift | activate |
| builds | lift | cultivate |
| athletes | raft | |
| relates | shift | |

206. She-took out her notebook to-look intently at each negative end result indicated in-(the)-words of (the) report.

62% 2.62 (20) 1.7

207. She-appeared to-find faults in-(the)-coat yet she-assumed-it to-be well designed, though not so the hat.

66% 2.93 (21) 1.3

208. They-wanted-me to-send-(the)-map of (the) world card made by-my son in Art.

56% 2.29 (17) 1.4

209. The unsorted cups rolled out-of (the) cabinet the actual second she-opened-(the)-door, so she-did-not shut-it again right then.

61% 2.56 (24) 1.6

210. In regard to (the) child, she-seemed absolutely too short, certainly unchanged in weeks.

59% 2.43 (14) 2.1

Answers to Word List 2

| | | | | | |
|-----------|------|------------|------|------------|-----|
| 2. | | meditated | mee | accept | ksi |
| sought | st | recorded | rkre | except | ksi |
| | | regarded | rgre | captain | kin |
| act | a | sounded | sne | captive | kiv |
| active | av | surrounded | srne | | |
| actual | al | yielded | yle | spade | spd |
| cut | a | estate | je | spied | spd |
| goodbye | ab | guaranteed | grne | | |
| fact | fa | anecdote | nke | wait | o |
| locate | la | indeed | ne | | |
| looked | la | tentative | tnev | wood | wd |
| react | ra | | | | |
| object | bja | sedate | sdt | yet | o |
| exact | gsa | | | utilise | ols |
| naked | na | unscathed | nske | utility | olt |
| barricade | bra | | | | |
| cascade | ksa | east | e | chat | u |
| arcade | ra | asset | e | sheet | u |
| victim | vam | astonish | enj | shoot | u |
| negative | nav | estimated | eme | aged | u |
| | | fancied | fne | attached | tu |
| did | e | | | watched | wu |
| dyed | e | pat | i | snatched | snu |
| muted | me | bad | i | wished | wu |
| seated | se | obeyed | i | astonished | enu |
| waited | we | hoped | hi | | |
| shouted | je | habit | hi | hot | v |
| wanted | wne | repeat | ri | hut | v |
| limited | lme | rapid | ri | | |
| educated | dke | rabbit | ri | meet | y |
| invested | nvse | helped | li | met | y |
| assorted | jre | sapped | si | might | y |
| hesitated | hste | sipped | si | made | y |
| activated | ave | carpet | kri | remit | ry |

| | | | | | |
|-------------|------|------------|------|-------------|------|
| submit | sby | abundant | bxx | heritage | xhj |
| ashamed | jy | defendant | dfxx | shorten | xjn |
| charmed | cry | redundant | rdxx | burden | xbn |
| welcomed | wlky | indulgent | xljx | participate | xpsi |
| harmed | ry | eventual | vxl | | |
| | | fantasy | fxj | parties | prts |
| not | x | fountain | fxn | | |
| notes | xs | scientific | sxfk | thwart | hxw |
| end | x | | | spared | sxp |
| until | xl | art | x | record | rxk |
| entire | xr | artisan | xsn | repaired | rxp |
| intend | xx | ordeal | xl | admired | dxm |
| anticipated | xspe | | | | |
| endure | xr | rate | rt | endured | nxd |
| indicate | xa | return | rtrn | | |
| indicated | xke | | | tirade | trd |
| account | kx | heart | xh | | |
| want | wx | shirt | xj | let | c |
| mind | mx | alert | xl | light | c |
| opened | px | apart | xp | ultimate | cy |
| round | rx | sort | xs | fault | cf |
| hand | hx | assert | xj | assault | cj |
| send | sx | overt | xv | delight | cd |
| sand | sx | heard | xh | build | cb |
| | | hardly | xhl | cold | ck |
| sandy | snd | cared | xk | field | cf |
| | | cured | xk | fold | cf |
| silent | slx | occurred | xk | held | ch |
| incident | nsdx | lord | xl | mild | cm |
| accident | ksdx | adored | xd | pulled | cp |
| urgent | rjx | feared | xf | rolled | cr |
| imminent | mnx | fired | xf | ruled | cr |
| behind | bhx | afford | xf | told | ct |
| demand | dmx | reared | xr | yield | cy |
| depend | dpx | yard | xy | athletic | chk |
| turned | trx | certain | xsn | politics | cpks |

| | | | | | |
|----------|-----|----------|------|-----------|------|
| spilt | scp | results | ros | laughed | lc |
| world | wcr | hurts | oh | benefit | bnc |
| | | parts | op | | |
| salt | qs | spurts | sop | fate | q |
| salute | qs | exports | ksop | feet | q |
| sealed | qs | carrots | ok | fought | q |
| sold | qs | inherits | noh | satisfied | stsq |
| insult | nqs | birds | ob | verified | vrq |
| absolute | bqs | cards | ok | lived | lq |
| | | words | ow | moved | mq |
| adults | od | regards | rog | received | rsq |
| salts | os | | | invite | nq |
| child's | oc | gift | gc | activate | aq |
| builds | ob | lift | lc | cultivate | ckq |
| athletes | oh | raft | rc | | |
| relates | or | shift | jc | | |

Answers to Sentences 2

- | | |
|--|---|
| <p>201. The men talked the entire time the day they-met at-(the)-garden party held in January, yet they-managed to eat lots of-food too. 59% 2.46 (26) 1.6</p> | <p>201. h mn ta h xr tm h d hy txgn prt ch n jnr o hmnu t t cs vfd t.</p> |
| <p>202. The soft light shined in at-(the)-left part-of (the) window not shaded by-(the)-curtain. 64% 2.75 (17) 1.4</p> | <p>202. h sq c jx n tlc xpv wnd x je bxkn.</p> |
| <p>203. It-reached-(the)-foot of (the) bed the smart girl slept in. Slowly it-made-her hot, so she-wakened. 59% 2.45 (20) 1.6</p> | <p>203. truq v i h sxm grl sli n. sll tyr v j jwkx.</p> |
| <p>204. We-assured-her we-sent-(the)-faulty goods back the day they-arrived, though-we-did-not indeed record-(the)-fact until today. 64% 2.80 (23) 1.5</p> | <p>204. wxjr wsxflt as bk h d hrq hwex ne rxkfa xl td.</p> |
| <p>205. We-hoped the money might-be returned, though-we-heard some assert it-might-be hard to-regain-(the)-whole of (the) certified amount taken. 63% 2.72 (25) 1.6</p> | <p>205. whi h mn yb rtrx hwxh sm xj tyb xh trgnl v xsq mx tkn.</p> |

206. She-took out her notebook to-look intently at each negative end result indicated in-(the)-words of (the) report.

62% 2.62 (20) 1.7

207. She-appeared to-find faults in-(the)-coat yet she-assumed-it to-be well designed, though not so the hat.

66% 2.93 (21) 1.3

208. They-wanted-me to-send-(the)-map of (the) world card made by-my son in Art.

56% 2.29 (17) 1.4

209. The unsorted cups rolled out-of (the) cabinet the actual second she-opened-(the)-door, so she-did-not shut-it again right then.

61% 2.56 (24) 1.6

210. In regard to (the) child, she-seemed absolutely too short, certainly unchanged in weeks.

59% 2.43 (14) 2.1

206. jtk t r xbk tlk xxl t c
nav x rqs xke now v
rxp.

207. jxp tfx of na o jjyt tb
wl dsx h x j h v.

208. hwnem tsxmp v wcr
xk y bm sn n x.

209. h nsre kps cr tv kbx
h al skx jpxdr j jex ut
gn rt hn.

210. n rxg t cc jsy bqsl t
xj xsnl ncnu n wks.

3. Combinations - Doubling

301. Adding ‘l’ or ‘r’ to a consonant produces a double consonant (which is a full consonant). e.g.

play, **prey**, **blue** = ‘i’; **people** = pi; **labour** = li; **cable** = ki

Notice that the same indicator is used to combine ‘l’ or ‘r’ as is used to add ‘t’ or ‘d’. This is the case generally.

There are two types of double consonants:

A **first order** double consonant is one which has no vowel between the consonant and the ‘l’ or ‘r’, e.g. play, prey = i.

A **second order** double consonant is one which has an indefinite (but sounded) vowel between the consonant and the ‘l’ or ‘r’ in an unaccented syllable of a word, e.g. people = pi; labour = li

Both types of double consonant can be seen in the word ‘propre’, which is written ‘ii’.

Please note that the terms ‘first order’ and ‘second order’ are merely as defined above, and have **nothing to do** with the order or location of any double consonant in a particular word.

(By definition, the only syllable in a one-syllable word is *accented*, e.g. term = trm)

302. Below is a list of indicators - on the left - for the adding of ‘l’ or ‘r’ to (doubling of) a consonant - **compare with the halving list in 2 (204)**. The same indicator is often used for both halving and doubling of a consonant.

| <u>Indicator</u> | <u>Consonants</u> | <u>Examples</u> |
|------------------|-------------------|------------------------------------|
| a | <u>k, g</u> | great = at; local = la; baker = ba |

| | | |
|----------|------------------------------------|--|
| e | <u>t, d</u>; <u>th, th</u> | train = en; address = es; three = e; total = te; letter = le (see also 'h') |
| h | d; <u>th, th</u> | (2nd order double consonants only) candle = knh; order = rh; leather = lh |
| i | <u>p, b</u> | price = is; people = pi; suitable = sti |
| q | <u>f, v</u> | flew = q; front = qx; different = dqx; fever = fq |
| u | <u>ch, j</u>; <u>sh, zh</u> | teacher = tu; major = mu; shrill = ul; treasure = eu |
| x | n | dinner = dx |
| y | m | animal = ny; former = fry |

Note 1. 'l' and 'r' do not form double consonants with themselves or each other, so, colour = klr; rarer = rrr

Note 2. 's' does not form a double consonant with 'l' or 'r'.
Therefore, sleep = slp; slight = qs; slots = os (see **206**);
axle = ksl
(but see stage **4** for 'sr' combination)

303. A consonant + yoo + 'l' or 'r' in an unaccented syllable is counted as a (second order) double consonant, e.g.

nature = ne; popular = pir; circular = srar;
spectacular = spaar; schedule = jh

It is not counted as a double consonant where there is a vowel after the 'u'. (In this case 'u' and the vowel are in different syllables of the word), e.g. casual = kjl; manual = mnl; visual = vjl

304. ‘ly’ (pronounced ‘lee’) on the end of a word is not shown as part of a (first order) double consonant unless there is a word with the same root, ending in ‘le’, e.g.

chiefly = cfl; lovely = lvl; only = nl; deeply = dpl;
lightly = cl; plainly = inl; ugly = gl; certainly = xsnl

but

simply = smi (simple = smi); reasonably = rsni (reasonable = rsni);
suitably = sti (suitable = sti); variably = vri (variable = vri)

305. So, we have seen that we use indicators to show halved consonants (pt, pd) and double consonants (pl, pr). But we often also use indicators to show halved double consonants (plt, prt, etc). The indicator used is the same as that which would be used for halving or doubling the plain consonant.

Halved first order double consonants

If a word **consists** of a halved first order double consonant, i.e., a light first order double consonant and ‘t’ or a **heavy** first order double consonant and ‘d’ (hereafter called a ‘true’ halved double consonant), an indicator is **not** used. Instead, reverse halving is used. Here, the ‘l’ or ‘r’ of the double consonant is broken off and halved for the ‘t’ or ‘d’, e.g.

plate = cp; **bleed, blood** = cb; flight = cf;
bread, broad, abroad = xb; treat = xt; **dread** = xd;
fright = xf; crate = xk; **grid, greed, agreed** = xg

Note 1. ‘l vowel d’ & ‘r vowel d’ *can* be halved if the ‘l’ or ‘r’ is part of a double consonant. (See **204 Note.**)

Note 2. Because reverse halving occurs at the end of such words, ‘-s’ derivatives of the words are written by substituting ‘o’ for the ‘c’ or ‘x’ (see **206**), e.g. plates = op; flights = of; treats = ot;
crates = ok; **bleeds** = ob; **grids** = og

Compare words which consist of a light first order double consonant and ‘**d**’ or a **heavy** first order double consonant and ‘t’, thus:

cried = ad; great = at; tried, trade = ed (trades = eds);
played, pride, applied = **id**; bright = it

If a word has only an empty consonant, e.g. ‘s’, in it **before** a first order double consonant + ‘t’ or ‘d’, a light first order double consonant is halved only for ‘t’ and a **heavy** first order double consonant only for ‘d’ (see also **203**), e.g.

split = si; *but* **splayed**, supplied = **sid**; seclude = sad;

But if the word has a full consonant in it **before** a first order double consonant + ‘t’ or ‘d’, any first order double consonant – light or heavy – is halved for either ‘t’ or ‘d’, e.g.

include = na (includes = nas); retreat = re; celebrate = sli;
replied = ri; displayed = dsi; inflate = nq; integrate = xa

Note 3. We saw in **2** that ‘paid’ is written ‘pd’, but that ‘rapid’ is written ‘ri’; also in **3**, just above, that ‘played’ is ‘id’, but that ‘replied’ is ‘ri’. But how about ‘repaid’ and ‘replayed’? If a word is a direct derivative of another (English) word, it retains the form of that word, so,

repaid = rpd; replayed = rid; undisputed = ndspe (**not** xspe)

Note 4. The simple elements are kept apart in compound words, e.g.

throughout = et

Halved second order double consonants

A second order double consonant is halved for either ‘t’ or ‘d’, e.g.

ordered = re*; totalled = te; captured = kpe; muddled = me*
bothered = be*; wandered = wne*; laboured = li;
covered = kq; difficult = dfa; cycled = sa; baffled = bq;
exaggerate = gsu; regulate = ra (regulates = ras);
entertain = nen; buffered = bq

*Note 5. Notice that ‘e’ is used to halve 2nd order double consonants of **d**; th, **th**, e.g. wondered = wne (*cf.* wonder = wnh);
dithered = de (*cf.* dither = dh)

Note 6. Since ‘l’ and ‘r’ do not form double consonants with themselves or each other (**302**, Note 1) halved double consonants also cannot be formed with combinations of these letters + ‘t’ or ‘d’, so,
coloured = kxl; tolerate = txl

But if the word consists only of a halved second order double consonant, an indicator is **not** used. Instead, reverse halving is used, e.g.

offered, effort = xf; iterate = xt; berate = xb; operate = xp

This also applies to derivatives of the word, e.g. reiterate = rxt

‘s’ derivatives of such words are written by substituting ‘o’ for ‘c’ or ‘x’, because reverse halving is used, e.g. efforts = of berates = ob

306. In stage 2 (**207**) we learned that if, anywhere in a word, there are three consonants setting up a choice between two potential halvings, the **last** two consonants are halved (indicated), e.g.

wanted = wne (**not** wxd)

In stage **3** we expand on this theme and say that if, anywhere in a word, there are three consonants setting up a choice between two potential indications - halving or double consonant - the **last** two consonants are indicated. This is called the **last potential indication rule**, e.g.

letter = le (**not** cr); picture = pke (**not** par); harder = hrh (**not** xhr);
order = rh (**not** xr); broader = ih (**not** xbr); treated = ee (**not** xtd);
intellect = nea (**not** xla); grandeur = anh (**not** axr);
moderated = mhe (**not** med or yre) calculated = klae (**not** klad)

Word List 3

| | | |
|--------------|------------|--------------|
| 3. | true | Easter |
| clear | truth | |
| clerk | trip | feature |
| close | attracted | nature |
| enclose | astray | natural |
| o'clock | petrol | adventure |
| included | introduce | furniture |
| cross | dry | creature |
| neglect | drew | literature |
| greeted | address | |
| grown 24 | dropped | handle |
| ground | dreaded | schedule |
| photographed | drift | leader |
| | dramatic | louder |
| bicycle | children | order |
| chemical | | wander |
| optical 52 | three | harder |
| article | through 4 | intruder |
| political | throughout | shoulders 13 |
| circular | | modern |
| muscular | settle | grandeur |
| thicker | rattle | |
| worker | bottle | father |
| regulated | total | mother |
| | gentle | rather |
| include | intellect | weather |
| recruit | daughter | together |
| regrets | enter | another |
| | after | |
| chocolate | matter | retreat |
| decorate | centre | intrude |
| figured | letters | hundreds |
| | interested | |
| try | traitor | settled |

| | | |
|-------------|-------------|-------------|
| mattered | manipulated | accumulated |
| entered | feeble | humour |
| entertained | trouble | former |
| literate | available | |
| featured | terrible | accumulates |
| handled | suitable | simulate |
| wandered | reputable | |
| moderate | vegetable | infernal |
| weathered | neighbour | generosity |
| | October | generated |
| play | | mineral |
| please | split | tenure |
| plotted | displayed | |
| supply | replied | exonerate |
| implore | | |
| display | populate | floor |
| April | manipulate | flushed |
| approach | troubled | flavour |
| reproach | laboured | flickered |
| prepare | cupboards | inflict |
| prefer | | fresh |
| project | shrugged | friend |
| provided | | frenzied |
| approached | teenager | floated |
| present | injure | refrain |
| prevent | exaggerated | |
| prepared | soldier | ruffle |
| practical | special | arrival |
| improved | publisher | never |
| enterprise | measure | giver |
| blue | pleasure 10 | adverse |
| establish | | poverty |
| brick | exaggerate | |
| celebrated | | inflate |
| | animal | |
| people | normal | ruffled |

| | | |
|------------|------------|------------|
| travelled | great | briefly |
| shrivelled | seclude | chiefly |
| favoured | integrate | weekly |
| | tried | deeply |
| crate | tread | |
| glad | trades | simply 49 |
| agreed | applied | invariably |
| grade | pride | doubly |
| treat | preyed | gently |
| dread | supplied | |
| plate | shred | diverse |
| blood | fled | averted |
| breed | freed | greedy |
| flight | afraid | cloudy |
| float | | tolerate |
| fret | uttered | tolerated |
| fruit | operate | correlate |
| fright | berate | sleep |
| | ushered | wrestled |
| grades | honoured 7 | puzzled |
| treats | narrate | visual |
| plots | offered 39 | casual |
| bleeds | effort | manual |
| breeds | | unpaid |
| flights | operates | replayed |
| | narrates | greatly |
| cried | efforts | |
| greet | | |

Sentences 3

301. The people feel glad to-leave-
(the)-matter of (the) political
problems in-(the)-intricate program
to (the) centre manager.

63% 2.71 (20) 1.8

302. It-may-be better if-we-do-not
labour unreasonably to-try to
address-(the)-slight problem reported
in-(the)-article, they-replied.

64% 2.78 (23) 1.6

303. To-save trouble, might-it simply
be more practical to-replace her
special coloured plate by another,
than to-make one simple claim?

59% 2.42 (23) 2.0

304. If available, the total supply of
(the) clear glass we-ordered may
suffice to-fix-(the)-windows broken
by-(the)-group of-boys.

60% 2.51 (23) 1.7

305. In-(the)-afternoon, my father offered to entertain-(the)-remainder of (the) neighbours through tales of travel adventures abroad.

65% 2.84 (19) 1.9

306. We-wondered if-she-might-be gladder to-show-(the)-pictures taken by-her daughter of (the) children the time they-played in-(the)-water in October.

64% 2.78 (27) 1.5

307. At present, they-propose, we-speculate, to-prepare to-build-(the)-popular broad bridge across-(the)-river.

64% 2.77 (17) 1.8

308. In reply, they-said her essays supplied to-(the)-examiners, if properly graded, might generate grades great enough to enable-her to enter college after Easter.

64% 2.75 (26) 1.8

309. It-may-be natural to-wonder in
 cold drab winter weather if-(the)-
 bright sun might-be seen again or-
 (the)-pleasure of its warmth felt.
 58% 2.36 (26) 1.7

310. Plainly, we-do-not claim the
 branch of (the) tree might split then
 break off, fall down to (the) ground
 yet injure none-of (the) children
 gathered in-(the)-uncovered area, nor
 place any in danger.
 63% 2.73 (36) 1.6

311. Unless-we-ventured further,
 unafraid to-make-(the)-effort to-take-
 (the)-different parts of (the) puzzle
 together, we-agreed it-seemed
 difficult to-make progress except in
 relatively small aspects.
 60% 2.50 (31) 2.1

Answers to Word List 3

| | | | | | |
|--------------|------|------------|------|------------|------|
| 3. | | true | e | Easter | je |
| clear | ar | truth | eh | | |
| clerk | ark | trip | ep | feature | fe |
| close | as | attracted | eke | nature | ne |
| enclose | nas | astray | je | natural | nel |
| o'clock | ak | petrol | pel | adventure | dvne |
| included | nae | introduce | neds | furniture | frne |
| cross | as | dry | e | creature | ae |
| neglect | naa | drew | e | literature | lee |
| greeted | ae | address | es | | |
| grown | an | dropped | ei | handle | hnh |
| ground | ax | dreaded | ee | schedule | jh |
| photographed | qac | drift | ec | leader | lh |
| | | dramatic | eyk | louder | lh |
| bicycle | bsa | children | clen | order | rh |
| chemical | kma | | | wander | wnh |
| optical | ia | three | e | harder | hrh |
| article | xa | through | e | intruder | neh |
| political | cpa | throughout | et | shoulders | jlhs |
| circular | srar | | | modern | mhn |
| muscular | msar | settle | se | grandeur | anh |
| thicker | ha | rattle | re | | |
| worker | wra | bottle | be | father | fh |
| regulated | rae | total | te | mother | mh |
| | | gentle | jne | rather | rh |
| include | na | intellect | nea | weather | wh |
| recruit | ra | daughter | de | together | tgh |
| regrets | ras | enter | ne | another | nh |
| | | after | fe | | |
| chocolate | ca | matter | me | retreat | re |
| decorate | da | centre | sne | intrude | ne |
| figured | fa | letters | les | hundreds | hnes |
| | | interested | nese | | |
| try | e | traitor | ee | settled | se |

| | | | | | |
|-------------|------|-------------|------|-------------|------|
| mattered | me | manipulated | mnie | accumulated | kye |
| entered | ne | feeble | fi | humour | hy |
| entertained | nex | trouble | ei | former | fry |
| literate | le | available | vli | | |
| featured | fe | terrible | tri | accumulates | kys |
| handled | hne | suitable | sti | simulate | sy |
| wandered | wne | reputable | rii | | |
| moderate | me | vegetable | vui | infernal | nfrx |
| weathered | we | neighbour | ni | generosity | jxst |
| | | October | ai | generated | jxe |
| play | i | | | mineral | mxl |
| please | is | split | si | tenure | tx |
| plotted | ie | displayed | dsi | | |
| supply | si | replied | ri | exonerate | gsx |
| implore | mir | | | | |
| display | dsi | populate | pi | floor | qr |
| April | il | manipulate | mni | flushed | qu |
| approach | ic | troubled | ei | flavour | qq |
| reproach | ric | laboured | li | flickered | qa |
| prepare | ipr | cupboards | kis | inflict | nqa |
| prefer | ifr | | | fresh | qj |
| project | ija | shrugged | ua | friend | qx |
| provided | ive | | | frenzied | qne |
| approached | iu | teenager | tnu | floated | qe |
| present | isx | injure | nu | refrain | rqn |
| prevent | ivx | exaggerated | gsue | | |
| prepared | ixp | soldier | slu | ruffle | rq |
| practical | iaa | special | spu | arrival | rq |
| improved | miq | publisher | piu | never | nq |
| enterprise | neis | measure | mu | giver | gq |
| blue | i | pleasure | iu | adverse | dqs |
| establish | eij | | | poverty | pqt |
| brick | ik | exaggerate | gsu | | |
| celebrated | slie | | | inflate | nq |
| | | animal | ny | | |
| people | pi | normal | nry | ruffled | rq |

| | | | | | |
|------------|----|-----------|-----|------------|------|
| travelled | eq | great | at | briefly | ifl |
| shrivelled | uq | seclude | sad | chiefly | cfl |
| favoured | fq | integrate | xa | weekly | wkl |
| | | tried | ed | deeply | dpl |
| crate | xk | tread | ed | | |
| glad | cg | trades | eds | simply | smi |
| agreed | xg | applied | id | invariably | nvri |
| grade | xg | pride | id | doubly | di |
| treat | xt | preyed | id | gently | jne |
| dread | xd | supplied | sid | | |
| plate | cp | shred | ud | diverse | dvrs |
| blood | cb | fled | qd | averted | vre |
| breed | xb | freed | qd | greedy | ad |
| flight | cf | afraid | qd | cloudy | ad |
| float | cf | | | tolerate | txl |
| fret | xf | uttered | xt | tolerated | tlre |
| fruit | xf | operate | xp | correlate | kcr |
| fright | xf | berate | xb | sleep | slp |
| | | ushered | xj | wrestled | rqs |
| grades | og | honoured | xn | puzzled | pqs |
| treats | ot | narrate | xn | visual | vjl |
| plots | op | offered | xf | casual | kjl |
| bleeds | ob | effort | xf | manual | mnl |
| breeds | ob | | | unpaid | npd |
| flights | of | operates | op | replayed | rid |
| | | narrates | on | greatly | atl |
| cried | ad | efforts | of | | |
| greet | at | | | | |

Answers to Sentences 3

301. The people feel glad to-leave-
(the)-matter of (the) political
problems in-(the)-intricate program
to (the) centre manager.

63% 2.71 (20) 1.8

302. It-may-be better if-we-do-not
labour unreasonably to-try to
address-(the)-slight problem reported
in-(the)-article, they-replied.

64% 2.78 (23) 1.6

303. To-save trouble, might-it simply
be more practical to-replace her
special coloured plate by another,
than to-make one simple claim?

59% 2.42 (23) 2.0

304. If available, the total supply of
(the) clear glass we-ordered may
suffice to-fix-(the)-windows broken
by-(the)-group of-boys.

60% 2.51 (23) 1.7

301. h pi fl cg tlvme v
cpa iims nnea iam t sne
mnu.

302. tmb be fwdx li nrsni
te t esqs iim rpre nxa
hri.

303. tsv ei yt smi b mr
iaa tris r spu kxl cp b nh
hn tmk wn smi am,

304. f vli h te si v ar as
wre m sfs tfkswnds ikn
bap vbs.

305. In-(the)-afternoon, my father offered to entertain-(the)-remainder of (the) neighbours through tales of travel adventures abroad.

65% 2.84 (19) 1.9

306. We-wondered if-she-might-be gladder to-show-(the)-pictures taken by-her daughter of (the) children the time they-played in-(the)-water in October.

64% 2.78 (27) 1.5

307. At present, they-propose, we-speculate, to-prepare to-build-(the)-popular broad bridge across-(the)-river.

64% 2.77 (17) 1.8

308. In reply, they-said her essays supplied to-(the)-examiners, if properly graded, might generate grades great enough to enable-her to enter college after Easter.

64% 2.75 (26) 1.8

305. nfenn m fh xf t
nenrmnh v nis e tls veq
dvnes xb.

306. wwne fjyb ah tjpkcs
tkn br de v clen h tm
hid nwe n ai.

307. t isx hips wspa tipr
tcbpir xb ij asrq.

308. n ri hsd r js sid
tgsmxs f iil ae y jx og at
nf t nir t ne klj fe je.

309. It-may-be natural to-wonder in
cold drab winter weather if-(the)-
bright sun might-be seen again or-
(the)-pleasure of its warmth felt.

58% 2.36 (26) 1.7

310. Plainly, we-do-not claim the
branch of (the) tree might split then
break off, fall down to (the) ground
yet injure none-of (the) children
gathered in-(the)-uncovered area, nor
place any in danger.

63% 2.73 (36) 1.6

311. Unless-we-ventured further,
unafraid to-make-(the)-effort to-take-
(the)-different parts of (the) puzzle
together, we-agreed it-seemed
difficult to-make progress except in
relatively small aspects.

60% 2.50 (31) 2.1

309. tmb nel twnh n ck
eb wne wh fit sn yb sn
gn riu v ts wrmh cf.

310. inl wdx am h inc v e
y si hn ik f fl dn t ax o
nu nnv clen ge nnkq r
nr is n n dnu.

311. nlswnve frh nqd
tmkxf ttdqx op v psl
tgh wxg tsy dfa tmk ias
ksi n crvl sml jpas.

4. Combinations with ‘s’

401. We deal in this stage with combinations of consonants involving ‘s’. ‘s’ is often written simply as ‘s’, but indicator letters are sometimes used when ‘s’ is combined with other consonants (as we have already seen in Stages 2 & 3 with reverse halving – **206, 305** Note 2, 305 very end). Look at these examples:

| <u>start of word</u> | <u>middle of word</u> | <u>end of word</u> |
|-------------------------|---------------------------|--|
| soap = sp | reason = rsn | pose = ps |
| ^a steep = zp | ^a system = szm | ^a post, ^a posed = pz |
| | | ^a posts = pe |

(Note: In words such as ‘posted’, ‘ted’ is indicated rather than ‘st’, because this is the last potential indication in the word, thus:
posted = pse.)

| | | |
|--------------------------|--------------------------------|--|
| | resist = rot | fuses = fo |
| ^a strip = op | ^a illustrated = loe | illustrate = lo |
| (see ^b below) | yesterday = yod | foster(ed) = fo |
| ^a sweep = up | | |
| | ^a counsel = kwl | ^a fence = fw ^a fenced = fy |
| | ^a landscape = lykp | ^a faints = fy |
| | | ^a finds = fy |
| | | fences = fa |
| | deserve = dwv | answer = nw answered = ny |

^a **No sounded vowel** may occur between the bolded consonants in these words.

^b Since ‘ter’ is a second order double consonant, ‘ster’ = ‘o’ only if it has the indefinite vowel (as in ‘ter’) and is in an unaccented syllable.

If it fits these criteria, ‘ster = o’ can be used anywhere in the word. But it happens so rarely at the beginning of a word that an example does not come to mind here. Words starting with the sound ‘ster’ invariably have their accent on the first syllable, e.g. sternum = zrn̩m. But there is an example of sorts in stage 6 (‘consternation’ in Word List).

402. None of these indicator letters (in **401**) is used alone in a word.
 ‘o’ is used for ‘s vowel s’ in the middle and at the end of a word.
 ‘o’ is used for ‘str’ at the beginning and middle of a word.
 ‘o’ is used for ‘str.t’ at the end of a word. But a suffix may be added, e.g. illustrate = lo, so illustrative = lov *cf* illustration = loc
 ‘o’ is used for ‘ster’ anywhere in the word, and for ‘stered’ at the end of a word.
 ‘u’ is used for ‘sw’ only at the beginning of a word.

403. ‘w’ is not used for ‘sr’ at the beginning of a (primitive) word, e.g. serve = srv; surmount = srmx; unsurpassed = nsrpz

‘w’ is not used for ‘sr’ if there is a vowel after ‘sr’ which ends the word, e.g. nursery = nr̩sr
 (This also applies to derivatives of the word, e.g. misery = msr, so miserable = msri)

‘w’ is not used for ‘sr’ at the end of a word if the ‘sr’ syllable is *accented*, e.g. answer = nw *but* desire = dsr.
 (This also applies to derivatives of the word.)

‘w’ is used for ‘sr’ in the middle of a (primitive) word, regardless of whether the syllable is accented or not, e.g. exercise = kwo; observe = bwv

‘y’ is not used for ‘srt’, ‘srd’ at the beginning of a word, e.g. certain = xsn

'y' is not used for 'srt', 'srd' at the end of a word if the 'srt', 'srd' syllable is *accented*, e.g.

answered = ny *but* dessert = dxs; desired = dxs

404. 'w' is not used for 'ns' at the beginning of a word, e.g.

inside = nsd; incident = nsdx

nor 'y' for 'nts', 'nds', 'nst' 'nsd' at the beginning of a word, e.g.

ends = xs; instant = nzx

405. The 'n' of 'w = ns' and the 'r' of 'w = sr' are full consonants; the 's's', of course, are empty consonants.

406. The **last potential indication rule** applies with 's' indication, e.g. cancer = knw (**not** kwr); absurd = bxs (**not** bwd - see **403** end)

although 'o' is used for 's vowel s' in the middle of a word **regardless** of the last potential indication rule, e.g.

insist = not (**not** nsz) resist = rot (**not** rsz)

but 'e' is always used for 'sts' at the end of these words, e.g.

insists = nse (**not** nots)

and derivative words ending in 'sst(d)', where the primitive word ends in the first 's' sound, are written '-sz' not '-ot', e.g.

niciest = nsz (derivative of 'nice = ns'). (See also **408**)

also, 'st' is 'z' at the beginning of a word, regardless of the last potential indication rule, e.g. state = zt (**not** se)

('st' is not 'z' in 'str', of course)

and '-s' and other derivatives of words ending with 'o = ss' retain the structure of the primitive word, e.g.

exercise = kwo, so exercises = kwos (**not** kwso);

criticise = ato, so criticised = atod (**not** atsz)

407. ‘**w = sr**’ is also used to add ‘s’ to a double consonant (**r - type** only), e.g. **spray**, **super = wp** (*cf* **splay**, **supple = si**); **express = kwps**

Similarly, ‘**y = srt(srd)**’ adds ‘s’ to a halved double consonant (**r - type**), e.g.

| | |
|------------------------|------------------------|
| stray = wt; | straight = yt |
| disagree = dwg; | disagreed = dyg |
| screen = wkn | scrutiny = ykn |
| suffer = wf; | suffered = yf |

If a primitive word consists of ‘s’ + an ‘r - type’ first order double consonant + ‘t’ or ‘d’, the consonant must be light for a ‘t’ or **heavy** for a ‘d’, for the ‘s’, ‘r’, & ‘t’ or ‘d’ to be indicated by ‘y’, (see **203, 305**). Compare:

spr̄ite = yp & **sp̄read = wpd**; **str̄aight = yt** & **str̄ode = od**
sec̄ret = yk & **sac̄red = wkd**

But if the word has any other consonant in it **before** the ‘s’, ‘y’ may indicate either ‘srt’ or ‘srd’ & ‘o’ may indicate either ‘strt’ or ‘strd’, e.g.

bowspr̄it = byp; **balustr̄ade = blo**

408. As well as ‘s’, ‘z = st’, ‘e = sts,’ ‘o = ses, str, ster(ed), str..t(d)’ & ‘u = sw’ are empty consonants. They cannot take a vowel either before or after them, so, e.g.

dent̄ist = dntz; **sc̄ientists = snte**; **not̄ices = nto**; **str̄ay = wt**;
sw̄ay = sw; **taste = tz**, *but* **tast̄y = tst**

(ie. a full consonant, not a halved or empty one, must be written to take the vowel at the end of the word, or to take the vowel coming before an empty consonant at the end of the word in these examples - see **201** end; **208**)

-but -when two empty consonants occur together, the vowel between them is assumed, thus, **seize = ss**; **justice = jzs**; **fastest = fzz**;
stress = os; **sister = so**; **Swiss = us** (See **202** Note).

The vowel between two empty consonants is not assumed if the word is a derivative of a word which is not written with an empty consonant, e.g.

sews = js (**not** ss); strays = wts (**not** os); sways = sws (**not** us)

Word List 4

| | | |
|---------------|--------------|-------------|
| 4. | adjust | criticised |
| still | closest | |
| story | interest | strike |
| state | paused | strange |
| stood | realised | stride |
| stand | seized | strayed |
| stunned | | strained |
| stable | crusty | structure |
| student | | stressed |
| stumbled | tastes | |
| staggered | costs | extremely |
| stifled | dentists | restrictive |
| standards | | frustrated |
| stirred | dusted | distributed |
| starts | instead | distressed |
| stupid | | |
| | necessary | balustrade |
| system | insist | illustrates |
| suggestion 37 | resisted | |
| digestion | resistor | yesterday |
| obstacle | ancestor | western |
| exterior | decisive | |
| extend | existence | faster 54 |
| external | exhausted | master |
| sophisticated | exacerbate | sinister |
| statistic | | sister |
| fantastic | resists | |
| justice | | registered |
| fastest | success | clustered |
| restored | purposes | |
| | premises | swim |
| must | ceases | swore |
| last | ostracise 17 | sweet |
| wrist | criticises | swayed |

| | | |
|-------------|-------------|-------------|
| swell | hands | wizard |
| swept | grounds | |
| swift | friends | service |
| swoosh | binds | servants |
| sweater | trends | |
| | intends | cursory |
| Wednesday | | miserable |
| council | experiences | |
| principle | nuisances | bizarre |
| transport | sentences | desire |
| | glances | sincere |
| cleanse | senses 8 | |
| since | | certain |
| signs | exercise | certificate |
| oceans | research | |
| appearance | observe | absurd |
| response 14 | preserved | desired |
| residence | resource | |
| sentence | exerted | ounce |
| chance | excerpt | insipid |
| advance | | |
| violence | exercises | instant |
| once | exercised | ants |
| acceptance | | ends |
| insurance | answer | |
| assurance | dancer | strays |
| offence | cancer | expressed |
| offensive | cancel | suppressed |
| | assessor | sprints |
| influenced | professor | disagree |
| | closer | disgraced |
| handsome | officer | |
| | scissors | spread |
| wants | trousers | sacred |
| events 33 | | |
| accounts | answered | safer |

| | | |
|----------------|-----------|------------|
| sooner | outsider | secretive |
| summer | procedure | scrutinise |
| superintendent | | discreet |
| Saturday | street | disagreed |
| sovereign | straight | |
| suburb | struts | experts |

Sentences 4

401. We-must-not waste any time,
they-answered, to-let-(the)-system be
fixed prior to-(the)-events.

63% 2.70 (18) 1.5

402. If-they-answer well enough to-
pass-(the)-weekly tests, they-deserve
success in-(the)-exam, the Principal
insisted, mildly shocked at-her
suggestion.

62% 2.63 (24) 1.9

403. The illustrated book costs extra
yet in-my experience it-may-be-
(the)-nicest one, since-(the)-images
add to (the) story, though some
might disagree.

62% 2.66 (26) 1.7

404. Do-they insist the fancy fences
outside-(the)-houses in-(the)-district
enhance-(the)-appearance of (the)
streets?

65% 2.84 (18) 1.7

405. They-might-be swayed to-listen
to (the) women's demands since-
they-illustrate-(the)-absence of
answers in-(the)-past.

65% 2.87 (20) 1.6

406. The faster we-swim, the more
desirable, even necessary it-may-be
to-take extra rest after-(the)-exercise.
59% 2.43 (19) 1.8

407. After-they-receive-(the)-desired
brands of-pencils, we-suggest they
each be rostered to-do research to
investigate-(the)-causes of-(the)-
extreme expenses incurred inside-
(the)-enterprise.
63% 2.70 (29) 1.9

408. Yesterday, my adviser stated the
typist must change-(the)-register if-
(the)-listed students happen to-switch
courses.
60% 2.53 (18) 2.1

409. Her sister insists she-wants her
friends to attend-(the)-dance
supervised by-her parents.
63% 2.70 (15) 1.8

410. It-strikes-me the more
experienced woman proposes to-
stand against-me so thus restrict my
chances to-gain justice.
57% 2.32 (20) 2.1

Answers to Word List 4

| | | | | | |
|---------------|-------|------------|------|-------------|------|
| 4. | | adjust | jz | criticised | atod |
| still | zl | closest | asz | | |
| story | zr | interest | nez | strike | ok |
| state | zt | paused | pz | strange | onj |
| stood | zd | realised | rlz | stride | od |
| stand | zx | seized | sz | strayed | od |
| stunned | zx | | | strained | ox |
| stable | zi | crusty | ast | structure | oke |
| student | zdx | | | stressed | oz |
| stumbled | zmi | tastes | te | | |
| stagged | za | costs | ke | extremely | koml |
| stifled | zq | dentists | dnte | restrictive | roav |
| standards | znes | | | frustrated | qoe |
| stirred | xz | dusted | dse | distributed | dobe |
| starts | oz | instead | nse | distressed | doz |
| stupid | zpd | | | | |
| | | necessary | nor | balustrade | blo |
| system | szm | insist | not | illustrates | los |
| suggestion | sjzn | resisted | roe | | |
| digestion | djzn | resistor | roe | yesterday | yod |
| obstacle | bza | ancestor | noe | western | won |
| exterior | kzrr | decisive | dov | | |
| extend | kzx | existence | gotw | faster | fo |
| external | kzrx | exhausted | goe | master | mo |
| sophisticated | sfzke | exacerbate | gori | sinister | sno |
| statistic | ztzk | | | sister | so |
| fantastic | fxzk | resists | rse | | |
| justice | jzs | | | registered | rjo |
| fastest | fzz | success | sko | clustered | ao |
| restored | rxz | purposes | prpo | | |
| | | premises | imo | swim | um |
| must | mz | ceases | so | swore | ur |
| last | lz | ostracise | jeo | sweet | ut |
| wrist | rz | criticises | atos | swayed | ud |

| | | | | | |
|------------|------|-------------|-------|-------------|------|
| swell | ul | hands | hy | wizard | wy |
| swept | ui | grounds | ay | | |
| swift | uq | friends | qy | service | srvs |
| swoosh | uj | binds | by | servants | srvy |
| sweater | ue | trends | ey | | |
| | | intends | xy | cursory | krsr |
| Wednesday | wwd | | | miserable | msri |
| council | kwl | experiences | kspra | | |
| principle | iwi | nuisances | nsa | bizarre | bsr |
| transport | ewxp | sentences | sxa | desire | dsr |
| | | glances | aa | sincere | swr |
| cleanse | aw | senses | sa | | |
| since | sw | | | certain | xsn |
| signs | sw | exercise | kwo | certificate | xsfa |
| oceans | jw | research | rwc | | |
| appearance | prw | observe | bwv | absurd | bxs |
| response | rspw | preserved | iwq | desired | dxs |
| residence | rsdw | resource | rws | | |
| sentence | sxw | exerted | gwe | ounce | ns |
| chance | cw | excerpt | kwi | insipid | nsi |
| advance | dvw | | | | |
| violence | vlw | exercises | kwos | instant | nzx |
| once | ww | exercised | kwod | ants | xs |
| acceptance | ksiw | | | ends | xs |
| insurance | njrw | answer | nw | | |
| assurance | jrjw | dancer | dnw | strays | wts |
| offence | fw | cancer | knw | expressed | kwpz |
| offensive | fwv | censor | snw | suppressed | wpz |
| | | assessor | jw | sprints | wpy |
| influenced | nqy | professor | ifw | disagree | dwg |
| | | closer | aw | disgraced | dwgz |
| handsome | hym | officer | fw | | |
| | | scissors | sws | spread | wpd |
| wants | wy | trousers | ews | sacred | wkd |
| events | vy | | | | |
| accounts | ky | answered | ny | safer | wf |

| | | | | | |
|----------------|-------|-----------|-----|------------|------|
| sooner | wn | outsider | twd | secretive | ykv |
| summer | wm | procedure | iwd | scrutinise | ykns |
| superintendent | wpxxx | | | discreet | dyk |
| Saturday | wtd | street | yt | disagreed | dyg |
| sovereign | wvn | straight | yt | | |
| suburb | wbb | struts | yts | experts | kyps |

Answers to Sentences 4

401. We-must-not waste any time, they-answered, to-let-(the)-system be fixed prior to-(the)-events.

63% 2.70 (18) 1.5

402. If-they-answer well enough to-pass-(the)-weekly tests, they-deserve success in-(the)-exam, the Principal insisted, mildly shocked at-her suggestion.

62% 2.63 (24) 1.9

403. The illustrated book costs extra yet in-my experience it-may-be-(the)-nicest one, since-(the)-images add to (the) story, though some might disagree.

62% 2.66 (26) 1.7

404. Do-they insist the fancy fences outside-(the)-houses in-(the)-district enhance-(the)-appearance of (the) streets?

65% 2.84 (18) 1.7

405. They-might-be swayed to-listen to (the) women's demands since-they-illustrate-(the)-absence of answers in-(the)-past.

65% 2.87 (20) 1.6

401. wmzx wz n tm hny
tcszm b fkz ir tvy.

402. fhnw wl nf tpswkl te
hdwv sko ngsm h iwi
noe cml ja tr sjzn.

403. h loe bk ke kwt o
nm ksprw tmbnsz wn
swmjs d t zr h sm y
dwg.

404. dh not h fnj fa tsdho
ndoa nhwprw v yts,

405. hyb ud tln t wmw
dmy swhlobsw v nws
npz.

406. The faster we-swim, the more
desirable, even necessary it-may-be
to-take extra rest after-(the)-exercise.
59% 2.43 (19) 1.8

407. After-they-receive-(the)-desired
brands of-pencils, we-suggest they
each be rostered to-do research to
investigate-(the)-causes of-(the)-
extreme expenses incurred inside-
(the)-enterprise.
63% 2.70 (29) 1.9

408. Yesterday, my adviser stated the
typist must change-(the)-register if-
(the)-listed students happen to-switch
courses.
60% 2.53 (18) 2.1

409. Her sister insists she-wants her
friends to attend-(the)-dance
supervised by-her parents.
63% 2.70 (15) 1.8

410. It-strikes-me the more
experienced woman proposes to-
stand against-me so thus restrict my
chances to-gain justice.
57% 2.32 (20) 2.1

406. h fo wum h mr dsri
vn nor tmb ttk kwt rz
fekwo.

407. fehsvdxs iy vpwls
wsjz h c b ro td rwc t
nvzako vkom kspa nxk
nsdneis.

408. yod m dvw ze h tpz
mz cnjrjo flse zdy hpn
tuc kro.

409. r so nse jwy r qy t
txdw wpvz br pry.

410. toksm h mr kspry
wmn ipo tzx gym j hs
roa m ca tgn jzs.

5. Vowels & Diphthongs

501. The vowels and diphthongs in the table below cover all such sounds in the English language (except the indefinite vowel). A **diphthong** is the combination of a vowel with ‘y’ or ‘w’ in the same syllable of a word.

English Vowels and Diphthongs

| vowels | | | | diphthongs | | |
|--------|---------------|---------|------------------|------------|----------|--------|
| a cat | ah lark | ao lot | au awful | ahy light | auy boil | aw how |
| | (shortened to | u | u | y | u | w) |
| e bed | eh tray | eo mud | eu oak | | | |
| i lid | ih feet | io foot | iu boot | yi | u new | |
| | | | (shortened to u) | | | |

We can see a pattern in this representation. All the vowels in one **row** have the same first vowel. These are: **a** for the first row, **e** for the second row & **i** for the third row. These are called **row** vowels.

Also, all the vowels in one **column** have the same second vowel. These are: **none** for the first column, **h** for the second column (here ‘h’ is considered part of a vowel), **o** for the third column and **u** for the fourth column. These are called **column** vowels.

The first and most important rule in Keyscript is that we omit the vowels (and diphthongs) in words, but the following vowel and diphthongs are always written:-

502. ‘au’, ‘al’

at the beginning of a word is shown by ‘u’, e.g.

almost = umz; also = uj; August = ugz

also, ‘**all**’ at the beginning of the phrase, ‘all right’ = urt

also for words starting with ‘**au**’ but which may also be pronounced with an ‘o’ (‘ao’) sound, e.g. austere = uer (the ‘e’ is halved ‘ess = j’, see 204 e)

503. ‘**you**’ diphthong (‘yiu’) at the end of a word is shown by ‘u’, e.g.
new = nu; sue = ju (note: pronunciation = syiu);
cue, queue = ku

including at the end of a halved consonant (where ‘you’ is sounded between the consonant and the ‘t’ or ‘d’), e.g.

attitude = teu; acute = au; dispute = dsiu

(Note: A diphthong at the end of a word cannot be joined to an empty consonant, so, stew = stu (**not** zu – see 408)

504. ‘**ow**’ diphthong (‘aw’) at the end of a word is shown by ‘w’, e.g.
bough = bw; cow = kw; vow = vw; brow = iw

including at the end of a halved consonant (where ‘ow’ is sounded between the consonant and the ‘t’ or ‘d’), e.g.

shout = uw; bout, about = iw*; doubt = ew*

*Note 1. If there is a final diphthong shown at the end of a word which consists only of a plain consonant + ‘t’ or ‘d’, the consonant - light or heavy - can be halved for either ‘t’ or ‘d’.

Note 2. Diphthongs are **NOT** shown at the end of halved double consonants, so, flout = cf; trout = xt (see 305); sprout = yp (407); also note: cloud, crowd = ad; proud = id (305)

505. ‘**eye**’ diphthong (‘ahy’) at the beginning of a word is shown by ‘y’, e.g.
ideal = ydl; eyes = yj; item = ytm

also ‘eye’ diphthong at the end of ‘n’ only, (including halved ‘n’ where ‘eye’ is sounded between the consonant and the ‘t’ or ‘d’), e.g.
nigh = ny; deny = dny; night = xy

506. In addition, **u** = oi and **w** = ow, are used at the beginning of the following words: oil = ul; owl = wl; oiled = uc

507. The interjections, below, are one-letter words based on the representation in the vowel - diphthong chart (**501**) thus:

h = ah, eh(?); u = oh, oo, oy

508. The combination of a diphthong and a vowel in a word produces a **triphone**. With a triphone, the diphthong and the vowel are in different syllables of the word, e.g. tower = tr; towered = xt

Similarly, the combination of a vowel and another vowel in different syllables of a word produces a **diphone**, e.g. lower = lr; lowered = xl

No vowels or diphthongs are actually written in these words. (see **101 w**)

509. When a word consists only of a vowel + double consonant, e.g. offer, over, apple, apply, agree, eager, utter, etc, we sometimes write in a vowel.

How we deal with these vowel + double consonant words depends upon which **column** the vowel is in (on the vowel chart – **501**).

- . If the vowel is in the **first column**, where only the **row** vowel exists, this is shown along with the double consonant, e.g.
apple, apply = ai; agree = aa

- . If the vowel is in the **second column**, the word is represented by its **consonants**, so, eager = gr; able = bl

Note: ‘-able’ retains this form with a direct negative, e.g.

 disable = dsbl; unable = nbl

but not with other prefixes, e.g. enable = ni

The same applies with ‘-abled’, e.g.

 enabled = ni; *but* disabled = dscb (see **305** – offered = xf)

- . If the vowel is in the **third column**, the **column** vowel is shown, e.g. offer = oq; honour = ox; utter = oe
- . If the vowel is in the **fourth column**, the **column** vowel is shown. e.g. author = uh; owner = ux; over = uq
- . If the word consists of an ‘eye’ **diphthong** + double consonant, the **diphthong** is shown, as in all words starting with ‘eye’ (**505**), e.g. idle = yh

510. Except for past tenses, the vowel is retained in derivatives of vowel + double consonant words where there is only one additional consonant (in Keyscript) to the end of the word, but dropped if there is more than one, e.g.

 apply = ai *and* applies = ais *but* applicable = iki

 agree = aa *and* agreeable = aai

Note past tenses:

 agreed = xg; applied = id; offered = xf; (see **305**)

 disagreed = dyg (see **407**)

Although, if the vowel or diphthong is one that is always written at the beginning (**502** ‘au’, **505** ‘eye’) it is retained in past tenses, e.g.

 authored = uxh; idled = ycd

Word List 5

| | | |
|--------------|-----------|-------------|
| 5. | | ah |
| August | bough | oh |
| awesome 42 | vow | |
| automatic | brow | power |
| authenticity | | powered |
| austere | shout | lower |
| always | scout | |
| almost | bout | apply |
| although | about | applies |
| already | doubt | agree |
| all right 25 | | agreeable 5 |
| alter | clout | |
| | sprouts | applicable |
| new | | |
| knew | cloud | eager 40 |
| view | proud | able |
| few | drought | unable |
| due | | disabled |
| value | ideal | |
| queue | item | enable |
| sue | itinerary | enabled |
| issue | eyes | |
| stew | iced | offer |
| | isolate | honour |
| acute | isolated | utter |
| mute | | usher |
| attitude | deny | |
| astute | night | author |
| aptitude | snide | over |
| altitude | | owners |
| destitute | oil | idle |
| dispute | oiled | |
| repute | owl | authored |
| distribute | | idled |

Sentences 5

501. We-deny the new item may-be
of-more value although some do
argue-(the)-opposite.

53% 2.13 (16) 1.9

502. They-agree the revenue base
might already be down.

57% 2.33 (9) 2.0

503. Although-she-might still be eager
about-(the)-offer, they-may choose
not to-renew-it.

65% 2.83 (16) 1.5

504. We almost always honour-(the)-
diligent; the idle may never be
honoured.

60% 2.52 (12) 1.9

505. Tomorrow they-might issue-
(the)-oil barrels due two days ago.
Then we-intend to apply further to-
distribute more.

58% 2.36 (20) 2.0

506. We-knew the crowd might-be
about to appear in-(the)-avenue,
hence the people forced to-queue to-
use-(the)-amenities.

60% 2.53 (22) 1.6

507. The view appeared spectacular.
We-looked over-it out-of (the) tower.

60% 2.50 (12) 1.8

508. We-disputed in-(the)-past, yet
still dispute today about-her attitude
to-(the)-issue of-(the)-ideal altitude
unable, safely, to-be flown over.

59% 2.43 (25) 1.8

509. Oh, the night sky looked
awesome to-my eyes.

56% 2.25 (9) 1.8

510. It-may-be all-right to-shout out
at-(the)-acute time the bough of (the)
tree breaks at-its weakest point.

60% 2.50 (22) 1.5

Answers to Word List 5

| | | | | | |
|--------------|-------|-----------|------|------------|------|
| 5. | | | | ah | h |
| August | ugz | bough | bw | oh | u |
| awesome | ujm | vow | vw | | |
| automatic | utyk | brow | iw | power | pr |
| authenticity | uhxst | | | powered | xp |
| austere | uer | shout | uw | lower | lr |
| always | uws | scout | saw | | |
| almost | umz | bout | iw | apply | ai |
| although | uh | about | iw | applies | ais |
| already | urd | doubt | ew | agree | aa |
| all right | urt | | | agreeable | aai |
| alter | ue | clout | ck | | |
| | | sprouts | yps | applicable | iki |
| new | nu | | | | |
| knew | nu | cloud | ad | eager | gr |
| view | vu | proud | id | able | bl |
| few | fu | drought | et | unable | nbl |
| due | du | | | disabled | dscb |
| value | vlu | ideal | ydl | | |
| queue | ku | item | ytm | enable | ni |
| sue | ju | itinerary | ytxr | enabled | ni |
| issue | ju | eyes | yj | | |
| stew | stu | iced | ye | offer | oq |
| | | isolate | ycj | honour | ox |
| acute | au | isolated | yjle | utter | oe |
| mute | yu | | | usher | ou |
| attitude | teu | deny | dny | | |
| astute | jeu | night | xy | author | uh |
| aptitude | ieu | snide | sxy | over | uq |
| altitude | ceu | | | owners | uxs |
| destitute | dzeu | oil | ul | idle | yh |
| dispute | dsiu | oiled | uc | | |
| repute | riu | owl | wl | authored | uxh |
| distribute | doiu | | | idled | ycd |

Answers to Sentences 5

501. We-deny the new item may-be of-more value although some do argue-(the)-opposite.

53% 2.13 (16) 1.9

502. They-agree the revenue base might already be down.

57% 2.33 (9) 2.0

503. Although-she-might still be eager about-(the)-offer, they-may choose not to-renew-it.

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504. We almost always honour-(the)-diligent; the idle may never be honoured.

60% 2.52 (12) 1.9

505. Tomorrow they-might issue-(the)-oil barrels due two days ago. Then we-intend to apply further to-distribute more.

58% 2.36 (20) 2.0

501. w dny h nu ytm mb
vmr vlu uh sm d rgupst.

502. haa h rvnu bs y urd
b dn.

503. uhjy zl b gr iwoq hm
cs x trnut.

504. w umz uws oxdljx h
yh m nq b xn.

505. tmr hy juul brls du t
ds g. hn wxx t ai frh
tdoiu mr.

506. We-knew the crowd might-be
about to appear in-(the)-avenue,
hence the people forced to-queue to-
use-(the)-amenities.

60% 2.53 (22) 1.6

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unable, safely, to-be flown over.

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510. It-may-be all-right to-shout out
at-(the)-acute time the bough of (the)
tree breaks at-its weakest point.

60% 2.50 (22) 1.5

506. wnu h ad yb iw t pr
nvnu hw h pi frz tku
tysmnts.

507. h vu xp spaar. wla
uqt tv tr.

508. wdspe npz o zl dsiu
td iwr teu tju vydl ceu
nbl sfl tb qn uq.

509. u h xy sk la ujm tm
yj.

510. tmb urt tuw t tau tm
h bw v e iks tts wkz px.

6. Additional Uses of Letters

601. This stage shows additional uses of the letters - alternative letters, and prefixes and suffixes - all represented by one letter:

| <u>Letter</u> | <u>Use</u> | <u>Examples</u> |
|---------------|--|---|
| b | -bility | possibility = psb |
| b | -mber | remember = rmb; chamber = cb |
| c | con-, com-, -cog-, -cum- | continue = ctnu; complete = ci |
| c | -tion, -sion, etc ('shun') | position = psc; invasion = nvc; occasion = kc; national = ncl; continuation = ctnc (<u>Note</u> : 'suggestion' does <u>not</u> have 'shun' sound & so = sjzn.) |
| d | -hood | neighbourhood = nid |
| e | -est, -ist (halved 'ess') | kindest = kxe; hardest = xhe (used after halved consonants to <u>preserve halving</u> – see 101 j , 204 e) |
| e | tele- | telephone = efn |
| f | -ful, -fully | carefully = krf; beautiful = btf |
| f | -form(ed) | inform = nf; reformed = rf; transform = ewf |
| g | -ing (if word is <u>ever</u> the present participle of a verb) | being = bg; wanting = wxg |
| j | -ous | obvious = bvj |
| j | -ess (female) | countess = kxj |
| j | -logical(ly) | psychological = skj |
| j | -ship | friendship = qxj |

| | | |
|----------|---|---|
| k | kw (qu) if <u>1st sound</u> in word | quick = kk; quality = klt; question = kzn (Note: 'stion' is <u>not</u> 'shun' - see suggestion = sjzn - c) |
| k | accom(m)- | accommodation = kdc |
| m | mp, mb | lamp = lm; empty = mt |
| m | magn- | magnificent = mfsx; magnetism = mtsm; magnetic = mtk (magnet = mgx) |
| m | -mental(ly)(ity) -mentation(ive) -mented | judgemental = jjm implementation = mim supplemented = sim |
| n | ng (if word is <u>never</u> the present participle of a verb) | sing, sang = sn; morning = mrnn |
| n | -nated | dominated = dmn |
| o | -ness | happiness = hpo |
| o | -selves | themselves = ho (them = h-see 7&9) |
| o | -tions, etc | fashions = fo |
| o | -ward | forward = fro |
| o | -wards (reversed) | forwards = for |
| q | kw (qu) if <u>not</u> 1st sound in word | equality = qlt; acquaintance = qxw |
| q | gw (gu) | language = lnqj |
| q | -free (suffix only) | carefree = krq |
| s | self-, -self | self-control = scel; myself = ms |
| u | over- | overtake = utk |
| w | wh | where = wr; whether = wh |
| x | under- | understand = xzx; understood = xse* understate = xzt*; understated = xze |

x -ment department = dxpx

y -ments appointments = pxy

*Note: understood = xse & understate = xzt. These are written this way because ‘understate’ is a derivative of ‘state = zt’ whereas ‘understood’ is not a derivative of ‘stood = zd’, see **305** Note 3, **306**.

602. Prefixes- are joined to the last part of a word, e.g.
 accommodate = kdt; commence = cns; conserve = csrv;
 concert = cxs; conclude = cad; understood = xse

‘c = con-, etc’ is an empty consonant (like ‘s’).

Note 1. After ‘con -, etc’ & ‘accom(m)-’, the next consonant is treated as if it were the first consonant in the word, e.g.
 conserve = csrv (**not** cwv) - see above

but this does not apply to a halved double consonant. Here, an indicator is used for the halved double consonant, e.g.
 pleat = cp *but* complete = ci; effort = xf *but* comfort = cq
 (See **305**, before Note 1 & after Note 6)

Note 2. Halving does not take place in a word which consists, apart from ‘c = con, etc’, only of a light first order double consonant + ‘d’ or a heavy first order double consonant + ‘t’, e.g.
 played = id, so **complied** = **cid** (see **305** – ‘supplied = sid’)

603. -Suffixes are joined to the first part of a word. e.g.
 perform(ed) = if; swaying = swg; straying = wtg; grateful = atf

If the suffix is a full or halved consonant, as most of them are, it can take a vowel before it, so the first part of the word does not need a full consonant at the end, unless it already has one (see **201**) e.g.

possibility = psb; fundamental = fxm
but beautiful = btf (derivative of beauty = bt)

Note: ‘-ed = d’ is not generally considered a suffix in Keyscript, i.e. it is not just added to the end of a word to make the past tense/participle.

604. These abbreviated forms are retained in derivatives. In particular, a consonant may be written after a suffix, e.g.

national = ncl (**not** njx, despite last potential indication rule);
 information = nfc; transformation = ewfc;
 performance = ifw; performer = ifr

Note: formation = frm, because ‘f = form’ is not used as a prefix

605. Alternative letters (although they are full consonants) are not halved, therefore, e.g.

quote, quiet = kt; adequate = dqt; longed = lnd

except ‘m = mp’ only, which is halved (as ‘m’) for ‘t’ when there is no vowel between ‘p’ & ‘t’, e.g.

prompt = iy; attempt = ty; contempt = cty; symptom = sym
 promptly = iyl; contemptuous = ctyj

606. Alternative letters (although they are full consonants) cannot be doubled, so, e.g. singer = snr

607. A diphthong before any of these suffixes is not shown, e.g.

monumental = mnm; continuation = ctnc

608. ‘b = -mber’ is not used in vowel + double consonant words (**509**) because it is a suffix and must be used after other consonants, so,

amber, ember = mi

‘-mbert(d)’ is written normally, e.g. numbered = nmi (*cf* number = nb)

609. ‘c = -tion, etc’ is also an empty consonant (like ‘con-’). It cannot take a vowel before or after it, and the vowel between a halved consonant and an empty consonant is not assumed at the end of a word (**208**). This also applies to ‘o = tions, etc’, therefore, e.g.
 reputation = rptc (**not** ric); presentation = isntc (**not** isxc);
 politician = pltc (**not** cpc); temptations = tmto (**not** tyo)

When two empty consonants occur together, the vowel between them is assumed, e.g. position = psc; stations = zo; consist = csz;
 also, sensation = swc; compensation = cpwc
 (see also **202 Note & 408 end**)

610. ‘e = -est’ is used after halved consonants to preserve halving. If the word to which ‘-est’ is to be attached does not employ halving anyway, ‘e’ is not used, e.g. hardy = hrd, so hardest = hrdz

611. The present participle (-ing) of a verb which consists only of ‘s + vowel’, unlike most other derivatives of the word, (see **101**) retains the ‘j’ of the root word, e.g. sigh = j; sighing = jg *cf* sighed = sd

612. ‘mp’ & ‘mb’ are not written just as ‘m’ if the ‘p’ or ‘b’ forms a halved consonant with a following ‘t’ or ‘d’, or a double consonant with a following ‘l’ or ‘r’, or a halved double consonant with ‘l’ or ‘r’ & ‘t’ or ‘d’. This is in accordance with the last potential indication rule. e.g.

impede, employ(ed), ample = mi; trumpet = emi;
 resemble(d) = rsmi; impress = mis;
 temper, temple, tempered, temperate = tmi; improve = miv

Note: Of course, ‘mp’ & ‘mb’ are also not written as ‘m’ if the ‘m’ is part of ‘com’, e.g. compassion = cpc; combination = cbnc

613. ‘n = ng’ combined with ‘s’ is not shown as ‘w’, e.g.

brings = ins; songs = sns

‘k’ or ‘g’ sounds after ‘n = ng’ are omitted (except if the word ends with the ‘k’ or ‘k + vowel’ or ‘g + vowel’ when the ‘g’ is sounded), e.g.

instinct = nznt; anxious = njj; distinct = dznt; function = fnc;
longest = lnz; youngest = ynz; youngster = yno

but the ‘k’ or ‘g’ sound is combined with ‘l’ or ‘r’ to make a double consonant or a halved double consonant, e.g.

single = sna; longer = lna; stronger = ona; uncle = na
lingered = lna; angered = na

and words which end with the ‘k’ sound in the primitive, retain it in a derivative, e.g.

link = lnk, *so* linked = lna (*cf* instinct = nznt - above)

The ‘qu’ and ‘gu’ sounds after ‘n = ng’ are not omitted, e.g.

inquire = nqr; languid = lnqd

614. The two elements of a hyphenated word in English are often best written as two words in Keyscript, if a prefix or suffix is not involved, e.g. well-known = wl nn *but* self-defence = sdfw

615. A word may consist only of a prefix and a suffix, e.g.

conform = cf; selfish = sj

Word List 6

| | |
|----------------|---------------|
| 6. | concrete |
| possibility | contemplate |
| accountability | concentrated |
| stability | congratulate |
| suitability | congratulated |
| responsibility | constituted |
| number | consists 23 |
| remember | concerned |
| November | conservative |
| September | convenience |
| | convinced |
| embers | construed |
| numbered | consider |
| | considered |
| comrade | continue |
| companion | contribute |
| commit | |
| committed 21 | mention |
| compel | vision |
| compelled | profession |
| competitive | reaction |
| complied | discussion |
| complete | suspicion |
| completed | examination |
| compliant | intention |
| comforts | indication |
| commensurate | foundation |
| commence | reputation |
| continent | politician |
| continental | invitation |
| confirmed | presentation |
| consecutive | situation |
| conflict | station |
| conclude | association |

| | |
|---------------|-------------|
| position | weirdest |
| proposition | strictest |
| decision | telegram |
| musician | |
| explanation | wordiest |
| population | heartiest |
| speculation | |
| creation | painful |
| transaction | useful |
| sensation | harmful |
| transition | faithful |
| dispensation | beautiful |
| pronunciation | gracefully |
| illustration | reform |
| discretion | uniform |
| separation | informed |
| auction | information |
| alteration | informer |
| application | informative |
| compensation | transformed |
| condition | conformed |
| connection | performer |
| consternation | |
| consideration | formative |
| continuation | formation |
| contribution | |
| occasional | running 38 |
| national | looking |
| pensioner | living |
| revisionist | going |
| | telling |
| manhood | being |
| | knowing |
| faintest | walking |
| slightest | sitting |
| shortest | exceedingly |

| | |
|-----------------|---------------|
| sewing | |
| cutting | lamp |
| finding 28 | campaign |
| surroundings | pompous |
| according | assumption |
| fleeting | temptation |
| swaying | empty |
| straying | emptied |
| applying | sympathetic |
| offering | impede |
| | trumpet |
| nervous | employee |
| poisonous | implied |
| previous | ambulance |
| curious | resembled |
| dangerous | impression |
| generous | temper |
| numerous | temporary |
| ridiculous | hampered |
| prosperous | |
| princess | tempt |
| physiologically | attempt |
| membership | contempt |
| relationship | contemptuous |
| ownership | promptly |
| | sumptuous |
| quick | exempt |
| queer | symptomatic |
| quote | |
| quiet | magnetic |
| quantity | magnify |
| quarrelled | developmental |
| question | departmental |
| accommodation | temperamental |
| accommodate 9 | monumental |
| accompanied | ornamentation |

| | |
|---------------|----------------|
| argumentative | finger |
| augmented | anger |
| | angered |
| donkey | fingered |
| frank | culminated 50 |
| instinct 34 | |
| anxious | imaginative |
| function | |
| conjunction | kindness |
| ranked | happiness |
| blinked | cleverness |
| banker | consciousness |
| wrinkled | suspicious |
| long | resignations |
| young | positions |
| among | backwards |
| strong | |
| strength | acquainted |
| gangs | acquaintance |
| hanged | acquired |
| singer | equality |
| stinger | equilibrium |
| evening | enquiry |
| darling | request |
| youngest | sequel |
| strongest | inquisitive |
| spring | adequate |
| swinging 51 | linguist |
| disentangle | carefree |
| single | |
| singular | selfish |
| singlet | self-defence |
| longer | self-contained |
| linger | myself |
| younger | itself |
| stronger | herself |

| | |
|------------|---------------|
| | statement |
| overtake | excitement |
| overtime | appointment |
| | entertainment |
| where | document |
| somewhere | commitment |
| whether | contentment |
| whispered | awkward |
| | |
| undertake | arrangements |
| understand | supplements |
| understood | agreements |
| understate | |

Sentences 6

601. Her strong, distinct feelings of self-consciousness, requiring-(the)-sympathy of (the) committee members at meetings, makes-her anxious while in-(the)-position of doing business by-herself.

64% 2.75 (27) 2.1

602. Considering-(the)-possibility of consequences detrimental to (the) neighbourhood itself, we-understand it-may-be dangerous to-complete-(the)-shopping precinct too soon.

67% 3.04 (23) 2.0

603. Eating just quick breakfasts to-commence-(the)-day brings problems. They-may-not-be adequate to-keep one healthy or in peak performance, assert experts in health education.

59% 2.47 (28) 2.1

604. Consistently, the radio station appeared to-be receiving numerous requests to-play more serious music, so it-made-(the)-required provision in-its forward schedule by programming well~remembered songs sung by famous classical singers.

60% 2.51 (34) 2.3

605. Such retrograde steps, in blunt language, may-not-be-(the)-smartest or most sympathetic solution, in-(the)-widest of-contexts, to (the) telephonic question dominated by foreign interests.

60% 2.52 (28) 2.2

606. Careful examination of (the) conditions of (the) contract in relation to-my employment informed-me of (the) possibility of-(the)-arrangement of-considerable frequent overtime by-(the)-leadership.

66% 2.98 (28) 1.9

Vertical column of 20 empty horizontal lines for handwritten notes.

607. Appointments to (the) single sessions might-be-(the)-hardest to procure since-(the)-professional man claims to-be overstretched yet underpaid. Such bad combinations always require improvement.
64% 2.81 (27) 2.1

608. If-she-accompanies-me, we-may burst into activity, accomplishing lots of-tasks in prompt succession, so transforming-(the)-job by cutting-(the)-load enormously.
60% 2.49 (25) 2.1

609. Fundamentally, three quarters of (the) lack of-comfort while camping may-be linked to-being cramped, the loss of (the) sense of-spaciousness. Invitations to-take such holidays might-not-be welcomed.
61% 2.59 (32) 2.0

610. The deciduous trees, ringed by golden carpets, looked wonderfully magnificent in September, the sun shining through-(the)-colourful falling leaves.
60% 2.52 (20) 2.5

Answers to Word List 6

| | | | |
|----------------|-------|---------------|-------|
| 6. | | concrete | ca |
| possibility | psb | contemplate | ctmi |
| accountability | kxb | concentrated | csnee |
| stability | zb | congratulate | cae |
| suitability | stb | congratulated | caee |
| responsibility | rspwb | constituted | czte |
| number | nb | consists | cse |
| remember | rmb | concerned | csrx |
| November | nvb | conservative | csrqv |
| September | sib | convenience | cvnw |
| | | convinced | cvy |
| embers | mis | construed | cod |
| numbered | nmi | consider | cwd |
| | | considered | cyd |
| comrade | crd | continue | ctnu |
| companion | cpnn | contribute | ceiu |
| commit | ct | | |
| committed | ce | mention | mnc |
| compel | cpl | vision | vc |
| compelled | ccp | profession | ifc |
| competitive | cpev | reaction | rkc |
| complied | cid | discussion | dskc |
| complete | ci | suspicion | sspc |
| completed | cie | examination | gsmnc |
| compliant | cix | intention | xnc |
| comforts | cqs | indication | xkc |
| commensurate | cnu | foundation | fndc |
| commence | cns | reputation | rptc |
| continent | ctnx | politician | pltc |
| continental | ctne | invitation | nvtc |
| confirmed | cfry | presentation | isntc |
| consecutive | csav | situation | stc |
| conflict | cqa | station | zc |
| conclude | cad | association | jjc |

| | | | |
|---------------|-------|-------------|-------|
| position | psc | weirdest | xwe |
| proposition | ipsc | strictest | oae |
| decision | dsc | telegram | eam |
| musician | msc | | |
| explanation | ksinc | wordiest | wrdz |
| population | pic | heartiest | hrtz |
| speculation | spac | | |
| creation | ac | painful | pnf |
| transaction | ewkc | useful | ysf |
| sensation | swc | harmful | rmf |
| transition | ewc | faithful | fhf |
| dispensation | dspwc | beautiful | btf |
| pronunciation | inwc | gracefully | asf |
| illustration | loc | reform | rf |
| discretion | dwkc | uniform | ynf |
| separation | wpc | informed | nf |
| auction | ukc | information | nfc |
| alteration | uec | informer | nfr |
| application | ikc | informative | nftv |
| compensation | cpwc | transformed | ewf |
| condition | cdc | conformed | cf |
| connection | ckc | performer | ifr |
| consternation | conc | | |
| consideration | cwdc | formative | fryv |
| continuation | ctnc | formation | frmc |
| contribution | cebc | | |
| occasional | kcl | running | rng |
| national | ncl | looking | lkg |
| pensioner | pncr | living | lvg |
| revisionist | rvcz | going | gg |
| | | telling | tlg |
| manhood | mnd | being | bg |
| | | knowing | ng |
| faintest | fxe | walking | wkg |
| slightest | qse | sitting | stg |
| shortest | xje | exceedingly | ksdgl |

| | | | |
|-----------------|-------|---------------|-------|
| sewing | jg | | |
| cutting | ag | lamp | lm |
| finding | fxg | campaign | kmn |
| surroundings | srxgs | pompous | pmj |
| according | xkg | assumption | jmc |
| fleeting | cfg | temptation | tmtc |
| swaying | swg | empty | mt |
| straying | wtg | emptied | me |
| applying | aig | sympathetic | smek |
| offering | oqg | impede | mi |
| | | trumpet | emi |
| nervous | nrvj | employee | mi |
| poisonous | psnj | implied | mi |
| previous | ivj | ambulance | miw |
| curious | krj | resembled | rsmi |
| dangerous | dnuj | impression | mic |
| generous | jxj | temper | tmi |
| numerous | nyj | temporary | tmir |
| ridiculous | rdaj | hampered | hmi |
| prosperous | iwpj | | |
| princess | iwj | tempt | ty |
| physiologically | fsj | attempt | ty |
| membership | mbj | contempt | cty |
| relationship | rlcj | contemptuous | ctyj |
| ownership | uxj | promptly | iyj |
| | | sumptuous | syj |
| quick | kk | exempt | gsy |
| queer | kr | symptomatic | syyk |
| quote | kt | | |
| quiet | kt | magnetic | mtk |
| quantity | kxt | magnify | mf |
| quarrelled | kcr | developmental | dvlpm |
| question | kzn | departmental | dspm |
| accommodation | kdc | temperamental | tmim |
| accommodate | kdt | monumental | mnm |
| accompanied | kpx | ornamentation | rnm |

| | | | |
|---------------|--------|----------------|-------|
| argumentative | rgm | finger | fna |
| augmented | ugm | anger | na |
| | | angered | na |
| donkey | dnk | fingered | fna |
| frank | qnk | culminated | klmn |
| instinct | nznt | | |
| anxious | njj | imaginative | mjxv |
| function | fnc | | |
| conjunction | cjnc | kindness | kxo |
| ranked | rna | happiness | hpo |
| blinked | ina | cleverness | aqo |
| banker | bna | consciousness | cjjo |
| wrinkled | rna | suspicious | sspo |
| long | ln | resignations | rsgno |
| young | yn | positions | pso |
| among | mn | backwards | bok |
| strong | on | | |
| strength | onh | acquainted | qne |
| gangs | gns | acquaintance | qxw |
| hanged | hnd | acquired | xq |
| singer | snr | equality | qlt |
| stinger | znr | equilibrium | qlim |
| evening | vnn | enquiry | nqr |
| darling | drln | request | rqz |
| youngest | ynz | sequel | sql |
| strongest | onz | inquisitive | nqstv |
| spring | wpn | adequate | dqt |
| swinging | ung | linguist | lnqz |
| disentangle | dsntna | carefree | krq |
| single | sna | | |
| singular | snar | selfish | sj |
| singlet | sna | self-defence | sdfw |
| longer | lna | self-contained | sctx |
| linger | lna | myself | ms |
| younger | yna | itself | ts |
| stronger | ona | herself | rs |

| | | | |
|------------|------|---------------|------|
| | | statement | ztx |
| overtake | utk | excitement | kstx |
| overtime | utm | appointment | pxx |
| | | entertainment | nenx |
| where | wr | document | dkx |
| somewhere | smwr | commitment | ctx |
| whether | wh | contentment | ctxx |
| whispered | wyp | awkward | uko |
| | | | |
| undertake | xtk | arrangements | rnjy |
| understand | xzx | supplements | siy |
| understood | xse | agreements | aay |
| understate | xzt | | |

Answers to Sentences 6

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64% 2.75 (27) 2.1

602. Considering-(the)-possibility of consequences detrimental to (the) neighbourhood itself, we-understand it-may-be dangerous to-complete-(the)-shopping precinct too soon.

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603. Eating just quick breakfasts to-commence-(the)-day brings problems. They-may-not-be adequate to-keep one healthy or in peak performance, assert experts in health education.

59% 2.47 (28) 2.1

601. r on dznt flgs vscjjo
rqrghmh v ct mbs t ygs
mksr njj wl npsc vdg
bso brs.

602. cwdgpsb vcsqa dem
t nid ts wxzx tmb dnuj
tcijpg isnt t sn.

603. tg jz kk ikfe tcnsd
ins iims. hmxh dqt tkp
wn hll r n pk ifw xj
kyps n lh dkc.

604. Consistently, the radio station appeared to-be receiving numerous requests to-play more serious music, so it-made-(the)-required provision in-its forward schedule by programming well~remembered songs sung by famous classical singers.

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606. Careful examination of (the) conditions of (the) contract in relation to-my employment informed-me of (the) possibility of-(the)-arrangement of-considerable frequent overtime by-(the)-leadership.

66% 2.98 (28) 1.9

604. cszxl h rd zc xp tb
rsvg nyj rqe ti mr srj
msk j tyrxq ivc nts fro
jh b iamg wl rmmi sns
sn b fmj asa snrs.

605. sc rexg zps n ix lnqj
mxbsxme r mz smek slc
nwdz vctke t efnk kzn
dmn b frn nee.

606. krf gsmnc v cdo v
cea n rlc tm mix nfm v
psb vrnjx vcwdi qqx
utm blhj.

607. Appointments to (the) single sessions might-be-(the)-hardest to-procure since-(the)-professional man claims to-be overstretched yet underpaid. Such bad combinations always require improvement.
64% 2.81 (27) 2.1

608. If-she-accompanies-me, we-may burst into activity, accomplishing lots of-tasks in prompt succession, so transforming-(the)-job by cutting-(the)-load enormously.
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61% 2.59 (32) 2.0

610. The deciduous trees, ringed by golden carpets, looked wonderfully magnificent in September, the sun shining through-(the)-colourful falling leaves.
60% 2.52 (20) 2.5

607. pxy t sna so ybxhe
tikr swifel mn ams tb
uou o xpd. sc i cbno
uws rqr mixx.

608. fjkpns m wm brz nt
avt kijg cs vtsks n iy
sksc j ewfgjb b agld
nrmjl.

609. fxm e kres v lk vcq
wl kmg mb lna tbg ay h
ls v sw vspjjo. nvto ttk
sc hlds yxb wlky.

610. h dsdj es rnd b cgn
kris la wnhf mfsx n sib
h sn jng eklrf flg lvs.

7. Common Irregular One-Letter Words

701. We now come to the most common words in the language. These words are written so frequently that in an alphabetical system of quick writing, it is essential to write them using only **one letter**, while keeping them distinct from any other words with which they could be confused.

Below is a list of the one-letter common words which are not written strictly according to the rules of Keyscript.

- Some are mere contractions, ie, not all the elements (principally the consonants) are shown, e.g. can = k.
- Some are written with vowels rather than consonants, for example, the indefinite article ‘a’.
- Some words are assigned an arbitrary letter so as not to clash with others, for example, ‘they’ is written as ‘h’ in Keyscript, so ‘he’ is assigned another letter - i.
- Some display modifications of rules: ‘could’ - ‘a’ should strictly be written as ‘kd’; ‘what’ - ‘o’ ought to be ‘wt’ because ‘wh’ is not halved in Keyscript.

These, and other common one-letter words, which *are* written according to rule, greatly contribute to the speed and flexibility of Keyscript. Dewey¹ discovered that only sixty-nine words make up more than half of ordinary continuous English. Sixty-one of these words are written with one letter in Keyscript. Another four are sometimes written with one letter when combined with other words. (These latter will be seen later in this course and in the advanced course).

702. Here is the list of irregularly written common one-letter words:

- a** **a, an, and, could, those**
- c** **with, when, which, other, come**
- d** **had**
- e** **this, but**

| | |
|----------|---|
| f | free(ly) |
| g | give, given |
| h | them, think, thank(ed) |
| i | that, he, him, these, should, able-to |
| j | shall, wish |
| k | can, ask, asked, quite |
| l | will, are, our, hour |
| m | from |
| n | thing |
| o | on, what, would, there, their, wheat |
| p | put |
| q | for, ever, every |
| r | your, were, year |
| s | is, as, his, has, us, see, sea |
| t | get, got, thought, hit |
| u | you, all, ought, owe |
| v | have, very |
| w | how, now |
| y | I, eye, why, away, much (mut) |
| z | was*, say*, stay, first, whose* (*full consonants) |

Note: ‘s’ derivatives (plurals, possessives or 3rd person singular present tense) of these words simply add ‘s’, e.g.

others = cs; thing’s = ns; stays = zs

703. More About Phrasing

‘**and** = a’ is joined to a following word if this begins with a vowel (sound) but not if it begins with a consonant (sound), e.g.

and I = ay *but* and now = a w

With ‘**and the**’, ‘the’ is omitted of course, and ‘**and**’ is joined or not joined to the following word in the exact opposite way from simple ‘and’, e.g. and the man = amn *but* and the apples = a ais

Word List 7

| | | |
|---------|---------|---------|
| 7. | | is |
| a | shall | as |
| an | wish | his |
| and | | has |
| could | can | us |
| those | ask | see |
| | asked | sea |
| with | quite | |
| when | | thought |
| which | will | get |
| other | are | got |
| come | our | hit |
| | hour | |
| had | | you |
| | from | all |
| but | | ought |
| this | thing | owe |
| | | |
| free | on | have |
| freely | what | very |
| | would | |
| give | wheat | how |
| given | there | now |
| | their | |
| them 35 | | I |
| think | put 19 | eye |
| thank | | why |
| thanked | for | away 16 |
| | ever | much |
| that | every | |
| he | | was |
| him | were | whose |
| should | your 20 | say |
| these | year | stay |
| able to | | first |

Sentences 7

701. He-has freely come to-see-us first
so I-say that-we now owe-him our
closest attention and should-not wish
to-send-him away.

66% 2.94 (27) 1.2

702. I-went there today and-I-think I-
shall go back every week and stay
for an hour or maybe a few hours if-
I-am able-to do so.

60% 2.51 (30) 1.2

703. You-saw-them the other day
when-you-were out with-your
brother. They-were-(the)-ones
whose dog was swimming in-(the)-
sea.

69% 3.21 (24) 1.2

704. What trees are-these? he-asked-
me, as-he-was walking back from-
their low fence and was hit by a stray
twig.

61% 2.58 (23) 1.4

705. Thank-you very-much for all-
(the)-things you-have done for-us
throughout-(the)-year.

72% 3.61 (16) 1.1

706. You-ought to-put-that on-(the)-
list too, but cross this one off as-it-is-
not ever necessary to-buy those sort
of-things.

65% 2.82 (26) 1.3

707. I-can ask-them what I-think I-
ought to-know but I-don't quite see
how they-could give-me any more
information than-I-have already got.

65% 2.86 (29) 1.3

708. I-will take-him to-look at-your
wheat when-he-gets home, for-I-am-
sure that-he-would-like to-see-it
now.

61% 2.58 (25) 1.2

709. His bus had come as-we-were
talking, so I-thought I'd better warn-
him in-case-he-had-not noticed-it and
he-thanked-me for keeping my eye
out for-it.

60% 2.52 (33) 1.4

710. I-don't-know why we-should-be
quite so free in-our praise of a
present which-was-not even properly
given to us and which none-of us
really fancies.

62% 2.66 (31) 1.4

Answers to Word List 7

| | | | | | |
|---------|---|-------|----|---------|---|
| 7. | | | is | s | |
| a | a | shall | j | as | s |
| an | a | wish | j | his | s |
| and | a | | | has | s |
| could | a | can | k | us | s |
| those | a | ask | k | see | s |
| | | asked | k | sea | s |
| with | c | quite | k | | |
| when | c | | | thought | t |
| which | c | will | l | get | t |
| other | c | are | l | got | t |
| come | c | our | l | hit | t |
| | | hour | l | | |
| had | d | | | you | u |
| | | from | m | all | u |
| but | e | | | ought | u |
| this | e | thing | n | owe | u |
| | | | | | |
| free | f | on | o | have | v |
| freely | f | what | o | very | v |
| | | would | o | | |
| give | g | wheat | o | how | w |
| given | g | there | o | now | w |
| | | their | o | | |
| them | h | | | I | y |
| think | h | put | p | eye | y |
| thank | h | | | why | y |
| thanked | h | for | q | away | y |
| | | ever | q | much | y |
| that | i | every | q | | |
| he | i | | | was | z |
| him | i | were | r | whose | z |
| should | i | your | r | say | z |
| these | i | year | r | stay | z |
| able to | i | | | first | z |

Answers to Sentences 7

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so I-say that-we now owe-him our
closest attention and should-not wish
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shall go back every week and stay
for an hour or maybe a few hours if-
I-am able-to do so.

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703. You-saw-them the other day
when-you-were out with-your
brother. They-were-(the)-ones
whose dog was swimming in-(the)-
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704. What trees are-these? he-asked-
me, as-he-was walking back from-
their low fence and was hit by a stray
twig.

61% 2.58 (23) 1.4

705. Thank-you very-much for all-
(the)-things you-have done for-us
throughout-(the)-year.

72% 3.61 (16) 1.1

701. is f c tss z j yz iw w
ui l asz tnc a ix j tsxi y.

702. ywx o td ayh yj g bk
q wk a z q a l r mb a fu
ls fym i d j.

703. ujh h c d cur t cr ih.
hrww z dg z umg ns.

704. o es li, ikm siz wkg
bk mo l fw a z t b a wt
twg.

705. hu vy q uns uv dn qs
etr.

706. You-ought to-put-that on-(the)-list too, but cross this one off as-it-is-not ever necessary to-buy those sort of-things.

65% 2.82 (26) 1.3

707. I-can ask-them what I-think I-ought to-know but I-don't quite see how they-could give-me any more information than-I-have already got.

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710. I-don't-know why we-should-be quite so free in-our praise of a present which-was-not even properly given to us and which none-of us really fancies.

62% 2.66 (31) 1.4

706. uu tpi olz t e as e wn
f stsx q nor tb a xs vns.

707. yk kh o yh yu tn e
ydx k s w ha gm n mr
nfc hnyv urd t.

708. yl tki tlk tr o cits m
qymjr iio lk tst w.

709. s bs d c swr tkg j yt
yd be wrni nksidx ntzt a
ihm q kpg m y t qt.

710. ydxn y wib k j f nl is
v a isx czx vn iil g t s a
c nnv s rl fnjs.

8. Phrasing

801. If you have reached this stage, you are already familiar with phrasing for ‘the’, ‘of’, ‘to’ & ‘and’ (which is set out formally below with the rest of the phrasing rules) and you have been using phrasing in the sentences for the last seven stages with the help of hyphens and brackets. Although I have endeavoured to make the following explanations as simple as possible, you will no doubt find phrasing easier in the application than in the explanation. So please don’t let the technical stuff daunt you.

Phrasing, or the writing of two or more words together without a break, not only makes Keyscript faster to write, but also easier to read. The rules of phrasing are based on the natural flow of the English language.

Punctuation is simplified in Keyscript.

A full stop (.) may be used at the end of a sentence.

A comma is used only in place of a question mark, e.g.

who is he? = h si, (see also **809**)

802. ‘*the*’ is omitted in a phrase, and the words before and after it are joined together, e.g.

in the sea = ns; for the children = qlen; on the land = olx

However, if ‘the’ is not in same phrase as the previous word, it is not phrased. Compare:

I cannot claim the book. = ykx ambk. &

I cannot claim the book is mine = ykx am h bk s mn &

I cannot claim that the book is mine = ykx am ibk s mn

(Of course, in free dictation, if you didn’t know what was coming after ‘book’ in the second sentence, it would be logical to join ‘claim’ to ‘book’.)

Also: I gave him the book = ygv**i**bk &
I saw him the other day = yj**i** h c d

803. ‘*and*’ is joined initially to a word beginning with a vowel (sound) but not to one beginning with a consonant (sound), e.g.
and is = as; *but* and see = a s

With ‘and the’, ‘the’ is omitted and ‘and’ is joined or not joined to the following word in the **exact opposite** way from simple ‘and’, e.g.
and the girl = agrl *but* and the end = a x

804. ‘*to*’ & ‘*of*’ are joined initially to a word beginning with a consonant (sound) but not to one beginning with a vowel (sound), e.g.
to do = td *but* to add = t d; of thought = vt *but* of it = v t

Note: ‘of’ may be joined to the previous word, if this makes a common phrase with ‘of’, thus,
part of = xpv; out of = tv; one of = wnv; some of = smv

but only if ‘of’ cannot be joined to the next word, e.g.
out of oil = tv ul *but* out of milk = t vmlk
some of us = smv s *but* part of me = xp vm

except where **all three words** make a common phrase. In this case, ‘of’ is joined to both the previous word and the next word, as long as the latter begins with a consonant. e.g.

some of them = smvh; one of those = wnva

With ‘of the’ and ‘to the’, ‘the’ is omitted and ‘to’ and ‘of’ are joined or not joined to the following word in the **exact opposite** way from simple ‘of’ and ‘to’, e.g.

to be = tb *but* to the boat = t bt
of escape = v jkp *but* of the escape = vj kp
some of the things = smv ns; out of the window = tv wnd

805. ‘*a*’ & ‘*an*’ are NEVER phrased, e.g.

The girl saw a boy with an elephant = h grl j a b c a lfx

806. A pronoun subject is joined to a *verb*, and a *verb* is joined to a pronoun object, e.g.

I love you = ylvu; she hurt herself = jxhrs;
we wish you to do it = wju tdt; Jenny kissed me = jn kzm

A relative pronoun subject is also joined to the *verb*, e.g.

the man, who lived there, was nice = h mn hlq o z ns

A relative pronoun object, coming before a *pronoun subject*, is joined to it, e.g.

the book, which I was reading = h bk cyz rdg

‘there’ is joined to a verb as a pronoun subject, e.g. there is = os

‘this’, ‘that’, ‘these’ & ‘those’ (demonstrative pronouns) are joined as subjects or objects of a verb, e.g.

that is = is; I invented this = ynvnee; those are good = al a

Note 1. An *pronominal adjective*, although it may be the *same word* as a pronoun, is not attached finally to a verb, compare e.g.

we will replace her. = wl risr. & we will replace *her* bag = wl ris r bg

I wanted this. = ywnee. & I wanted *this* book = ywne e bk

If the pronoun subject and verb are inverted, they are still phrased, e.g.

you have = uv; have you? = vu,

Usually, when a **compound verb** is written, only the first part is joined, e.g. I can swim = yk um

but in very common compounds, both parts may be joined, e.g.

It will be = tlb; I would like = yol^k; do you know? = dun,

(Both verbs may be joined together in very common compounds, of course, even if there is no pronoun, e.g.

James would be = jms ob)

The verb ‘to be’ does not have direct object. A pronoun coming after this verb is not attached to it, as the pronoun is its subject, not its object, e.g. it is this = ts e; that was it = iz t

If a verb has both a direct and indirect object, the pronoun object which immediately follows the verb is joined to it, e.g.

he gave it to me = igv^t tm (direct object)

he gave me it = igvm t (indirect object)

Note 2. ‘there’ is never *finally* joined to a verb, e.g.

you were there = ur o; I went there = ywx o

807. ‘*not*’ is joined finally to a verb, if it expresses normal emphasis, e.g.

I do not, I don’t = ydx

808. A *subordinate conjunction* (as, if, that, for, because, while, though, until, when, whether, than, unless, before, after, etc) is joined to a following pronoun subject in a subordinate clause, e.g.

If it is raining, I will take an umbrella = fts rng yl tk a mil

While I am waiting, I will read this book = wlym og yl rd e bk

He will be home *when* it gets dark = ilb m ctts drk

She has more money *than* I have = js mr mn hnyv

She told me *that* there was a shop here = jctm ioz a jp r

After I have had a rest, I will go shopping = feyv d a rz ylg jpg

A *subordinate conjunction* may consist of several words (which may be joined), e.g.

so that he may = jiim; *as long as* she can = slnsjk;

in case we may wish = nkswm j; *as if* I were invisible = sfyr nvsi

(Note: most conjunctions introduce a subordinate clause, so are subordinate conjunctions, **except** for a few such as ‘and’, ‘but’, and ‘or’, which introduce a co-ordinate clause, which is equal in rank to the main clause, e.g.

We will meet in town *and* go to the pictures = wl y n tn a g t pkes)

809. *Relative pronouns* are joined to the next word if it is a verb or a pronoun (see **806**), e.g.

This is the man *who* came to the party = esmn hkm t prt

That is the meal *which* I cooked = isml cyka

So that was *who* I saw = j iz hyj

The *relative pronoun* relates to the noun or pronoun in the main clause - ‘man’, ‘meal’, ‘that’.

But in NON-relative clauses, ‘*who*’ and ‘*which*’ are not joined, e.g.

I know *who* you mean = yn h umn

I don’t know *who* you are = ydxn h ul

Tell me *which* you like best = tlm c ulk bz

In clauses where ‘when’ = (at) **THE** time & ‘where’ = (at or to) **THE** place, ‘when’ and ‘where’ are joined to a following pronoun, *viz*:

He will be home when it gets dark = ilb m ctts drk (see **808**.)

I will go where I am most needed = ylg wrym mz ne

But in those clauses, in which ‘when’ = (at) **WHAT** time? & ‘where’ = (at) **WHAT** place?, ‘when’ & ‘where’ are not joined, e.g.

I don’t know when I’ll be home = ydxn c ylb m

Can you see where it is? = ku s wr ts,

Except for the above,

‘**who**’, ‘**what**’, ‘**which**’, ‘**when**’, ‘**where**’, ‘**how**’ & ‘**why**’ are joined *initially* ONLY to the very common verb forms ‘**is**’, ‘**has**’ & ‘**was**’,

e.g. What is (or What’s) your name? = os r nm,

Who was her dentist? = hz r dntz,
Which is her book? = cs r bk,
Where has your dog gone? = wrs r dg gn,

(compare with: - What happened? = o hpx, Who cares? = h krs,)

HOWEVER, if the verb makes a phrase with the following word (including because of the omission of ‘the’), ‘who’, ‘what’, etc. are **not** joined, e.g.

who is he? = h si, (see **801**) what is the matter? = o sme,
 why was the dog barking? = y zdg brkg,
 how has she done it? = w sj dnt, which is it? = c st,

They are not joined initially in other cases, (except due to the omission of ‘the’ & ‘con, etc’ – see **813**), e.g.

I will do *what* I can = yld o yk;
 That is *how* I did it = is w yet
 That is *why* I am (or I’m) here = is y ym r

If these words have ‘-ever’ attached, they are joined or not joined to a following **pronoun** according to whether the word itself would be joined in that context, e.g.

I can do whatever I like = yk d oq ylk
 He comes to me whenever he wants money = ics tm cqjwy mn

Words with ‘-ever’ attached are not joined to **verbs**, e.g.

Whoever is in there, please come out = hq s n o is c t
 (See also **810** Note 2.)

Note: In these first two examples, two common one-letter irregular words are joined to make the ‘-ever’ word. In the third example, a one-letter irregular word is joined to ‘who = h’, which is regular.

810. *A preposition* (in, on, at, from, with, before, after, behind, through, for, by, under, like, as, than, without, about, towards, etc.) **is joined to a following pronoun, or pronominal adjective**, e.g.

with me = cm; *behind you* = bhxu; *at his* = ts; *after that* = fei;
by this = be; *on which* = oc; *from what* = mo;
through your = er; *on theirs* = oos

Note 1. Look at these constructions:

The book, which I read,... = h bk cyrd... *but*
 The book, in which I read the quotation, = h bk nc yrdktc

Note 2. ‘there = o’ is not finally joined to a preposition, e.g.

over there = uq o

811. *Pronouns and pronominal adjectives* such as ‘one’ (or any number), ‘some’, ‘all’, ‘any’, ‘such’, ‘each’ ‘most’ & ‘many’ are not joined (except finally to ‘to’, ‘of’ & ‘and’, depending on whether the word starts with a consonant or a vowel; and due to the omission of ‘the’ & ‘con, etc’ – see **813**. Also see **804** Note), e.g.

some were hurt = sm r xh; I have *one* = yv wn;
 on *each* side = o c sd; do you want *any*? = du wx n,
 at *such* meetings = t sc ygs; for *all* of you = q u vu;
most were nice = mz r ns; *two* can play = t k i

812. ‘*own*’ is finally attached to a pronominal adjective, thus,
 my own = mn; his own = sn; our own = ln

(‘own’ is detached only in cases where confusion may result, e.g.

The house was my own = h hs z m n vs
 The house was mine = h hs z mn

The house was our own = h hs z l n vs
 The house was long = h hs z ln)

813. In continuous English, the prefix ‘*con*’, ‘*com*’, etc (= c) is omitted and the rest of the word is joined to the preceding word or phrase, if this contains a full consonant, e.g.

small community = smlnt; close community = asnt
 our community = lnt; in this community = nent

This means that ‘c = con, etc’ is retained after a word or phrase represented by an empty consonant, by a halved consonant, by a vowel or diphthong, or by an arbitrary vowel letter, e.g.

his community = s cnt; good community = a cnt;
 all communities = u cnts; this community = e cnt

‘c = con’, etc, is also retained after the very common words, ‘the’, ‘to’ & ‘of’, and after any word represented by the letter ‘c’, or a combination of these and the above, e.g.

The community = h cnt; to community = tcnt;
 which community? = c cnt, with that community = ci cnt

Note: Where ‘c = con, etc’ is retained, the ‘con’ is not joined to the previous word, unless joining is required by another rule, e.g. ‘to’ is joined to a word starting with a consonant.

If ‘of the’ or ‘to the’ come before ‘con, etc’, ‘the’ is, of course, omitted, and ‘of’ & ‘to’ are not joined to the ‘con’ word because this starts with a consonant - the opposite way to simple ‘of’ & ‘to’, thus,
 of context = vctkz *but* of the context = v ctkz
 to consent = tcsx *but* to the consent = t csx

Similarly, if a word or phrase containing a full consonant is followed by ‘the’ which is followed by a ‘con, etc’, word, ‘the’ is omitted and the ‘con’ word is disjoined. But here, ‘c = con’ is **not** shown. e.g.

in context = ntkz *but* in the context = n tkz
 gets congratulated = tsae *but* gets the congratulations = ts aeo

If ‘and the’ comes before ‘con’, etc, ‘the’ is omitted, & ‘and’ IS joined to the ‘con’ word because it starts with a consonant, - the opposite way to simple ‘and’, e.g.

and context = a ctkz *but* and the context = actkz

Likewise, if any other non-full consonant or any word denoted by ‘c’ is followed by ‘the’, which is followed by a ‘con’ word, ‘the’ is omitted and the ‘con’ word is joined, e.g.

all confidence = u cfdw *but* all the confidence = ucfdw
with confidence = c cfdw *but* with the confidence = ccfdw

‘con’, etc = ‘c’ is not shown if it occurs in the middle of a word, provided that there is a full consonant before the ‘con’, etc. e.g.

inconvenience = nvnw; uncontrollable = neli
inconsistent = nszx; recognise = rns; *but* self-confessed = scfz

814. The following letters represent *whole words* in phrasing:

| <u>Letter</u> | <u>Word</u> | <u>Examples</u> |
|---------------|-------------|------------------------------|
| f | form(ed) | application form = ikcf |
| f | forward(ed) | look forward = lkf |
| gn | beginning | at the beginning = t gn* |
| h | month | last month = lzh |
| m | morning | beautiful morning = btfm |
| n | -been | have been = vn {after common |
| n | -than | more than = mrn words} |

*If ‘the’ comes before one of these words, ‘the’ is omitted of course, and the word is disjoined from the word before.

These letters are joined to the word or phrase next to them (perhaps most often to that before them) with the same provisos as ‘con’, etc, e.g. tomorrow morning = tmrm *but* good morning = a mrnn;
six months = skshs *but* each month = c mnh

In addition, **any word**, if used regularly in taking notes, may be represented by one letter, for example, ‘m’ could be used for ‘manager’, ‘d’ for ‘department’, ‘b’ for ‘bank’ in business writing; ‘p’ could represent ‘party’, or ‘g’, government in political notes, e.g.

admin manager = dmmn; National Bank = nclb;
bank statement = bztx; Labor Government = lig

815. The words in common phrases are joined, e.g.

thank you = hu; very much = vy; I am sure = ymjr;
let me know = cmn; at once = tww; in spite = nsi;
at first = tz; such as = scs; no doubt = new;
in the first place = nzis; each other = cc; in fact = nfa

Sometimes a very common phrase can be treated as a word with the result that one of its elements is abbreviated as if it were part of a word, instead of part of a phrase, e.g.

I am glad = yma; I am afraid = ymq

816. Do not join '**but**' & '**yet**' to a following pronoun, e.g.

but I am = e ym; yet he was = o iz

Note: 'though' & 'although' (subordinate conjunctions, see **808**) are joined to a following pronoun, e.g. although I am = uhym

817. '**so**', meaning '*therefore*' is not joined to a following pronoun, e.g. It was raining, so she took an umbrella = tz rng j jtk a mil

cf. I did that so I could read in bed = yei jya rd n i
where '**so**' means '*in order that*' & = 'so that' (see **808**).

818. 'able to = i' is not attached to the following word (verb)*, e.g.

she will be able to do it = jlb i dt

'able to = i' may be attached to the previous word or phrase, e.g.

if he is not able to = fisx i or fisxi

*except in permitted phrasing with 'con-, etc'.

819. After 'to', 'of' & 'and', and all prepositions, the phrase 'the whole' is written as though the 'the' were not there, e.g.

of the whole = vl; by the whole = b l; and the whole = a l
Compare with: of our = v l; by our = bl; and our = al

Word List 8

| | |
|---------------------------|----------------------------|
| 8. | he is telling me |
| in the end | and I am |
| all the time | and I implore you |
| was the first | there are |
| with the other | this is the one |
| | these are |
| me and you | I think these are the best |
| and our | those were the days |
| and the other | are you? |
| The floor and the ceiling | did you? |
| | is she? |
| to talk | I should be |
| to see | it might be |
| to the movies | we should have |
| to the matter | we would like |
| of course | to put myself |
| of his | to help herself |
| of my | do you think? |
| of all of you | Jan will be |
| part of it | this was it |
| out of wood | she showed me it |
| out of control | |
| out of the fire | I cannot |
| one of the apples | I must not |
| one of the things | I don't know |
| | he would not |
| instead of a | we couldn't |
| with an orange | there was not |
| a girl and a boy | |
| | if you would |
| it is | if I waited 12 |
| it was | if you wish |
| I will | if you knew |
| I think | that I was |

| | |
|--------------------------|-----------------------|
| that it must be | amongst us |
| that we shall | through my |
| that there were | inside its |
| for that is | about my |
| as you see | on their |
| as I tell you | until their |
| while you wait | by this |
| after he had gone | after that |
| although I said | from which |
| unless you do this | on which I put 46 |
| in case I have | on what do you base |
| as long as you are | |
| as far as I am | on there |
| so that it will not be | |
| | some had gone |
| which contains | most were left |
| which we were | |
| which I do not | with his own |
| | of her own |
| who is it? | on your own |
| which do you want? | |
| | of her condition |
| when you receive this 29 | that you will comply |
| when did he say | in this connection 56 |
| where is it? | The contribution |
| | to the concert |
| what it was | on the considerable |
| whatever it takes | in the company |
| why he had | and the contract |
| how was the trip? | finds the convenience |
| | all the complaints |
| with me | |
| from him | disconnect |
| against him | incomplete |
| for me | inconsistent |
| in it | disconcerted |

| | |
|--------------------|-------------------------|
| recognised | how much |
| telecommunications | at once |
| circumvent | at first |
| self-control | such as |
| | such as this |
| more months | let me know the date |
| few months | in spite of the fact 44 |
| some form | |
| I have formed | I am afraid |
| in the form | |
| brought forward | but you want |
| from the beginning | |
| in the morning | It was hot, so I wore.. |
| she has been | |
| you have been | you will be able to |
| as if I had been | able to make |
| better than 48 | |
| faster than I am | to the whole |
| more than that | and the whole |
| less than that | through the whole |
| | |
| too much | I saw the whole thing |

Sentences 8

801. I knew the girl had been in my room when she gave me the book in which I saw the application form. I felt very uncomfortable about it.

63% 2.67 (28) 1.4

802. I am glad you will be putting the house behind it, so that we will get the shade through there instead of the full sun.

66% 2.97 (25) 1.3

803. Why did the man, who lived in our street, think that there were a lot of dogs there, some of them quite vicious?

66% 2.90 (23) 1.3

804. We had been so grateful for such a splendid morning at the start of our trip, which we took last August, until it started to rain.

60% 2.50 (26) 1.6

805. I wish to continue to do what I am doing now, but should not like to add more than is necessary to my responsibilities, if that is acceptable to the committee.

63% 2.69 (31) 1.5

806. These are the trees the girl was telling me about when she tried to see what was in the box and I wouldn't let her until my daughter had arrived, as I wanted her to show her.

63% 2.71 (37) 1.4

807. I do not see why we should let him get away with this conduct, so we will not tolerate it and must take steps to prevent it wherever it could occur again.

62% 2.61 (32) 1.5

808. I would like to be there very soon but I could come later, though I shall be busy tomorrow and I'm not sure whether I can make it on Wednesday, like you. You say you are busier than me but I don't have as much free time as you.

62% 2.63 (49) 1.4

809. Thank you so much for your communication of the other day for it gave me all of the information I needed and it was this that I used in my project.

67% 3.00 (31) 1.3

810. We very much looked forward to starting our own business which we have had now from the beginning of last month and we shall continue in it as long as we can.

67% 3.02 (32) 1.3

811. Who is he, what does he want and how did he get in? I don't know who he is or what he wants, but I'd like to know how he got in and if he did any damage.

59% 2.42 (38) 1.3

812. I asked her how she got the bruise in the first place, and she told me what she was doing and where she was when she acquired it, but the whole narrative was very constrained.

70% 3.36 (35) 1.2

813. On the whole, the teacher and the competitive students were not content with the conditions of the contest nor convinced by the control and command they were considered to exert over them.

70% 3.34 (32) 1.5

Answers to Word List 8

| | | | |
|---------------------------|-------------|----------------------------|---------|
| 8. | | he is telling me | is tlgm |
| in the end | nx | and I am | aym |
| all the time | utm | and I implore you | aymiru |
| was the first | zz | there are | ol |
| with the other | cc | this is the one | eswn |
| | | these are | il |
| me and you | m a u | I think these are the best | yh ilbz |
| and our | al | those were the days | ards |
| and the other | a c | are you? | lu, |
| The floor and the ceiling | h qr asln | did you? | eu, |
| | | is she? | sj, |
| to talk | ttk | I should be | yib |
| to see | ts | it might be | tyb |
| to the movies | t mvs | we should have | wiv |
| to the matter | t me | we would like | wolk |
| of course | vkrs | to put myself | tpms |
| of his | vs | to help herself | tlprs |
| of my | vm | do you think? | duh, |
| of all of you | v u vu | Jan will be | jn lb |
| part of it | xpv t | this was it | ez t |
| out of wood | t vwd | she showed me it | jjdm t |
| out of control | tvel | | |
| out of the fire | tv fr | I cannot | ykx |
| one of the apples | wn vais | I must not | ymzx |
| one of the things | wnv ns | I don't know | ydxn |
| | | he would not | iox |
| instead of a | nsev a | we couldn't | wax |
| with an orange | c a rnj | there was not | ozx |
| a girl and a boy | a grl a a b | | |
| | | if you would | fuo |
| it is | ts | if I waited | fywe |
| it was | tz | if you wish | fuj |
| I will | yl | if you knew | funu |
| I think | yh | that I was | iyz |

| | | | |
|------------------------|----------|-----------------------|----------|
| that it must be | itmzb | amongst us | mnzs |
| that we shall | iwj | through my | em |
| that there were | ior | inside its | nsdts |
| for that is | qis | about my | iwm |
| as you see | sus | on their | oo |
| as I tell you | sytlu | until their | xlo |
| while you wait | wluo | by this | be |
| after he had gone | feid gn | after that | fei |
| although I said | uhysd | from which | mc |
| unless you do this | nlsude | on which I put | oc yp |
| in case I have | nksyv | on what do you base | oo du bs |
| as long as you are | slnsul | | |
| as far as I am | sfrsym | on there | o o |
| so that it will not be | jitlxb | | |
| | | some had gone | sm d gn |
| which contains | cctw | most were left | mz r lc |
| which we were | cwr | | |
| which I do not | cydx | with his own | csn |
| | | of her own | vrn |
| who is it? | h st, | on your own | orn |
| which do you want? | c du wx, | | |
| | | of her condition | vrdc |
| when you receive this, | cursve | that you will comply | iuli |
| when did he say | c ei z | in this connection | nekc |
| where is it? | wr st, | The contribution | h cebc |
| | | to the concert | t cxs |
| what it was | o tz | on the considerable | ocwdi |
| whatever it takes | oq ttk | in the company | n pn |
| why he had | y id | and the contract | acea |
| how was the trip? | w zep, | finds the convenience | fy vnw |
| | | all the complaints | uciy |
| with me | cm | | |
| from him | mi | disconnect | dsa |
| against him | gyi | incomplete | ni |
| for me | qm | inconsistent | nszx |
| in it | nt | disconcerted | dssre |

| | | | |
|--------------------|-------|-------------------------|---------------|
| recognised | rnz | how much | wy |
| telecommunications | enko | at once | tww |
| circumvent | srvx | at first | tz |
| self-control | scel | such as | scs |
| | | such as this | scse |
| more months | mrhs | let me know the date | cmndt |
| few months | fuhs | in spite of the fact | nsiv fa |
| some form | smf | | |
| I have formed | yvf | I am afraid | ymq |
| in the form | n f | | |
| brought forward | itf | but you want | e uwx |
| from the beginning | m gn | | |
| in the morning | n m | It was hot, so I wore.. | tz v j ywr |
| she has been | jsn | | |
| you have been | uvn | you will be able to | ulb i or ulbi |
| as if I had been | sfydn | able to make | i mk |
| better than | ben | | |
| faster than I am | fonym | to the whole | tl |
| more than that | mrni | and the whole | a l |
| less than that | lsni | through the whole | e l |
| | | | |
| too much | ty | I saw the whole thing | yjl n |

Answers to Sentences 8

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63% 2.67 (28) 1.4

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63% 2.69 (31) 1.5

801. ynu h grl dn nm rm
cjpgvmbk nc yjikcf. ycf
v nqi iwt.

802. yma ulb pghs bhxt
jiwl tjd e o nsev fl sn.

803. y emn hlq nl yt h ior
a c vdgs o smvh k vjj,

804. wdn j atf q sc a
sinem txzv l ep cwtk lz
ugz xltzre trn.

805. yj tctnu td o ym dg
w e ix lk t d mrn s nor
tm rspwbs fis ksii t ct.

806. These are the trees the girl was telling me about when she tried to see what was in the box and I wouldn't let her until my daughter had arrived, as I wanted her to show her.

63% 2.71 (37) 1.4

807. I do not see why we should let him get away with this conduct, so we will not tolerate it and must take steps to prevent it wherever it could occur again.

62% 2.61 (32) 1.5

808. I would like to be there very soon but I could come later, though I shall be busy tomorrow and I'm not sure whether I can make it on Wednesday, like you. You say you are busier than me but I don't have as much free time as you.

62% 2.63 (49) 1.4

809. Thank you so much for your communication of the other day for it gave me all of the information I needed and it was this that I used in my project.

67% 3.00 (31) 1.3

806. iles h grl z tlgm iw
cjed ts oz nbks ayox cr
xl m de d rq sywner tjr.

807. ydx s y wi ci t y ce
cda j wlx txlt a mz tk
zps tivxt wrqta kr gn.

808. yolk tb o v sn e ya c
le hyjb bj tmr aymx jr
whyk mkt o wwd lku.
uz ul bjrn e ydxv sy f
tm su.

809. hu jy qrnkc vc d
qtgvm u vnfc yne atz e
iyyz nm ija.

810. We very much looked forward to starting our own business which we have had now from the beginning of last month and we shall continue in it as long as we can.

67% 3.02 (32) 1.3

811. Who is he, what does he want and how did he get in? I don't know who he is or what he wants, but I'd like to know how he got in and if he did any damage.

59% 2.42 (38) 1.3

812. I asked her how she got the bruise in the first place, and she told me what she was doing and where she was when she acquired it, but the whole narrative was very constrained.

70% 3.36 (35) 1.2

813. On the whole, the teacher and the competitive students were not content with the conditions of the contest nor convinced by the control and command they were considered to exert over them.

70% 3.34 (32) 1.5

810. w vy laf txzg ln bso
cwvd w m gn vlzh a
wjtnu nt slnswk.

811. h si o dsi wx a w ei t
n, ydxn h is r o iwy e
yd lk tn w it n afie n
dmj.

812. ykr w jtis nzis a jctm
o jz dg a wr jz cjxqt el
xnv z vox.

813. o l h tu acpev zdy
rxtx ccdo v ctz nrvy b el
a cx hryd t gxs uqh.

9. Common Irregular Words of more than one letter

901. These are either Distinctions or Contractions.

A **distinction** is a word written irregularly in Keyscript because if it were written regularly it would have the same Keyscript ‘spelling’ as another word, with which it could become confused.

A **contraction** generally omits one or more of the elements (principally the consonants) of a word in Keyscript for the sake of brevity.

The following words (and phrases) are the most frequently occurring in English amongst those written irregularly in Keyscript with **more than one letter**. All such words are underlined in the sentences for this stage. (If a word is not underlined, it is not written irregularly.)

When writing the Keyscript, do not, of course, underline these words, even though they are underlined in the Keyscript answers.

Note: **None** of the **one-letter** common words from stage 7 is underlined in the sentences.

At the end of the the list, there are a couple of numbers, 8 & 9, which are written with the figure, not with letters.

| | | | |
|----|-----------------------------|-----|------------|
| bc | become | ff | effect |
| bf | before | fg | figure |
| bl | believe(d) | fl | follow |
| cn | common (always show ‘c’) | fue | future |
| df | difficulty | fxv | favourite |
| dr | doctor | fyx | final(ly) |
| dr | during | gvx | government |
| ee | delay | ho | themselves |
| fd | Friday | hv | to have |
| ff | affect | hy | high |
| | | ib | probable |

| | | | |
|------|----------------|------|------------------|
| ib | probability | nd | need |
| ib | probably | nhn | nothing |
| ift | profit | ni | anybody |
| ijx | pleasant | nks | increase |
| ilm | preliminary | nn | anything |
| ips | perhaps | nn | opinion |
| is | himself | nr | manner |
| ivd | provide | nvrx | environment |
| ivt | private | nvzc | investigation |
| jn | general(ly) | nvze | investigated(or) |
| jun | June | nw | anyone |
| jx | gentleman | nxf | unfortunate(ly) |
| jy | gentlemen | ny | anyway |
| kjn | action | nyh | neither |
| krk | character | nz | next |
| ks | because | ofr | therefore |
| ksd | caused | ot | towards |
| ksp | expect(ed) | oy | white |
| kspw | expensive | pb | public |
| lgc | organisation | pb | publish |
| lgn | organise(d) | pbc | publication |
| lj | else | pbu | published |
| lj | least | pp | paper |
| ll | allow | prs | person |
| ll | little | prs | personal(ly) |
| lt | late | ps | possible |
| lu | alone | ps | possibly |
| lu | lone | qn | everything |
| lxb | elaborate | qt | forget(got) |
| mel | material | rll | early |
| mhd | method | rp | represent(ed) |
| mm | many | sa | school |
| mnt | minute | sb | subject |
| mp | importance | sis | surprise |
| mp | important* | siz | surprised |
| mps | impossible(ly) | smi | somebody |
| mr | Mr | smn | something |
| mrjj | emergency | smw | someone |

| | | | |
|------------------------|----------|-----|---|
| sp | speak | wq | however |
| sv | several | xn | in order to |
| sz | assist | xn | written |
| tl | at all | xpk | particular(ly) |
| tnt | tonight | xpt | opportunity |
| uc | old | xr | under |
| ul | as well | xt | toward |
| vrs | various | za | circumstances |
| we | without | zu | usual(ly) (z = zh, full consonant, normally represented by 'j') |
| whn | within | | |
| wlc | welcome | | |
| wo | work(ed) | zw | circumstance |
| wp | we hope | 8 | eight |
| (p = hope in phrasing) | | 9 | nine |
| wpt | separate | | |

*Note: very important = vmp (always join)

902. '-ing' derivatives of common irregular one-letter words (Stage 7) retain that form, e.g. having = vg; seeing = sg; staying = zg

Some such '-ing' derivatives appear in the word list and in the sentences for stage 9, but they are **not** underlined in the sentences.

Derivatives other than '-s' (see **702 Note**) & '-ing' of common irregular one-letter words are shown as separate contractions, e.g. himself = is.

Word List 9

| | | |
|------------|--------------|---------------|
| 9. | probability | lone |
| eight | probable | elaborate |
| nine | probably | |
| | profit | material |
| become | pleasant | method |
| before | preliminary | many 3 |
| believe | perhaps | minute |
| believed | himself | importance |
| | provide | important |
| common | private 1 | impossible |
| | | impossibly |
| difficulty | general | Mr |
| doctor | generally | emergency |
| during | June | |
| | gentleman | need |
| delay | gentlemen | nothing |
| | | anybody 2 |
| Friday | action | increase |
| affect | character | anything |
| effect | because | opinion |
| figure | caused | manner |
| follow | expect | environment |
| future | expected 45 | investigation |
| favourite | expensive | investigated |
| final | | investigator |
| finally | organisation | anyone |
| | organise | unfortunate |
| giving | organised | unfortunately |
| government | else | anyway |
| | least | neither |
| themselves | allow | next |
| to have 30 | little | |
| high | late | therefore |
| | alone | towards |

| | | |
|-------------|----------------|---------------|
| white | school | within |
| | subject | welcome |
| public | surprise | work |
| publish | surprised | worked |
| publication | somebody | we hope |
| published | something | separate |
| paper | someone | however |
| person | speak | |
| personal | several | in order to |
| personally | assist | written 55 |
| possible | | particular |
| possibly | at all | particularly |
| | tonight | opportunity |
| everything | | under |
| forget | old | toward |
| forgot | as well | |
| | | circumstances |
| early | very important | saying |
| represent | various | usual |
| represented | | usually |
| | without | circumstance |

Sentences 9

901. I, personally, don't feel able to take this unusual action in order to delay the next supply of the standard common tablets without the consent of a senior doctor prior to proceeding.

64% 2.81 (32) 1.7

902. In general, it is important for a person employed in an organisation to have a pleasant manner at work even under small unfortunate personal circumstances in order not to lessen the pleasure of others in getting the job done.

65% 2.83 (39) 1.7

903. The principle of business that prices always need to increase has, in my opinion, nothing to recommend it, as the public think they are high enough already.

65% 2.83 (27) 1.7

904. I believe that those final profit figures, although unfortunately a little late, will assist them and the government to provide welcome materials, including white goods, for the school.

66% 2.93 (28) 1.9

905. Perhaps because I was alone yesterday and therefore was not disturbed by anyone, I at-least got something done, more than I expected to anyway.

61% 2.59 (25) 1.8

906. The old gentleman, Mr Smith, no doubt got a surprise as well when he found himself in difficulties on that particular piece of road leading into your field, to see somebody coming to investigate and someone else prepared to rescue him when he didn't know there was anybody there.

62% 2.66 (49) 1.8

907. During the very early morning, in the minutes before dawn, I did not at all expect to see the beautiful effect caused by the moon and the brightest star being within an inch of each other by sight in the east towards the horizon.

64% 2.80 (44) 1.5

908. Finally, it is very important to say that neither of us who have worked so hard on this will allow anything to prevent the publication, however it is impossible to publish everything at once particularly in paper form, although we hope to have an opportunity to organise this very soon.

67% 3.04 (50) 1.6

909. When the professor speaks tonight about the importance of the written word in the world throughout the ages and into the future, it is possible that several other speakers will follow. Don't forget that this succession usually results at such functions organised by him.

66% 2.95 (44) 1.8

910. Probably as many as eight or nine private investigators, some of whom are published authors, will represent themselves when they become our guests and seek to reply to our questions about their methods of working on various types of investigations.

64% 2.79 (40) 1.9

Answers to Word List 9

| | | | | | |
|------------|-----|--------------|------|---------------|------|
| 9. | | probability | ib | lone | lu |
| eight | 8 | probable | ib | elaborate | lxb |
| nine | 9 | probably | ib | | |
| | | profit | ift | material | mel |
| become | bc | pleasant | ijx | method | mhd |
| before | bf | preliminary | ilm | many | mm |
| believe | bl | perhaps | ips | minute | mnt |
| believed | bl | himself | is | importance | mp |
| | | provide | ivd | important | mp |
| common | cn | private | ivt | impossible | mps |
| | | | | impossibly | mps |
| difficulty | df | general | jn | Mr | mr |
| doctor | dr | generally | jn | emergency | mrjj |
| during | dr | June | jun | | |
| | | gentleman | jx | need | nd |
| delay | ee | gentlemen | jy | nothing | nhn |
| | | | | anybody | ni |
| Friday | fd | action | kjn | increase | nks |
| affect | ff | character | krk | anything | nn |
| effect | ff | because | ks | opinion | nn |
| figure | fg | caused | ksd | manner | nr |
| follow | fll | expect | ksp | environment | nvrx |
| future | fue | expected | ksp | investigation | nvzc |
| favourite | fxv | expensive | kspw | investigated | nvze |
| final | fyx | | | investigator | nvze |
| finally | fyx | organisation | lgc | anyone | nw |
| | | organise | lgn | unfortunate | nxf |
| giving | gg | organised | lgn | unfortunately | nxf |
| government | gvx | else | lj | anyway | ny |
| | | least | lj | neither | nyh |
| themselves | ho | allow | ll | next | nz |
| to have | hv | little | ll | | |
| high | hy | late | lt | therefore | ofr |
| | | alone | lu | towards | ot |

| | | | | | |
|-------------|-----|----------------|-----|---------------|-----|
| white | oy | school | sa | within | whn |
| | | subject | sb | welcome | wlc |
| public | pb | surprise | sis | work | wo |
| publish | pb | surprised | siz | worked | wo |
| publication | pb | somebody | smi | we hope | wp |
| published | pbu | something | smn | separate | wpt |
| paper | pp | someone | smw | however | wq |
| person | prs | speak | sp | | |
| personal | prs | several | sv | in order to | xn |
| personally | prs | assist | sz | written | xn |
| possible | ps | | | particular | xpk |
| possibly | ps | at all | tl | particularly | xpk |
| | | tonight | tnt | opportunity | xpt |
| everything | qn | | | under | xr |
| forget | qt | old | uc | toward | xt |
| forgot | qt | as well | ul | | |
| | | | | circumstances | za |
| early | rll | very important | vmp | saying | zg |
| represent | rp | various | vrs | usual | zu |
| represented | rp | | | usually | zu |
| | | without | we | circumstance | zw |

Answers to Sentences 9

901. I, personally, don't feel able to take this unusual action in order to delay the next supply of the standard common tablets without the consent of a senior doctor prior to proceeding.

64% 2.81 (32) 1.7

902. In general, it is important for a person employed in an organisation to have a pleasant manner at work even under small unfortunate personal circumstances in order not to lessen the pleasure of others in getting the job done.

65% 2.83 (39) 1.7

903. The principle of business that prices always need to increase has, in my opinion, nothing to recommend it, as the public think they are high enough already.

65% 2.83 (27) 1.7

904. I believe that those final profit figures, although unfortunately a little late, will assist them and the government to provide welcome materials, including white goods, for the school.

66% 2.93 (28) 1.9

901. y prs dx fl i tk e nzu
kjn xn eenz si v zne cn
tis we sx v a snr dr ir
tisdg.

902. n jn ts mp q a prs mi
n a lgc hv a ijx nr t wo
vn xr sml nxf prs za n
rh x tlniu v cs n tgjb
dn.

903. h iwi vbso i io uws
nd t nks s nm nn nhn
trxt spb h hl hy nf urd.

904. ybl i a fyx ift fgs uh
nxf a ll lt l szh agvx tivd
wlc mels nag oy as qsa.

905. Perhaps because I was alone yesterday and therefore was not disturbed by anyone, I at-least got something done, more than I expected to anyway.

61% 2.59 (25) 1.8

906. The old gentleman, Mr Smith, no doubt got a surprise as well when he found himself in difficulties on that particular piece of road leading into your field, to see somebody coming to investigate and someone else prepared to rescue him when he didn't know there was anybody there.

63% 2.69 (49) 1.8

907. During the very early morning, in the minutes before dawn, I did not at all expect to see the beautiful effect caused by the moon and the brightest star being within an inch of each other by sight in the east towards the horizon.

64% 2.80 (44) 1.5

905. ips ksyz lu yod a ofr
zx dzri b nw y tlj t smn
dn mrnyksp t ny.

906. h uc jx mr smh new
t a sis ul cifxis n dfs oi
xpk ps vrd ldg ntr cf ts
smi cg t nvza a smw lj
ixp trskui ciexn oz ni o.

907. drv rllm nmnts bf dn
yex tl ksp tsbtf ff ksd
bmn aitz zr bg whn a nc
v cc b st ne othrsn.

908. Finally, it is very important to say that neither of us who have worked so hard on this will allow anything to prevent the publication, however it is impossible to publish everything at once particularly in paper form, although we hope to have an opportunity to organise this very soon.

67% 3.04 (50) 1.6

909. When the professor speaks tonight about the importance of the written word in the world throughout the ages and into the future, it is possible that several other speakers will follow. Don't forget that this succession usually results at such functions organised by him.

66% 2.95 (44) 1.8

910. Probably as many as eight or nine private investigators, some of whom are published authors, will represent themselves when they become our guests and seek to reply to our questions about their methods of working on various types of investigations.

64% 2.79 (40) 1.9

908. fyx ts vmp tz i nyh v
s hv wo j xh oe l ll nm
tivxpbc wq ts mps tpb
qn tww xpk n ppf uhwp
hv a xpt t lgne v sn.

909. cifw sps tnt iwmp v
xn xw nwer etjs antfue
ts ps i sv c spas l fl. dx
qt i e sksc zu ros t sc
fno lgn bi.

910. ib s mm s 8 r 9 ivt
nvzes smvm l pbu uhs l
rpho chbc l ge a sk tri t l
kzw iwo mhds vwog o
vrs tps v nvzo.

911. Generally, we were most surprised that these gentlemen believed or were leaning toward the probability that this lone, impossibly rare, circumstance represented a genuinely probable opportunity to affect the possibly hundreds of forgotten cases investigated unsuccessfully in past years.
69% 3.23 (39) 2.0

912. On Friday, 13th June, he wrote a letter to the newspaper to elaborate on the expensive character of the solutions to the emergency in the natural environment and to introduce the separate points in his own preliminary book on this, his favourite subject.
64% 2.75 (43) 1.8

911. jn wr mz siz i i jy bl
r r lng xtib i e lu mps rr
zw rp a jnnl ib xpt t ffps
hnes vqtn ko nvze nskof
n pz rs.

912. o fd 13h jun irt a le t
nspp t lxb okspw krk v
slo tmrjj nnel nvrX a t
nedswpt py nsn ilm bk
oe s fxv sb.

Speed Chart

| wpm► words ▼ | 20 | 30 | 40 | 50 | 60 | 70 | 80 |
|--------------------|----|----|----------|----------|----|----|----------|
| 5 | 4 | 3 | 2 | 2 | 1 | 1 | 1 |
| 10 | 8 | 5 | 4 | 3 | 3 | 2 | 2 |
| 15 | 11 | 8 | 6 | 5 | 4 | 3 | 3 |
| 20 | 15 | 10 | 8 | 6 | 5 | 4 | 4 |
| 25 | 19 | 13 | 9 | 8 | 6 | 5 | 5 |
| 30 | 23 | 15 | 11 | 9 | 8 | 6 | 6 |
| 35 | 26 | 18 | 13 | 11 | 9 | 8 | 7 |
| 40 | 30 | 20 | 15 | 12 | 10 | 9 | 8 |
| 45 | 34 | 23 | 17 | 14 | 11 | 10 | 8 |
| 50 | 38 | 25 | 19 | 15 | 13 | 11 | 9 |
| | | | | | | | |

| wpm► words ▼ | 90 | 100 | 110 | 120 | 130 | 140 | 150 |
|--------------------|----------|----------|----------|----------|----------|----------|------------|
| 5 | 1 | 1 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| 10 | 2 | 2 | 1 | 1 | 1 | 1 | 1 |
| 15 | 3 | 2 | 2 | 2 | 2 | 2 | 2 |
| 20 | 3 | 3 | 3 | 3 | 2 | 2 | 2 |
| 25 | 4 | 4 | 3 | 3 | 3 | 3 | 3 |
| 30 | 5 | 5 | 4 | 4 | 3 | 3 | 3 |
| 35 | 6 | 5 | 5 | 4 | 4 | 4 | 4 |
| 40 | 7 | 6 | 5 | 5 | 5 | 4 | 4 |
| 45 | 8 | 7 | 6 | 6 | 5 | 5 | 5 |
| 50 | 8 | 8 | 7 | 6 | 6 | 5 | 5 |
| | | | | | | | |

Number is number of seconds per $\frac{1}{4}$ passage

Bolded number shows closest speed (wpm) when more than one speed has same number of seconds per $\frac{1}{4}$ passage

Alphabetical Summary of Keyscript

r = reversed; pp = present participle; or = order

| stage▶ letter▼ | 1 conson | 2 halve | 3 double | 4 s | 5 vowel | 6 alternate | 7 one letter |
|-------------------|---|-------------------------|----------------------|--------|---------------------|--|---|
| a | | k g | k g | -nses | 1st row vowel | | a, an, and, could, those |
| b | | | | | | -bility -mber | |
| c | ch | l l; f | | | | con- etc, -tion | with, when, which, other, come |
| d | | | | | | -hood | had |
| e | | t d, th th, j (s) | t d, th th | -sts | 2nd row vowel | -est, -ist | this, but |
| f | | | | | | -ful(ly) -form(ed) | free(ly) |
| g | hard g | | | | | -ing (pp) | give, given |
| h | th; omit 'h' bef m l r | | d th th 2nd or | | 2nd col vowel | | them, think, thank(ed) |
| i | | p b | p b | | 3rd row vowel | | that, he, him, these, should, able-to |
| j | soft g, zh, sh vowel+s s+vowel | | | | | -ous -ess (f) -logical(ly) -ship | shall, wish |
| k | sound of 'k' always | | | | | qu (1st sound); accom(m)- | can, ask, asked, quite |
| l | | | | | | | will, are, our, hour |
| m | | | | | | mp, mb magn-(ity) -mental(ly) -mentation -mentative -mented | from |

| stage▶ letter▼ | 1 conson | 2 halve | 3 double | 4 s | 5 vowel | 6 alternate | 7 one letter |
|-------------------|---------------------------------|----------------|----------------|--|---|--|--|
| n | | | | | | ng (not pp) -nated | thing |
| o | | w, y | | -SvowelS str- -strt ster(-ed) | 3rd col vowel | -ness -selves -tions, etc -ward -wards (r) | on, what, would, there, their, wheat |
| p | | | | | | | put; (-hope – in phrasing – stage 9) |
| q | | l l, f v | f v | | | qu (not 1st) gu; -free | for, ever, every |
| r | always shown | | | | | | your, were, year |
| s | light & heavy s sounds | | | s | | self- -self | is, as, his, has, us, see, sea |
| t | | | | | | | get, got, thought, hit |
| u | | ch j, sh zh | ch j, sh zh | sw- | 4th col vowel au, al; diph: oi, yu | over- | you, all, ought, owe |
| v | | h | | | | | have, very |
| w | part of vowel in middle | | | -ns -sr | diph ow | wh | how, now |
| x | not used = ks, gs | r r, n n | n | | | under- -ments | |
| y | y cons - usually at begin | m m | m | -nst -nt(d)s -srt(d) | diph 'eye' | | I, eye, why, away, much |
| z | heavy s at begin | | | st | | | was, say, stay, first, whose |

Using Keyscript to Speed up Typing

In Microsoft Word, click ‘Tools’ (along top row), then go to ‘AutoCorrect’. There you can replace any text with any other text. This tool is often used in word processing to correct spelling, should a word be inclined to be keyed in wrongly, for example, ‘teh’ would automatically be changed to ‘the’. But with Keyscript, it can be put to much greater use.

The main idea is to write the Keyscript for words in the left hand space and the English in the right hand space and press the ‘add’ button. If the ‘Replace text as you type’ space is ticked, the English will come up in your text when you write the Keyscript. Seeing that you already know Keyscript, or will when you have finished this course, you will be able to **remember** hundreds of short cuts which can greatly ease the burden of typing.

Many words, and phrases, are context-free, that is, they tend to occur frequently in any writing no matter what its subject. Your first step is to enter into the AutoCorrect those words of one letter in Keyscript which occur frequently in English. In English, there are only two one-letter words, ‘a’ & ‘I’. Therefore, we can insert 24 one-letter Keyscript words. The following are in the AutoCorrect on my computer:

| | | | |
|-----------|------------|-----------|------------|
| b - but* | h - the | o - there | u - you |
| c - with | j - which* | p - your* | v - have |
| d - had | k - what* | q - for | w - would* |
| e - this | l - will | r - were | x - not |
| f - of* | m - from | s - his | y - are* |
| g - that* | n - and* | t - to | z - was |

You will see that the * words are not written as in Keyscript because another word has taken up the Keyscript letter for that word, e.g. ‘of’ is ‘f’ because ‘have’ is ‘v’.

The next step is to enter in common phrases. Several of these end with 'the', so 'h' is shown joined to the previous word, whereas it would be omitted in normal Keyscript writing:

| | | |
|-------------------|----------------|-------------------|
| ah - and the | mh - from the | th - to the |
| bh - by the | nh - in the | vh - of the |
| ch - with the | nth - into the | wnvh - one of the |
| ih - that the | oh - on the | zh - was the |
| ksh - because the | qh - for the | |

Other useful common phrases are:

| | | |
|-----------------|-------------------|--------------------|
| cb - able to* | sn - has been | wob - we would be |
| dn - had been | tb - to be | wv - we have |
| dsx - does not | td - to do | wy - how much |
| dx - do not | tg - to go | xk - according to+ |
| ex - did not | ti - to him | xn - in order to |
| jy - so much | tob - it would be | ym - I am |
| lb - will be | ts - it is | yp - I hope |
| mrn - more than | tt - to get | yv - I have |
| ob - would be | tz - it was | yz - I was |
| ol - there are | uv - you have | zx - was not |
| os - there is | vkrs - of course | |
| oz - there was | vn - have been | |

Lastly, we insert very common words of more than one letter in Keyscript. The following is not an exhaustive list of course. Feel free to put in any words you like. Again, the asterisk is used to show those words which are not written strictly according to Keyscript.

| | | |
|------------------|------------------|-------------------|
| aax - agreement | bl - below | cie - completed |
| al - actually | bn - been | cil - completely |
| bc - become | bso - business | cmy - comments+ |
| bee - better* | bv - above | cnj - change |
| bf - before | cdo - conditions | cnt - community |
| bg - being | cg - coming | cpue - computer+ |
| bgn - beginning* | ci - complete | cqi - comfortable |

| | | |
|---------------------|--------------------|---------------------|
| csl - consequently+ | ije - appreciated | md - made* |
| csqa - | ikt - practice+ | mdt - immediate+ |
| consequences | im - him* | mel - material |
| ctnd - continued+ | ing - bringing | miv - improve |
| ctx - commitment | ips - propose | mk - make |
| cwd - consider | isx - present | mm - many |
| dc - addition | ivd - provide | mmx - moment+ |
| dg - doing | iw - about | mo - most* |
| dkx - document | iwn - between+ | mp - important |
| dqx - different | jel - Australia+ | mr - more |
| dr - during | jpu - especially+ | mzl - mostly |
| dsc - decision | jz - just | mt - might* |
| dse - decided | kc - occasion | mte - matter* |
| dzw - distance | kd - could* | mx - amount |
| eg - trying | kk - quick | mz - must |
| eq - travel | krs - course | na - include |
| er - her* | ks - because | nae - included |
| et - throughout | ksd - caused | nb - number |
| eu - through* | ksi - except | nd - need |
| fe - after | ksin - explain | ndp - independent+ |
| frh - further | ksprw - experience | nese - interested |
| fro - forward | kt - quite* | nez - interest |
| fyx - finally | kx - account | nf - enough |
| gg - going | kxo - | nfc - information |
| gn - again | extraordinary+ | nhn - nothing |
| gy - against | kzn - question | nks - increase |
| hg - thing* | la - looked | nl - only |
| hk - think* | le - letter | nn - anything |
| hm - them* | lc - left | nq - never |
| hn - than | lk - like | nw - now* |
| hpx - happened | lkf - look forward | nxf - unfortunately |
| hr - their* | lkg - looking | ny - anyway |
| hs - has* | ll - little | nz - next |
| ht - thought* | lt - late | oc - other* |
| ib - probably | lz - last | ofr - therefore |
| ic - approach | mb - member | oq - whatever |
| ift - profit | mc - much* | ot - towards |

| | | |
|---------------------|-------------------|--------------------|
| pmx - payment+ | smn - something | wew - without* |
| pr - appear | sne - centre | wl - while |
| ps - possible | sp - speak | wn - when* |
| psc - position | stc - situation | wnd - window |
| pst - opposite | sv - several | wne - wanted |
| px - point | sy - seemed | wo - work |
| qi - equipped | syms - sometimes+ | wq - however |
| qn - everything | szw - assistance | wr - where |
| rd - road | ta - talked | wras - workers |
| rh - rather | tgh - together | wt - want* |
| rll - early | tk - take | wx - went |
| rmb - remember | tm - time | xf - afford |
| rq - arrival | tmr - tomorrow | xg - agreed |
| rs - years | tn - then* | xh - hard |
| rsv - receive | tnc - attention | xl - until |
| rsw - reasons | tu - attached | xp - part |
| rt - right | uh - although | xpk - particularly |
| rtrn - return | uj - also | xpt - opportunity |
| ru - reached | um - home* | xr - under |
| rx - around | umz - almost | xsnl - certainly |
| sa - same* | uq - over | xy - night |
| sc - such | urd - already | xzx - understand |
| sd - said | urt - all right | yg - meeting |
| sfj - sufficient+ | uws - always | yl - middle+ |
| sgfx - significant+ | va - vehicle+ | yt - straight |
| sid - supplied | vg - having | zc - station |
| sis - supplies | vli - available | zi - stopped |
| siz - surprised | vlu - value | zl - still |
| sk - asked* | vr - very* | ztx - statement |
| sm - some | vxl - eventually | |
| smi - simply | wc - watch | |

+ These constructions are dealt with in the [Advanced Guide to Keyscript](#).

Also put in words and phrases you use all the time because of the type of work you do, including frequently used proper nouns.

Index of Examples

This index primarily shows all the examples used in the theory sections of the Stages. The **bolded** words and phrases are written irregularly, and can be seen in Stages 7 & 9. The *italicised* words and phrases emphasise usage rather than Keyscript spelling, and refer almost exclusively to sections in Stage 8.

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