## Lesson 4

## One-Cell Whole-Word Contractions Contractions for and, for, of, the, with

### 4.1 Contractions in General

To save space and facilitate reading, certain groups of letters appearing frequently in the English language are represented in braille by special characters known as contractions or signs. These signs may utilize one or two cells, and they may represent whole words, parts of words, or both.

Contractions that have the same or similar rules governing them are grouped together and given a name, as in the following section that discusses one-cell whole-word contractions. It is important that the names of these groupings be remembered because they will be referred to throughout the course.

### 4.2 One-Cell Whole-Word Contractions (Alphabet Contractions) [XI.36]

The first type of contraction to be discussed is the one-cell whole-word sign that is represented by a single letter of the alphabet. Following is a complete list of these contractions, which should be thoroughly memorized.

| b | but | h | have | p | people | v | very |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| c | can | j | just | q | quite | w | will |
| d | do | k | knowledge | r | rather | x | it |
| e | every | l | like | s | so | y | you |
| f | from | m | more | t | that | z | as |
| g | go | n | not | u | us |  |  |

Note that, except for it and as, all these words are represented by their initial letters. Because the letters $a, i$, and $o$ are also single-letter words in themselves, they cannot be used as contractions for other words.

These contractions should be used to represent the words for which they stand, regardless of the part of speech involved. They are also used to represent whole proper names, such as "Will Rogers" and "Thomas More." There is an exception to this rule: when the words $d o$ and so refer to the notes in the musical scale, the contractions $d$ and $s$ cannot be used.

It must be emphasized that these contractions can be used to represent whole words only. Thus, $c$ standing alone reads can; but $c$ cannot be used as a part word to represent can in canopy because this would be read as the word copy. Similarly, $x$ cannot be used for it in merit and $h$ cannot be used for have in haven't. The letter $s$ cannot be added to
any of these contractions to form the plural. Thus, the plural of will is brailled wills, not ws.

- Note: An apparent exception to this rule is the use of the contraction for it in its. This word has a special rule associated with it that will be studied in Lesson 11.
4.2a With an apostrophe. These contractions are used when followed by the apostrophe in the following combinations only:

| $c^{\prime}$ 's | for | can's | $t^{\prime} d$ | for | that'd | $x^{\prime} d$ | for | it'd | $y^{\prime} l l$ | for |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| c't | for | can't | t'll | for | that'll | $x^{\prime} l l$ | for | it'll | $y^{\prime} r e$ | for |
| you're |  |  |  |  |  |  |  |  |  |  |
| $p$ 's | for | people's | t's | for | that's | $x^{\prime} s$ | for | it's | $y^{\prime} v e$ | for |
| you've |  |  |  |  |  |  |  |  |  |  |

They are also used when 's is added to a proper name to form the possessive, as in "Will's hat" or "Tom More's house." They are not used when preceded by the apostrophe in an expression such as d'you or t'have.
4.2b With hyphens. When words are joined by hyphens to form hyphenated compound words, each word maintains its whole word integrity. Therefore, whole-word contractions may be used in hyphenated compound words, whether such words are brailled on one line or divided between lines.

However, these contractions represent whole words only and cannot be used in syllabicated words or to form parts of words even if a word such as likely is divided between braille lines leaving like- on a line by itself. Example:

So-fi-a! If you don't get that canopy up soon my hair-do will go limp.

4.2c Capitalized. Although these contractions consist of single letters, they stand for whole words. Therefore, when such words appear in print in full capitals, in braille the double capital sign must precede the contraction. However, the words $A, I$, and $O$ require only the single capital sign, for although they are words, they consist of only one letter. Example:

O, SAY CAN YOU SEE?


## Drill 9

Practice brailling the following sentences.

1. You may eat ravioli if you desire, but you will not like it.
2. Can boys from Camp Quail play baseball on that field every week?
3. Do not set that empty can on my bookcase.
4. You can't go away from home just yet.
5. If I practice daily it is very likely that I will have a voice just as big as you have.
6. He is a just man, but not very humane.
7. Tom's knowledge on that subject is rather vague.
8. "JUST-DO-IT!" yells Sam.
9. Will's people will visit us next week.
10. Todd is quite a can-do guy; not like my uncle at all.
11. So few people like that petty politician-he will surely lose.
12. It's quite true that Tricia graduates from college next June.
13. Will you sew new buttons on my old coat?
14. A milk-can blocks every exit at James More's Dairy.
15. "Deposit all milk-cans on my left," James tells all patrons.
16. If you make a will, I rather hope you'll give John that very cozy cottage on Willmot Road.
17. Ronald can play do, re, mi on my trumpet.
18. Philip snubs us, but I will not do likewise, as I feel no ill will.
19. A primitive people's tools may seem very crude but practical.
20. That road is so bad, it'll take a week or more if you go that way.
21. Self-knowledge is wisdom.

### 4.3 Whole-Word Contractions for and, for, of, the, with [XI.36.a, 37]

The next group of contractions to be studied is as follows:

| and | $\vdots:$ | (dots 1-2-3-4-6) | the | $\vdots:$ | (dots 2-3-4-6) |
| :--- | :--- | :--- | :--- | :--- | :--- |
| for | $\vdots:$ | (dots 1-2-3-4-5-6) | with | $\vdots$ | (dots 2-3-4-5-6) |
| of | $\vdots:$ | (dots 1-2-3-5-6) |  |  |  |

Unlike the whole-word contractions just studied, the contractions for and, for, of, the, and with are used to represent either whole words or parts of words. When used as whole words and when two or more of them appear in sequence, these contractions, as well as the word $a$, are brailled with no space between them. Examples:

The mayor will labor for and with the people of the village.


Music For a Flute And a Piano


In the case where two of these contractions should be joined but there is only room at the end of the line for one of them, that one is brailled at the end of the line and the other is carried over to the new line.
4.3a With punctuation and composition signs. These contractions are not brailled together if any punctuation or composition signs occur between them. Therefore, when two or
more of these words are initially or fully capitalized and follow one another in titles, headings, or other such material, they are not joined-and the appropriate capital sign is placed before each of the words. Examples:

4.3b In hyphenated compound words. Like the alphabet contractions, the contractions for and, for, of, the, and with are used in hyphenated compound words. Example:


### 4.4 Part-Word Contractions for and, for, of, the, with [XII.38, 38.b]

In general, these contractions are used as parts of words wherever the letters they represent occur. Thus, the sign for and is used in hand, sandy, and Andrew; the sign for for is used in forge and forum; the sign for of is used in off, office, and roof; the sign for the is used in then, Thelma, and theory; and the sign for with is used in withhold and withe. Note that the use of these signs does not depend on pronunciation; whether the vowel is short or long, whether the consonant is hard or soft, or - in the case of the sign for of -whether the $o$ is part of a double vowel, as in roof. Example:

Ethel and Sandy fell off the platform.


### 4.5 Rules for All Part-Word Contractions [X.34]

In future lessons you will learn many contractions like and, for, of, the, and with that can be used as parts of words. The following rules apply to all part-word contractions.
4.5a When letters of a contraction all fall into the same syllable. A part-word contraction is always used when all of the letters of the contraction fall into the same syllable, as in profligate, profit, and formula.
4.5b Syllable divisions. There are special rules regarding the use of contractions over syllable divisions. For purposes of clarity, the terms major and minor are used in this manual to explain the different types of syllable division. These divisions may also be referred to as primary and incidental syllable divisions.
4.5b(1) Major syllable divisions. Do not use a part-word contraction when the letters of the contraction would overlap a major syllable division. Major syllable divisions occur in just three places:
(1) Between a prefix and a base or root word. Thus, the of contraction is not used in professor, profane or profile. Note that the letters pro are not always prefixes-as in profit and product, for example.
(2) Between a suffix and a base or root word. There are no examples using the contractions you have learned so far to demonstrate this rule, but you will become acquainted with some in Lesson 6.
(3) Between the components of a solid compound word. Therefore, the of contraction cannot be used in photoflood or twofold.

All other syllable divisions are considered minor syllable divisions.
4.5b(2) Minor syllable divisions. Part-word contractions are used when they overlap minor, or incidental, syllable divisions, regardless of pronunciation, as in sofa ( $: \cdot:!: \vdots)$, Sofia
 discussed later.
4.5c Contraction preference. When a choice must be made between two possible contractions, preference is given to the contraction that saves the greater amount of space. It is for this reason that the sign for with is used in withe rather than the sign for the.
4.5d Word division. When dividing words at the end of a line, caution must be taken to ensure that the word is properly divided between syllables, even if this means sacrificing a contraction. Therefore, Andrew is divided An-drew, not (And)-rew, and forum is divided fo-rum, not (for)-um. (In these examples braille contractions are shown enclosed in parentheses.)

A good dictionary includes the etymology of each word, thus indicating prefixes and suffixes, which can be helpful when trying to decide whether a contraction should or should not be used in braille. The Typical and Problem Words list in Appendix C at the back of this book is also a helpful tool. It lists over 2,500 words showing proper syllable division and contraction usage. An even more comprehensive source is the Braille Enthusiast's Dictionary (compiled and edited by Alan J. Koenig and M. Cay Holbrook, ISBN 0-9634229-7-9, SCALARS Publishing, P.O. Box 382834, Germantown, TN, 38183-2824, 1-901-737-0001. www.scalarspublishing.com).

## Drill 10

Practice brailling the following sentences.

1. The man that lives next door took Theodore and me for a ride on the trolley.
2. He spoke the phrase with emphasis: "The land of the free and the home of the brave!"
3. You will profit from the lecture on mathematical theory, and for once, you will see the value of it.
4. Foreign travel has a twofold purpose: It helps you relax, and it gives you an idea of the way other peoples live.
5. You can tie the bundle with the withe that's withheld from the other job.
6. My wreck of a sofa looks as if it came from Holland with the Pilgrims.
7. I will live with and provide for the forlorn old man.
8. Samuel will give the girl he is fond of a brand-new Ford.
9. Matthew gave a book review on Jack London's THE CALL OF THE WILD.
10. We'll take off for Cleveland on a plane and, for the sake of economy, we'll return on a bus.
11. The play at the Orpheum Theatre is just a run-of-the-mill melodrama.
12. Sandra forgot the sandals, the bandanna, the box of candy and the thermos bottle that I left on the sofa.
13. The professor will hold a forum on foreign policy.
14. Twanda gave me back my copy of Bunyan's "Pilgrim’s Progress," with profuse apologies.
15. Patrice will play next the Andante from Haydn's "Surprise Symphony."

## Reading Practice

Write the following sentences in longhand. Compare your work with the print version in Appendix A.



## EXERCISE

Prepare the following sentences for submission to the instructor.
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1. I will not help you with the essay, for that is not quite fair.
2. Will has an adequate theoretical knowledge of the subject but can't apply that knowledge very well.
3. I can go with you, but I'd rather not.
4. We fill every vacancy as soon as we can.
5. Sandy's plane took off from Dulles Airport at noon.
6. Do is a note on the diatonic scale.
7. Just a bit of humor helps people forget small worries.
8. Let us write at once and ask for tickets for AS YOU LIKE IT.
9. I'd like more leisure so that I can play more golf.
10. William and Theresa will gather forget-me-nots from the woods.
11. Mike Sanford tries, but it's not likely that he will make the grade.
12. Do you want two cans of plums as well as the can of apricots?
13. The have-nots of Turnville will profit from the mayor's new rule.
14. Oh, Randy, will you give Esther that pecan? You ate all the almonds.
15. Let us locate Sofia on the map of Europe.
16. The husky sophomore halfback made the goal that won the game.
17. Cy's language is very crude and likewise profane; and for a fact I hope he will reform.
18. I'd go with you, but my d--n rheumatism keeps me home.
19. Will you ask for and pay my bill at the hotel?
20. The woman I spoke with a week ago came back for more details.
21. Swift's THE BATTLE OF THE BOOKS is a satire.
22. Another of Swift's satires is A TALE OF A TUB.
23. As the happy-go-lucky man races onto the railroad platform, he exclaims: "I've got no more'n two seconds for adieus!"
24. "That $\qquad$ so-and-so took off with my new truck, and I'll get it back-just you wait and see!"
25. The Athenians won a moral victory at Thermopylae.
26. San Francisco, California, has a very unusual climate.
27. It'll provide me with ample funds for the trip if I withdraw that small sum from my safe deposit box.
28. The girls will travel with and baby-sit my small son on the trip.
29. The Netherlands is a land of man-made dikes and canals.
30. The nosy visitor drawls: "I just met up with Aunt Ethel, and Auntie gave me all the village scandal and 'dirt'."
31. My job as a cocktail waitress will give my snooty Aunt Anne cause for scandal and suspicion.
32. Fortune is an elusive will-o'-the-wisp.
33. Hit with a rock, the pickpocket writhed with agony.
34. A force of 1,000 Yankees securely held the fort despite the very valiant assaults of the Rebels.
35. He is not quite as tall as I am, but he is more agile.
36. Mandy spoke with emphasis: "I demand that you probate Uncle Elmore's and Aunt Alexandra's wills at once."
37. I have a jigsaw puzzle for the kids, and for the adults I have a box of homemade candy.
38. For the next lesson you will practice the Andante of the Sonata.
39. The objective of the naval campaign is twofold, the blockade of all ports of the foe and the removal of the foe's fleet as an active force.
40. Grandpa spoke of the 1950 s as a rather tranquil decade.
41. The plane rose 15,000 feet-a safe altitude for that region.
42. The blue- and gray-clad forces met at the crossroads.
