

## Lesson 13

### More Shortforms ...

Please review the following six additional shortforms.  
Memorization is key in learning shortforms.

- ⠠⠠⠠ about
- ⠠⠠⠠ because
- ⠠⠠⠠ first
- ⠠⠠⠠⠠ above
- ⠠⠠⠠ below
- ⠠⠠⠠⠠ great

## REVIEW OF CONTRACTION USAGE

### Lower Signs

**Lower sign rule:** Any number of lower group signs and lower punctuation may follow one another without a space, provided that one of them is in contact with a character containing dot 1 or dot 4.

- When a series of lower signs is not in contact with a dot 1 or 4, the last possible contraction is spelled out.

## LOWER WORDSIGNS

### **be, his, was, were:**

- Cannot be part of a longer word
- Cannot be used in contact with lower punctuation

### **in, enough:**

- Cannot be part of a longer word (except that **enough** can be used in the word **enough's**)
- Can be used in contact with lower punctuation if the sequence contains upper dots.
- The wordsign for **in** can be used next to a slash

## LOWER GROUPSIGNS

### **be, con dis:**

- Are only used when they constitute the first syllable of a word.
- Are used following the hyphen in a hyphenated compound word.
- Are not used next to a slash.
- **con** and **dis** cannot be used as whole words.
- can be used in abbreviations if they do not constitute the entire abbreviation.

**bb, cc, ff, gg, ea:**

- Are used only in the middle of words.
- Strong groupsigns have preference over them.
- Are never used when in contact with punctuation.
- **ea** is not used when its letters overlap a prefix and the remainder of the word.

**en, in:**

- Can be used wherever the letters occur.
- Strong groupsigns have preference over them; however, **ing** cannot be used at the beginning of a word.
- Must follow the lower sign rule.