## Lesson 11

Short-Form Words Proper Names

# **11.1** In General [XVI.47]

Following is a list of all the short-form words used in braille including the twenty-four studied in earlier lessons (in italics). The words in this list have been grouped together in order to facilitate learning through association. A complete alphabetical list of all short-form words can be found in Rule XVI of the official literary code, *English Braille American Edition 1994*.

\* Starred words have special rules.

<b>Short-</b>		<b>Short-</b>		Short-	
<b>Form</b>	<b>Meaning</b>	<u>form</u>	<b>Meaning</b>	<u>form</u>	<b>Meaning</b>
ab	about	*fr	friend	hm	him
abv	above	gd	good	hmf	himself
ac	according	grt	great	XS	its
acr	across	imm	immediate	xf	itself
*af	after	lr	letter	yr	your
afn	afternoon	ll	little	yrf	yourself
afw	afterward	m(st)	must	yrvs	yourselves
ag	again	nec	necessary	h(er)f	herself
ag(st)	against	o'c	o'clock or oclock	myf	myself
alm	almost	pd	paid	(one)f	oneself
alr	already	p(er)h	perhaps	(ou)rvs	ourselves
al	also	qk	quick	(the)mvs	themselves
al(th)	although	sd	said	(th)yf	thyself
alt	altogether	tgr	together	dcl	declare
alw	always	cd	could	dclg	declaring
(be)c	because	(sh)d	should	rjc	rejoice
(be)f	before	wd	would	rjcg	rejoicing
(be)h	behind	ei	either	(con)cv	conceive
(be)l	below	nei	neither	(con)cvg	conceiving
(be)n	beneath	m(ch)	much	dcv	deceive
(be)s	beside	s(ch)	such	dcvg	deceiving
(be)t	between	td	today or to-day	p(er)cv	perceive
(be)y	beyond	tn	tonight or	p(er)cvg	perceiving
*bl	blind		to-night	rcv	receive
brl	braille	tm	tomorrow or	rcvg	receiving
(ch)n	children		to-morrow		
f(st)	first				

The short-form words learned to this point have been used only as whole words, but, with a few exceptions, *short forms can be used as both whole words and parts of words*.

### 11.2 As Whole Words [XVI.47]

Short-form words should be used to represent all the meanings of a word. Thus, the short form for *quick* should be used in expressions like *a quick recovery, the quick and the dead*, and *hurt to the quick*. The short form for *must* should be used in *he must go, the must of the grape*, and *the closet smelled of must*.

The contractions *to*, *into*, and *by* should be joined to short-form words, just as they are to any other word.

The capitalization of short-form words should follow print. Example:

```
Please Come to Afternoon Tea at 5 O'Clock
```

## 11.3 As Part Words [XVI.47, 47.e]

Short-form words are used as parts of words as long as they do not result in a misspelling or obscure recognition of the word. Examples:

besides	quicken	musty	would've	littler
	•• • · · ·	•• •• ••		• • • • • •
• • • • • •	•• •• ••	•	•• •• •• ••	• • • • • •
• • • • • •	• • • • • •	• • • • • •		• • • • • •

As parts of words, short-form words must also maintain their original meaning, therefore:

```
rafter
                       raft(er)
                                       [not] raf
mustache
                       mu(st)a(ch)e
                                       [not]
                                             m(st)a(ch)e
shoulder
                       (sh)(ou)ld(er)
                                       [not] (sh)d(er)
                       mu(st)ang
                                              m(st)ang
mustang
                                       [not]
bloodletter (bleeder)
                       bloodlett(er)
                                       [not] bloodlr
```

11.3a Short-form words in conflict with contractions. [XIII.43, XVI.47.e] Short-form words should not be used as parts of words if their use would violate a basic contraction rule. For example, the short form for *before* cannot be used in *hereinbefore* because in order to use the *be* contraction, which is part of the short form, it must be the first syllable of the word. The same restriction applies to *misconceive*, where the short form for *conceive* cannot be used because the *con* sign does not occur at the beginning of the word. However, where such words are divided between lines, as shown in the following examples, the short-form words are used because then the *be* and *con* signs occur at the beginning of a new line. Examples:

```
before inherein-herein-herein-herein-before inherein-before in
```

**11.3***b* **Short-form words with a prefix.** In general, prefixes can be added to short-form words. Examples:

```
necessary unnecessary friend befriend paid unpaid
```

**11.3***c* **Short-form words with a suffix.** In some words, in order to add a suffix, the final *e* is dropped or the final *y* is changed to an *i*. When this happens to a word that has a short form in braille, the short-form word cannot be used—to do so would result in a misspelling. Examples:

```
declare declaration [not] dcl(ation)

conceive conceivable [not] (con)cva(ble)

necessary necessarily [not] necly
```

When a word ending in an e is changed by the addition of d or r, as in received or receiver, the short-form word is used as it keeps its original meaning. To prevent doubling the e in such words, be certain that only the single letter, d or r is added—not the ed or e contraction. Examples:

```
declared iii iii [not] dcl(ed) rejoiced iii iii [not] rjc(ed)
```

• When in print *ing* is added to the words *declare*, *rejoice*, *conceive*, *deceive*, *perceive*, or *receive* there may be a temptation in braille to simply add the *ing* contraction to the short form, but to do so would result in a misspelling. Note that there are special short forms for these words ending in *ing*.

# 11.4 In Compound Words

Short-form words are used when the words they represent are joined with other words to form solid and hyphenated compound words. Examples:

```
roundabout aforesaid in aforesaid in aforesaid in aforesaid in a smuch in a s
```

# 11.5 Special Rule for after, blind, and friend as Part Words [XVI.47.f]

These three words, when used as parts of words, are governed by the same rules as all the other short-form words if a consonant or a hyphen follows them. Examples:

However, when the words *after*, *blind* or *friend* are followed by a vowel, the short forms cannot be used because they then take on the appearance of another word. For instance, if the short form for *blind* were used in *blinded* the result would be *bled*. If, however, such a word is divided between lines and the vowel falls on a new line, the short form is used. When appearing at the end of a line, it is permissible to use the short forms for *after blind*, or *friend*. Examples:

```
blinded befriending befriending aftereffects befriend- after- ing, effects effects
```

## 11.6 Dividing Short-Form Words Between Lines [XVI.47.a]

The short form of a word can never be divided between lines. A division can be made only between a short form and a syllable addition. Never spell out a word that can be represented by a short form, even though it might be possible to write a portion of such a spelled out word on one line and the remainder on the next. Such division rarely saves space and it is preferable to preserve the normal braille appearance of the word. Examples:

## 11.7 In Unusual Words and Vocal Sounds [XVI.47.g]

A short-form word cannot be used if it would cause confusion in pronunciation or difficulty in the recognition of an unusual word. Thus, the short form for *about* is not used in *stirabout* (a porridge), nor is the short form for *said* used in *Port Said* (Sä/eed). However, words like *hereabouts, thereabout, gadabout,* and *roustabout* are not considered to be unusual words and the short forms are used.

• Note: What may be unusual to one person may be very common to another. Many of these words have simply developed a traditional braille usage that is familiar to the braille reader.

Occasionally the vocal sound "hmm" is spelled with only one *m*. In order to avoid confusion with the short-form word for *him*, in braille an apostrophe is added. Example:

```
"Hm, him I could do without," she mused.
```

When hyphens are used to spell this sound (hm-m-m), follow print. Example:

```
"Hm-m-m, him I could do without," she mused.
```

## 11.8 Short-Form Words In Proper Names [XVI.47.b]

Short-form words are used to represent an *entire* word in a proper name only—never just part of a word. Examples:

(Little), Br(ow)n (and) Co. Jimmy Doolittle

Cape of (Good) Hope Goodye(ar) Tire (and) Ru(bb)(er) Co.

(Quick), Nebraska Quicksburg, Virg(in)ia Goodwife [or] Goody Br(ow)n Goodman (Ed)w(ar)d (Little)'s Cafe (Children)'s Press

• Notice that titles, even archaic ones like *Goodwife*, *Goody*, and *Goodman*, are considered part of the name and the same rule applies. Note also that short forms are used for whole proper names when they are followed by an apostrophe.

Within titles, common words that have short forms are contracted as usual. Proper names within titles must follow the rule above. Examples:

## 11.9 Summary of Contractions Used in Proper Names

Caution must be exercised when using contractions in proper names. Pronunciations vary widely, and if you do not know and cannot find out the correct pronunciation of a name, it may be best not to use a contraction. For example, which is correct: Fran/cone or Fran/co/ne? Be/vers or Bev/ers? (When in doubt, spell it out!)

An effort has been made to include in the following list and the word list given in Appendix B of this manual as many proper names as possible that typify problems that may be encountered. Biographical and geographical dictionaries giving known pronunciations for thousands of proper names are available in bookstores and libraries.

In general, all of the rules that you have learned in the preceding lessons apply to the use of contractions in proper names. In the following list, names have been grouped under the rule that governs the possible contractions in them. Some of the examples used could be applied to more than one rule.

A. Same Syllable Rule [X.34.a(1)]. When all of the letters of a contraction fall in the same syllable the contraction is used.

Wright	 Go/tham	
Ben/tham	 Cor/inth	

В.	Minor Syllable Di syllable division.	vision Rule [X.34.a(2)	)]. Contractio	ns are used whe	en they overlap a minor
	Mac/e/do/nia Van/der/bilt		Dun/e/din Swe/den		Re/no :: : : : : : : : : : : : : : : : : :
C.		Root Word Rule [X.34. Vallable division between			
	Ben/e/dict	• • • • • • • • • • • • • • • • • • • •	Van/dyke		•: •:
D.		Root Word Rule [X.34. vllable division between			
	Bun/des/tag Rud/is/heim		•	olm	
E.		ted) Compound Word se words that are joined			
	Charles/town		. Lir	me/dale :: ::	*****
		ne name <i>Charlestown</i> in the easily recognized poles:			
	Evan(st)on	Bo(st)on K(in	g)(st)on		
F.	contractions may	bound Word Rule. Although the joined to other word it is suggested that for	ls by the hyph	en to form genu	ine hyphenated
	Sue Packard-N	More ::::::::::::::::::::::::::::::::::::			
		u En-lai, although ther traction for en, for clar	-		-

G. Digraph and Trigraph Rule [X.34.b(5), XIII.42.c]. Do not use a contraction if it would disturb the pronunciation of a digraph or trigraph.

Boone Fontainebleau Fontainebleau

H.	Diphthong Rule [V.25]. The letter part of a contraction.	s comprisin	g the diphthong	s <i>ae</i> and <i>oe</i> sho	ould not form
	Phoenix		ng ::::::::		
	Roederer :: : : : : : : : : : : : : : : : :	-	g ::::::::::::::::::::::::::::::::::::		
	Baer :: :: :: ::	Baedel	ker ::::::		
I.	Adjoining Consonants Rule [X.34. consonants are pronounced separat		ntraction is not u	sed when two	adjoining
	Shanghai	Gingo	old :: : : : :	• • • • • • • • • • • • • • • • • • • •	
J.	Difficulty in Pronunciation Rule [X it would cause difficulty in pronunciation]	. , _	Oo not use a con	traction or sho	rt-form word if
	Wen/ces/laus ::::::::::::::::::::::::::::::::::::		Port Sa/id		
	Ha/dri/an :: :: :: :: :: :: :: ::		Cas/tle/reagh		
	The/rese		Don/e/gal		
K.	gh, sh, th in Proper Names Rule [X are pronounced as one sound, they they are not contracted.				•
	Brig/ham		Chat/ham :		••
	Chis/holm		Town/shend		: <b>!</b>
L.	One-Cell Whole-Word Contraction proper names only — and may be to	_	_		sed for whole
	Julia Child		andy Childs		
M.	One-Cell Part-Word Contraction R begin a name. Part-word signs that stand alone.				
	In/ge [or] Inge	Blev/	in :: : : : :		Ed :::
N.	to, into, by Rule [XIII.41.d]. These	contraction	s cannot be used	d as proper nan	nes.
	Colonel By		David To		

O.	<i>ea</i> and the Double Letter Contractions Rule [XIII.42, 42.c]. These contractions are used only in the middle of a name. Preference is given to other contractions over <i>ea</i> and the double letter contractions.					
	Seattle Mir	nneapolis :: : : : : : : : : : : : : : : : : :				
	Sheffield Arm	nageddon				
	Easter Island					
P.	P. <i>be, con, dis</i> Rule [XIII.43, 43.b]. As long as these coused following an apostrophe. They are also used fo prefix such as Mac or Mc.					
	MacCon/nell Ber/in	g Sea				
	O'Be/mis ::::::::::::::::::::::::::::::::::::					
	Beh/ring :: : : : : : : : : : : : : : : : : :	rice :: : : : : : : : : : : : : : : : : :				
Q.	Q. com Rule [XIII.44]. When com is capitalized, the confollowing Mac or Mc. The letters com need not form MacCommack					
R.	R. Initial-Letter Contraction Rule [XIV.45, 45.a]. Thes when they retain their original pronunciation and for contractions.	•				
	Everett :: :: : : : : : : : : : : : : : : :	Ca/pone ::::::::::::::::::::::::::::::::::::				
	Beverly :: : : : : : Houghton :: : : : : :	Germany :: : : : : : : : : : : : : : : : : :				
	Dayton : Her/mi/o/ne Her/mi/o/ne	Mo/net				
S.	S. Final-Letter Contraction Rule [XV.46]. Use these countries end of a name. They cannot be used for a whole name.					
	Lawrence Frances Frances					
	Tennessee Loch Nes	s ::•:•:•:•:•:•:•:•:•:•:•:•:•:•:•:•:•:•:				
T.	T. Short-Form Word Rule [XVI.47.b, 47.g]. Within proonly for whole words.	oper names shortform words are used				
	Great Britain Jo	Goodwin				
	Bisquick :: : : : : : : : : : : : : Li	ttle Bighorn				
	A letter sign (to be studied in the next lesson) is nec short-form word. [XVI.47.i]	essary if a name could be misread as a				
	El Al :: :: : : : : : : : : : : : : : : :					
	• Note: For readability, it is recommended that short compound proper names. Example:	-form words not be used in hyphenated				
	Mary Good-Friend	•• · · · • • • · · • • · · • • · · · • ·				

#### Drill 22

Braille the following words. Treat each numbered line as a new paragraph. Leave three blank cells between each word. *Divide words at the end of the line where possible*. Repeat this drill until you are comfortable with the short-form words and their variations.

- 1. about abouts gadabout stirabout about-face hereabout thereabout roundabout whereabouts
- 2. above below above-mentioned aboveboard aboveground belowground
- 3. according accord accordingly
- 4. across across-the-board
- 5. after afternoon afterward after-hours hereafter rafter aftereffects afterwards aftershock aftereffects afterbirth after-shave
- 6. again against once-again
- 7. almost already also always also-ran
- 8. although though thorough thought
- 9. altogether togetherness
- 10. because before beforehand behind become beneath hereinbefore befit befuddle between beside hereinbefore began besides begin in-between behold beyond
- 11. blind braille blindness braillist blinded? blinders brailled Louis Braille brailler braillewriter blindfold
- 12. children child childlike children's grandchildren childless
- 13. conceive conceiving preconceive misconceived conceivable
- 14. could would would've should shoulder could've shouldn't
- 15. deceive deceiving deceived deceivingly deceiver deceives
- 16. declare declaring declared declaration declares declarer declarable
- 17. first first-born firstly firsthand first-class
- 18. friend friendly befriending friends befriended! friendship friendless befriend befriended befriends
- 19. either neither either-or
- 20. good goodhearted do-gooder Goodwill good-by goodness goody-goody
- 21. great greats not-so-great greatest greatcoat greater Great Salt Lake
- 22. her herself him himself hm!
- 23. your yourself yourselves do-it-yourselfer
- 24. them themselves thy thyself
- 25. it its itself it's it'd it'll
- 26. one oneself our ourselves my myself

- 27. immediate immediately immediacy immediateness
- 28. letter bloodletter letterhead letterman Letterman lettering
- 29. little belittle Little Rock littler littlest littleneck
- 30. much such must musty suchlike most mustache mustang inasmuch mustn't muster
- 31. necessary necessarily unnecessary necessaries
- 32. o'clock oclock
- 33. paid unpaid prepaid paid-in-full
- 34. perceive perceiving unperceivable unperceived
- 35. perhaps perchance
- 36. quick quicken quick-freeze quickie quicksand Bisquick
- 37. receive receiving rejoice rejoicing rejoiced receivership rejoiceful
- 38. said aforesaid Port Said unsaid
- 39. today tomorrow tonight tomorrow-night today's

### **Reading Practice**

See print version in Appendix A.

```
. . . . .
 •• :
     ::
 • • • • •
• • •
      ::
   •
      ::
    ...
      • •
::
  •
• • • • • • • • •
 ::
 •
  ::
```

[The format for brailled letters of correspondence will be studied in Lesson 13.]

#### **EXERCISE**

Prepare the following exercise for submission to the instructor.

### LESSON 11

- 1. The hearing before the subcommittee on the Goodman Bill could be characterized as "much ado about nothing."
- 2. According to the plans made yesterday afternoon, the union is declaring a strike tomorrow morning at ten o'clock.
- 3. He perceived that this project would entail the expenditure of funds far above and beyond his means.
- 4. "Know thyself," Socrates admonished.
- 5. It is difficult today to conceive of the fears that beset the sailors of Columbus as they sailed across the unknown ocean.
- 6. "Love vaunteth not itself, is not puffed up, doth not behave itself unseemly, seeketh not its own, is not provoked, taketh not account of evil; rejoiceth not in unrighteousness, but rejoiceth with the truth."
- 7. Braille was not officially adopted as a system of reading and writing for the blind until after the death of Louis Braille, its inventor.
- 8. "There is a vanity which is done upon the earth; that there be just men, unto whom it happeneth according to the work of the wicked; again, there be wicked men, to whom it happeneth according to the work of the righteous; I said that this also is vanity."
- 9. Although Representative Doolittle voted against the measure, he said afterwards that he would support it if it became law.
- 10. It is almost impossible to get an interview with Mr. Truegood since he is almost always out of town.
- 11. The Pirates were already behind by three runs when Bob Friend came to the mound.
- 12. He was altogether beside himself with rage when he first discovered that he had been deceived by his friend.
- 13. He felt it below his station to work in the receiving room.
- 14. Conceiving of a plan to defraud the bank is easy enough; deceiving the boss isn't!
- 15. Because of other business, I was unable to give your letter my immediate attention.
- 16. Either this bill must be paid within the next week or our attorneys will receive instructions to prepare the necessary papers for suit.
- 17. Perhaps Sally regrets the fact that she married beneath herself.
- 18. Neither of us should deceive himself into thinking that we can do this by ourselves.
- 19. Rejoicing, she told him about her raise in pay.
- 20. Don't blame yourself too much; we're in this thing together.
- 21. "Get yourselves to bed, and be quick about it, before I lose my patience altogether," she reprimanded the unruly children.

- 22. Those who put themselves above the law are only deceiving themselves.
- 23. I am knitting a sweater for myself and hope to finish it tonight.
- 24. When one declares oneself an expert in such a field, he should be prepared to answer many questions.
- 25. Hereafter I expect you to be open and aboveboard with me.
- 26. Police are seeking all over Hereafter Hollow for the whereabouts of the man who acted as go-between for the kidnapers.
- 27. Although his appointment was not until midafternoon, he arrived beforehand and accordingly had time to compose his thoughts.
- 28. Of all her grandchildren she was most attached to the first-born.
- 29. He believed blindly in the integrity of his friends.
- 30. Since becoming a transcriber, she has brailled "Goodbye, Mr. Chips" and a number of textbooks besides.
- 31. As a man of letters, his greatness has been highly overrated.
- 32. "Children! We will read a story about a little girl whose name was Little Goody Two Shoes, immediately after lunch," the teacher said.
- 33. It will be unnecessary for you to call for the package, as it will be sent to you postage prepaid.
- 34. Inasmuch as he is depending upon us for a complete report, we mustn't overlook even the littlest detail.
- 35. We really shouldn't expect him to act quickly on a matter of such great importance.
- 36. Those words would've been better left unsaid.
- 37. Perceiving that further discussion would be fruitless, he hung up the receiver with a bang.
- 38. Mr. Jones would like to speak with you immediately after the ceremony to-night.
- 39. Captain Littlefield had a preconceived notion of how the campaign should be conducted and expected every soldier to shoulder his responsibilities without question.
- 40. The rafters shook with applause as the cowboy finally roped the mustang.
- 41. Perhaps the bread went uneaten because of its musty smell.
- 42. In the aftermath of the huge explosion that blinded several workers, many acts of unselfishness and heroism were performed.
- 43. The aftereffects of the earthquake that hit the city of Port Said were terrible.
- 44. After their early-morning chores had been completed, the roustabouts sat down to a hearty breakfast of stirabout and ham and eggs on board the good ship "Blind Pig."
- 45. Florence Nightingale not only nursed, but also befriended, the sick, the wounded and the dying soldiers in the Crimean War.
- 46. Because leeches were used in bloodletting, I think it must've taken a lot to muster up the courage to be a bloodletter.

# SUMMARY OF CONTRACTION USAGE

### **Initial- and Final-Letter Contractions Short-Form Words**

VI.	<b>Whole-Word Contractions</b>	(Initial- and final-letter contractions)
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VI.	Whole-Word Contractions (Initial- and final-letter contractions)
	A. Initial-letter contractions are used for whole words when they retain their original sound. They can be followed by punctuation.
	Mother's in the here'll in the here'
	B. Final-letter contractions are never used for whole words.
VII.	Part-Word Contractions (Initial- and final-letter contractions)
	A. Initial-letter contractions Can be used for part words only when they retain their original pronunciation.  thunder spiritual spiritu
	B. Final-letter contractions  1. Are used only in the middle or at the end of a word.  elemental in the middle or at the end of a word.  bless in the lesson in the mental in the lesson
	lioness is it is it is baroness is it is it.  4. Cannot follow an apostrophe or hyphen.  'ounds is it is it is it re-ally is it is it.

C. Are not used if their use would cause difficulty in pronunciation or where two adjoining consonants are pronounced separately.

```
fever— fev(er) [not] f(ever) sword— sword [not] s(word) mongoose— mongoose [not] m(ong)oose
```

### **VIII.** Contraction Preferences

Where a choice must be made between two alternative contractions, take the following steps. (Remember that these are general rules and that there are exceptions.)

A. Use the contraction that saves the most space.

```
pranced— pr(ance)d [not] pranc(ed) whence— (wh)(ence) [not] (wh)(en)ce bubble— bub(ble) [not] bu(bb)le wither— (with)(er) [not] wi(the)r
```

B. Use the contractions for, *and*, *for*, *of*, *the*, and *with* in preference to any other contraction as long as no more space is required.

```
coffee— c(of)fee [not] co(ff)ee meander— me(and)(er) [not] m(ea)nd(er) theater— (the)at(er) [not] (th)(ea)t(er) effort— ef(for)t [not] e(ff)ort
```

C. Usually a one-cell contraction is used in preference to a two-cell contraction as long as no more space is required.

```
phoned— phon(ed) [not] ph(one)d adhered— adh(er)(ed) [not] ad(here)d
```

EXCEPTION: The two-cell *ence* contraction is preferred over a one-cell contraction so long as no more space is required.

```
commenced— (com)m(ence)d [not] (com)m(en)c(ed) fencer— f(ence)r [not] f(en)c(er)
```

D. Use any one-cell contraction in preference to ea or the double letter contractions.

```
peddled— p(ed)dl(ed) [not] pe(dd)l(ed) dear— de(ar) [not] d(ea)r
```

E. Use the contraction(s) that most closely approximates correct pronunciation.

```
wherever— (wh)(er)(ever) [not] (where)v(er) noblesse— nob(less)e [not] no(ble)sse recreation— recre(ation) [not] recr(ea)(tion)
```

F. Do not use a contraction if it would obscure the recognition of an unfamiliar or coined word—even if more cells are required.

```
where'er— (wh)(er)e'(er) [not] (where)'(er)
Mrs. Whatshername— (Wh)atsh(er)(name) [not] (Wh)at(sh)(er)(name)
```

#### IX. Short-Form Words

A.	As	Whole	Words.	Are used	l to represen	t whole	e word:	s and	who	le names.	

I'll see little Tommy Friend at 3 o'clock this afternoon.

B. As Part Words. Are used as parts of words so long as the original meaning is retained.

```
aboveboard unnecessary unnecessary belittled first-born goodness goodness
```

1. Are not used when the letters of a short-form word do not retain their usual meaning and the use of the short form would obscure the recognition of the word.

```
shoulder bloodletter bloodletter port Said
```

- 2. Are not used if their use would be in conflict with basic rules for contractions.

  preconceive preconceive hereinbefore hereinbefore
- •

3. Are not used in unusual words.

4. Are never divided between braille lines, but may be separated from any added syllable.

```
immediately unperceived unperceived in the second unperceived unperceived in the second unperceived unpe
```

5. Are not used as part of a name.

Jimmy Doolittle

The Goodman Bros.

C. Are used as parts of common words that are not regarded as proper names in the titles or headings of books, chapters, articles, or songs, and in the names of companies or organizations.

```
The Greatest Train Ride

Firsthand Clothing Co.

Childrens Press
```

D. The short forms for *after, blind*, and *friend* are used when followed by a consonant, but not when followed by a vowel —unless the vowel begins a line in a divided word.

```
aftermath :: :: :: ::
             after-
                                      effect
             blinding
                                       •: •: ::
blindness :: :: :: ::
                                 blind-
                                       ing.
                                        friendly :: ::::
             befriend-
                                        ed.
```