

WEEKLY DOSE OF BRAILLE

Quick Glance at rules for Wordsigns and Shortforms

REMEMBER: The use of wordsigns and shortforms is determined by the Standing Alone Rule.

- A wordsign should NOT be used as part of a longer word.
- A shortform may only be used in a longer word that is found on the Shortform Extension List (see attached list)
- The letter "s" may be added to any shortform or word on the Shortform Extension List, with the exception of "about", "almost" and "him".
- Wordsigns and shortforms may be used regardless of pronunciation or meaning and whether or not they are used as proper names.

Wordsigns, shortforms and shortforms in shortform extension words MAY BE USED:

- Where the word is preceded AND followed by a space, hyphen or dash (including a long dash)
- With punctuation in its standard grammatical position, i.e.:
 - * Apostrophe, opening quotation marks (of any type), opening brackets (round, square or braces) at the beginning of a word
 - * Closing quotation marks, closing brackets, apostrophe, full stop, comma, colon, semicolon, exclamation mark, question mark or ellipsis at the end of a word
- With typeform, capitals, and opening transcriber's note indicators at the beginning of the word

- With typeform and capitals terminators and closing transcriber's note indicators at the end of a word
- Where the word is followed by 'd, 'll, 're, 's, 't or 've

Use any of the ten shortforms listed below within a longer word

- "braille" or "great": Use the shortform wherever it occurs.
- "children": Use the shortform provided that it is not followed by a vowel or "y".
- "blind", "first", "friend", "good", "letter", "little" or "quick": Use the shortform if it begins the word and is not followed by a vowel or "y".

Lower Sign Rule

The lower wordsigns be, his, was and were, are not affected by this rule, as they may not be used with lower punctuation.

For the purpose of this rule, a sequence is any continuous string of characters between spaces,

- Use any number of lower groupsigns and lower punctuation signs together, provided the sequence includes an upper sign.
- Use the lower wordsigns enough and in with any number of lower punctuation signs, provided the sequence includes an upper sign.

The upper sign may be a letter, contraction, typeform indicator, typeform terminator, symbol or punctuation that includes an upper dot.

NOTE: When applying this rule, the two-cell quotation signs are not considered to be upper signs. If the sequence would not otherwise have an upper sign, the final contraction is not used.

SHORTFORM EXTENSION LIST

about, above, according, across, after, afternoon, afternoon, again,
against, almost, already, also, although, altogether, always, because,
before, behind, below, beneath, beside, between, beyond, blind,
braille, children, conceive, conceiving, could, deceive, deceiving,
declare, declaring, either, first, friend, good, great, herself, him,
immediate, its, itself, letter, little, much, must, myself, necessary,
neither, oneself, ourselves, paid, perceive, perceiving, perhaps, quick,
receive, rejoice, rejoicing, said, should, such, themselves, thyself, today,
together, tomorrow, tonight, would, your, yourself, yourself