## Lesson 10

# Final-Letter Contractions, More Short-Form Words

# 10.1 Final-Letter Contractions [XV.46]

**10.1***a* **In general.** Final-letter contractions are two-cell contractions that are formed by preceding the final letter of common letter combinations by dots 4-6, dots 5-6, or dot 6. The following is a complete list of these contractions. Note that in each column the contractions are listed alphabetically using the last letter of the letter grouping.

<b>Dots 4-6</b>		<u>Dots 5-6</u>		<u>Dot 6</u>	
-ound					
-ance	· • • · · · · •	-ence	· · • · · • · •		
		-ong	· · • • • · · · · · · · · · · · · · · ·		
		-ful	· · • · · · · · · · · · · · · · · · · ·		
-sion	· • • • • • • • • • • • • • • • • • • •	-tion	· · • • · · · · · · · · · · · · · · · ·	-ation	::::::
-less	· • · • · · • ·	-ness	· · · · • · • • ·		
-ount	· • · • • · · · · · · · · · · · · · · ·	-ment	· · · · • · · · · · · · · · · · · · · ·		
		-ity	· · • • • · · · · · · · · · · · · · · ·	-ally	: : : : : : : : : : : : : : : : : : : :

Dots 4-6 also form the italic sign, dots 5-6 the letter sign (both to be studied later), and dot 6 the capital sign. These composition signs nearly always appear at the beginning of a word. To avoid confusion with these composition signs, final-letter contractions are used *only in the middle or at the end* of a word or name. Examples:

(ar)(ound)	b(ound)(ar)y	assi(st)(ance)	(ch)(ance)llor
preci(sion)	proces(sion)al	hope(less)	b(less)(ed)
c(ount)	m(ount)a(in)	provid(ence)	h(ence)(for)(th)
(be)l(ong)	m(ong)rel	hope(ful)	fai(th)(ful)ly
(con)(st)itu(tion)al	edi(tion)	firm(ness)	T(en)(ness)ee
me(ment)o	(com)(ment)	cav(ity)	p(ity)(ing)
(st)(ation)(ar)y	n(ation)	re(ally)	r(ally)(ing)
L(ance)	Fr(ance)s	Sp(ence)r	S(ally)

They are also used when they appear at the beginning of a line in a divided word. Thus:

reli-	vital-	hope-	funda-	proposi-
(ance)	(ity)	(less)(ness)	(ment)al	(tion)

However, final-letter contractions are never used in words such as *ancestor*, *lesson*, *encephalitis*, *fulfill*, *mental*, and other words where the letters of the contractions occur at the beginning of the word.

- **10.1***b* **Part words only.** Final-letter contractions are used for parts of words only. They cannot be used for whole words such as *less*, *ally*, or *Sion*.
- **10.1***c* **Base word and a prefix.** When a word begins with the letters of one of these contractions, the contraction cannot be used. When a prefix is added to such a word the final-letter contraction is still not used, even if it is divided between braille lines, for to do so would change the usual appearance of the base word. Examples:

As you learned in Lesson 7, when a prefix is added to a word that starts with *con*, the contraction for *con* cannot be used. In order to facilitate easy recognition and pronunciation in such words as *incongruous* and *uncongealed*, where the *con* contraction is not used, the contraction for *ong* is not used either. Thus:

(con)gru(ou)s (in)congru(ou)s (con)g(ea)l(ed) uncong(ea)l(ed)

- **10.1***d* **Base word and a suffix.** When a contraction would overlap a root/base word and a suffix, a final-letter contraction cannot be used. Examples:

fruity squally (ch)iefta(in)ess citiz(en)ess

• Note that when a suffix is added to *chieftain* and *citizen* the retention of the final contraction in the base word preserves the usual braille form of the word.

EXCEPTION: Some easily-read words do not follow this rule and use the final-letter contraction even though it overlaps the base word and the suffix. Examples:

equ(ally) tot(ally) actu(ally) visu(ally) b(ar)o(ness) lio(ness) gov(er)(ness)

**10.1***d*(1) -ation. The contraction for ation is used in preference to the a and tion signs in words like station and application because it saves more space. However, where it is necessary to divide such words between lines and there is room for the a on the first line, the contraction for tion is used on the following line. Examples:

(con)c(en)tra- radia- devia- (in)vita- (tion), (tion). (tion)s (tion)al

**10.1***d*(2) *Full* and *ful*. Attention should be paid to words that begin or end with *full* and *ful*. In the whole word *full* the contraction for *ful* is not used because it would begin the word. In order to preserve the usual appearance of the word, when a prefix or another word is joined to it to form a compound word, the contraction is still not used. Examples:

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full teaspoonfull chock-full
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Ful, on the other hand, is not a word by itself, and when it occurs at the end of a word it is always a suffix. In words ending in ful, such as brimful and teaspoonful (the preferred spellings), the ful contraction is used. Examples:

And, when a second suffix is added, such as *ly*, to a word ending in *ful*, the contraction for *ful* is used. Examples:

**10.1***d*(3) *Ance* and *ence*. Although the general rule gives preference to a one-cell contraction over a two-cell contraction, a two-cell contraction is used if space can be saved (§9.3). And, when *ence* is followed by *d* or *r*, it is the preferred contraction even though no space is saved. Examples:

**10.1***e* **In contact with an apostrophe or hyphen.** A final-letter contraction cannot follow an apostrophe or a hyphen. Thus, the final-letter contraction is not used in *grey'ound*, nor in a hyphenated word such as *re-ally*, nor in syllabically divided words. Example:

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"I'm re-allying with the Roundheads, so 'enceforth you can call me 'Mr. Par-lia-ment'!"
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- **10.1***f* **Digraphs and trigraphs.** [X.34.b(5)] As with all contractions, a final-letter contraction cannot be used if it would disturb the pronunciation of a digraph or trigraph. Thus, the *ity* sign is not used in *hoity-toity*.
- **10.1g** Preserving pronunciation. [X.34.b(6)] A contraction is not used when two adjoining consonants are pronounced separately and the use of the contraction would cause difficulty in recognition or pronunciation, as in *mongoose* and *fiance* (*fiancé*).

### **10.2** More Short-Form Words [XVI]

Following are six more short-form words to be memorized.

Short-		Short-		Short-	
<u>form</u>	<b>Meaning</b>	<u>form</u>	<b>Meaning</b>	<u>form</u>	<b>Meaning</b>
acr	across	alm	almost	m(st)	must
al	also	imm	immediate	nec	necessary

### Example:

It is necessary for you to look across the street carefully because of an almost immediate danger from fast traffic, and you must also warn the others.

#### Drill 21

Practice brailling the following sentences.

- 1. He found it necessary but very difficult to dance with Sally.
- 2. Congress established the Department of Agriculture May 5, 1862.
- 3. The coroner came to the conclusion that death must have occurred here below the stairs, somewhere around three o'clock in the morning.
- 4. "Counting the population is known as census-taking," explained the teacher.
- 5. The stern old judge simply will not countenance reckless driving because it almost always ends in injury or death.
- 6. In the poem "Each In His Own Tongue," the author reconciles the views of science and religion.
- 7. The blessing was offered on the shores of beautiful Lake Como, across the bay from the little chapel.
- 8. When the first witness was removed, it was a great pity that the second witness also lost all semblance of self-control and had to be literally dragged from the courtroom.
- 9. We hope that the new lessee of the corner building, who has paid his rent in advance, will be less of a nuisance than the former one.
- 10. Britain was a faithful ally of the United States during two world wars.
- 11. His letter says that Lawrence did not have encephalitis, as the doctors feared, and that he is now fully recovered and about to visit the children.
- 12. The ancestors of many Americans arrived in this country as penniless immigrants and had an immediate need for jobs and land.

- 13. Dorothea Dix was instrumental in improving the conditions within mental institutions.
- 14. There were no mountains, just a steady up and down-ness to the terrain.
- 15. At last he recognized the mournful sound in the distance and gasped: "O Gawd! the blood'ound is on my trail!"
- 16. The old Tennessee mountaineer was wholly unlessoned in the refinements of polite society.
- 17. "Above all, I must extend my very warmest congratulations to the new grandfather," he chuckled as he grasped the hand of his lifelong comrade.
- 18. Thenceforth the squally weather continued without interruption for three days.
- 19. The hoity-toity governess glanced scornfully at the conglomeration of toys littering the child's bedroom and said, "Perhaps it's time we tidied up here."
- 20. "That was good; you are very quick and parried the blow with the agility of an experienced fencer," said the fencing instructor.

### **Reading Practice**

See print version in Appendix A.

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#### **EXERCISE**

Prepare the following exercise for submission to the instructor.

#### LESSON 10

- 1. An ounce of prevention is worth a pound of cure.
- 2. "All the world's a stage, and all the men and women merely players: They have their exits and their entrances; and one man in his time plays many parts."
- 3. "It's always true, new occasions teach new duties," pontificated grandmother.
- 4. "If necessary, I can cite countless instances in which capital punishment has resulted in the execution of the wrong man," orated the defense attorney.
- 5. Fortunately, he had the presence of mind to first call the fire department even though it was about three o'clock in the morning.
- 6. He ruthlessly casts people aside as soon as they have outworn their usefulness.
- 7. In order to avoid a bumpy flight we must get above the thunderclouds.
- 8. Thomas Jefferson drafted the Declaration of Independence virtually unaided.
- 9. Benjamin Franklin was instrumental in persuading France to become an ally of the United States.
- 10. She had a great love for acting and faithfully performed even when she didn't get paid.
- 11. Clarence usually arrived late at the office; nevertheless he managed to put out his full quota of work.
- 12. The letter said that Spencer's ancestors were among the early settlers of Tennessee.
- 13. The lessons learned through experience make a lasting impression.
- 14. The new institution will specialize in the treatment of encephalitis.

- 15. Hercules shot Nessus with a poisoned arrow for trying to abduct his wife.
- 16. Terrence's mental capacity verges upon imbecility.
- 17. Accused persons are protected from self-incrimination by the Fifth Amendment of our Constitution.
- 18. Can you braille this recipe for Quick Banana Bread and have it ready for Sally on Tuesday?
- 19. Allyson was especially fond of her little pet mongoose.
- 20. The bewildered Londoner inquired of a passer-by on Pennsylvania Avenue, "I say, which is the street to the Grey'ound Bus Station?"
- 21. The only person we encountered was a disreputable-looking fellow, who spoke in a mongrel tongue that sounded like nothing we had ever heard.
- 22. According to the announcement, our flight is cancelled on account of poor visibility over the mountains.
- 23. The recreational facilities of the playground have really undergone some major improvements.
- 24. Because her skills are below average, Frances cannot pass our course in business administration unless she has some special instruction.
- 25. The Baroness served a beverage with a good fruity flavor.
- 26. His dreams of romance remained wholly unfulfilled until he met the beautiful French countess.
- 27. Since her husband's election to Congress she has become rather hoity-toity—and her children are even worse!
- 28. Every weekend an incongruous conglomeration of guests descends upon her woefully overcrowded country house.
- 29. When he came riding across the bridge and into the village no one knew whence he had come or anything else concerning his background.
- 30. The committee will study the recommendations of the Treasury Department experts and an immediate response will be sent to the president.
- 31. Four columns advanced toward the city from without, and a fifth column cooperated from within.
- 32. Just a short time ago, science seemed almost powerless in finding a cure for cancer.
- 33. Perhaps we can make an excursion into the country on Sunday.
- 34. The tribe was governed by a chieftainess who dispensed justice swiftly and impartially.
- 35. Martha also has applied for the position of governess that was advertised in the Sunday edition of the Times.