

## Weekly Dose Crossed-Out Letters

**QUESTION:** “Working on a worksheet and it shows part of the letters in the word being crossed-out, what should I do?”

**RULE 17.11.1** When listed or displayed words relating to spelling or word structure are shown with crossed-out letters:

- a. Transcribe words with crossed-out letters in **uncontracted** braille.
- b. Show the word as spelled, without indicating the crossed-out letters.
- c. Then repeat the word, substituting a hyphen ⠠ (36) for each crossed-out letter.
- d. Explain the use of the hyphen in a transcriber’s note.

*Sample: Words with crossed-out letters are uncontracted, then repeated with a hyphen substituted for each crossed-out letter.*

**RULE 17.11.2** When words are shown with crossed-out letters within sentences:

- a. Follow points in **17.11.1 a–c**.
- b. Enclose the repeated word in an embedded transcriber’s note to distinguish it from the surrounding text.
- c. Explain this usage in a transcriber’s note. *Sample: Words with crossed-out letters are uncontracted, then repeated with a hyphen substituted for each crossed-out letter. The repeated word is enclosed within transcriber’s note indicators.*

**Source:** *Braille Formats: Principles of Print-to-Braille Transcription, 2016*  
Section 17 Spelling Lists and Activities.