

Lesson - 3

Vowels, Diphthongs, Triphones, Diphones & Abbreviated W

3.1 INTRODUCTION

In the previous lesson you have been explained the consonants, rules for joining of consonants and the position of consonants while joining. You have also come to know that Pitman Shorthand is written according to the sound and not according to the spellings.

In this lesson you will learn about the Vowels, Diphthongs, Triphones, Diphones and Abbreviated 'W'.

3.2 OBJECTIVES

At the end of this lesson you will be able to :

- Recall the definition of vowels;
 - Illustrate and undertake practice of long and short vowels;
 - Recall the definition of Diphthongs;
 - Write diphthong sounds 'I', 'OW', 'OI' and 'U' as heard in the sentence 'I now enjoy music';
 - Make use of diphthongs in writing words;
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- Recall the meaning of Diphones;
- Differentiate between Diphthongs and Diphones;
- Undertake practice of writing words with the help of Diphthongs and Diphones;
- Recall, identify and undertake practice of words with abbreviated 'W'.

3.3 VOWELS

A Vowel is a sound which can be produced without the assistance of any other. Prof. Sweet has defined vowel as:

“If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel.”

In shorthand there are twelve vowels. Out of these twelve, six are long or heavy vowels and the remaining six are short or light vowels. The heavy vowels are represented by the sounds:

AH	A	E
AW	O	OO

as heard in the sentence “Pa may we all go too.”

The short vowels are represented by the sounds:

a	e	i
o	u	oo

as heard in the sentence “that pen is not much good.”

The first three heavy vowels are represented by a dark dot, the next three heavy vowels are represented by a dark dash. The first three short vowels are represented by a light dot and the next three short vowels are represented by a light dash.

Places of Vowels:

The vowels (dots and dashes) are represented at three places i.e. first place,

second place and third place. First place is the position from where the stroke starts, second place is the position at the middle of the stroke and the third place is the position at the end of the stroke e.g.

P T CH K F

TH S SH M N

L R R W H

H

Sides

Every stroke has two sides i.e. left hand side and right hand side. If the vowel sound comes before the stroke, then the vowel sign (dot or dash) is to be written on the left hand side of the stroke. If the vowel sound comes after the stroke, then the vowel sign (dot or dash) is to be written on the right hand side of the stroke.

But in case of horizontal strokes, if the vowel sound comes before the stroke, the vowel sign is put on the upper side or the above side of the stroke. In case the vowel sound comes after the stroke, the vowel sign is put on the lower side of the stroke. These sides are also known as 'before side' and 'after side' of the consonants.

Table of vowels

All the twelve vowels are explained in the Table:

HEAVY VOWELS

Word	Sound	Indication	Place	Example
Pa	AH	Dark Dot	First	Palm, Talk
May	A	Dark Dot	Second	Paid, Raid
Be	E	Dark Dot	Third	Tea, Eat
All	AW	Dark Dash	First	Paw, Ball
Go	O	Dark Dash	Second	Boat, Road
Too	OO	Dark Dash	Third	Zoo, Ooze

SHORT VOWELS

That	a	Light Dot	First	Bat, Tap
Pen	e	Light Dot	Second	Bell, Red
Is	i	Light Dot	Third	Ill, Bill
Not	o	Light Dash	First	Top, Body
Much	u	Light Dash	Second	Touch, Rush
Good	oo	Light Dash	Third	Wood, Hood

RULES

1. If the first sounded vowel of a word is of first place, then the first consonant of that word will be written at the first place or above the line e.g.

back lad calm

pad paul saw

tag shop

2. If the first sounded vowel of a word is of second place, then the first consonant of that word will be written at second place or on the line e.g.

cheque..... red boat

foe bell touch

leg duck aim

3. If the first sounded vowel of a word is of third place, then the first consonant of that word will be written at third place or through the line e.g.

fee tea she

eat zoo shoe

ill lee if

Intervening Vowels

Third place vowel signs in between two strokes are written before the second stroke at the end on the left hand side e.g.

dim lead bill

chill look push

took book pool

Horizontal Strokes and Third Place Vowels

Horizontal strokes and third place vowels are governed by following rules:

- a) If a word consists of only horizontal strokes, then in case of third place vowel, the strokes are written on the line and the vowel is indicated at the third place e.g.

kick cook king

meena neena kin

- b) If the horizontal stroke is immediately followed by an upstroke and a third place vowel, the horizontal stroke is written below the line and the upstroke is written through the line e.g.

mill kill meal

milk coolie guilty

- c) If the horizontal stroke is immediately followed by a downstroke and third place vowel, the horizontal stroke is written above the line and the downstroke is written through the line e.g.

keep needy geeta

cooked kid keyed

Exercise 1

Write the following words in shorthand five times:

map shah knock

laid raid date

deep keep tool

balm saw ball

debt make vote

feed cool lead

INTEXT QUESTIONS 3.1

Choose the correct answer:

1. How many long vowels are there in Pitman Shorthand?

(a) 3

- (b) 6
 - (c) 12
2. If the first sounded vowel is of first place, the first consonant of that word will be written:
- (a) On the line
 - (b) Above the line
 - (c) Through the line
3. Third place vowel in between two strokes is written:
- (a) at the end of first stroke
 - (b) at the end of second stroke on left hand side
 - (c) at the end of second stroke on right hand side
4. If the horizontal stroke is immediately followed by an upstroke and third place vowel, the horizontal stroke is written:
- (a) on the line
 - (b) below the line
 - (c) through the line
-

3.4 DIPHTHONGS

Definition

Diphthong is the union of two vowels in one sound or syllable. Diphthong can also be defined as “A union of two vowel sounds occurring consecutively and pronounced simultaneously”. There are four common diphthongs i.e.

‘I’, ‘OW’, ‘OI’, and ‘U’

as heard in the sentence ‘I now enjoy music’. All the above diphthongs have been discussed below:

- i) **Diphthong ‘I’** : Diphthong ‘I’ is a first place diphthong and is represented
-

by an angular signe.g.

time like mike

bite dye shy

ride pile fire

In the beginning diphthong 'I' can be joined with downstrokes e.g.

idle item ivory

idea eyes ice

The sign for diphthong 'I' can also be abbreviated e.g.

isle i can i am

i may i will

The sign for diphthong 'I' can be joined at the end with consonant 'N'
only e.g.

nigh deny

ii) Diphthong 'OW':

Diphthong 'OW' is a third place diphthong and is represented by an angular
sign e.g.

cow cowed couch

rowdy mouth out

loud outlaw

Diphthong sign for 'OW' can be abbreviated for the word
'now' e.g.

iii) Diphthong 'OI'

Diphthong 'OI' is a first place Diphthong and is represented by an angular sign e.g.

toy boy enjoy

toil boil annoy

roy coinage

In the beginning it can be joined with consonant 'L' only e.g.

oil oiling oiler

iv) Diphthong 'U'

Diphthong 'U' is a third place Diphthong and is represented by a small semicircle e.g.

dupe tube beauty

mule duke cure

duty tunic assume

Diphthong sign 'U' can be joined to the consonants wherever it is convenient to join e.g.

due purview issue

review

Diphthong sign 'U' changes its form as when it is joined finally to consonants K, G, M, N, and 'L' e.g.

argue kew new

mew value renew

TRIPHONES

Triphones is union of a diphthong plus one vowel. The first sound is always that of a diphthong. If a vowel comes after a diphthong, a small tick is attached to that diphthong in the opposite direction. This tick will indicate that there is a vowel after diphthong but will not indicate which is that vowel e.g.

diary loyal genuine.....
diadem..... renewal denial

INTEXT QUESTIONS 3.2

1. Fill in the blanks :
 - (a) A diphthong is the of two vowels in one sound/syllable.
 - (b) The sign of Diphthong 'I' is written in the place.
 - (c) The word diphthong means
 - (d) A is a third place sound immediately following a Diphthong.
 - (e) The sound of 'U' is represented by a
 2. Choose the right word in the following sentences
 - (a) 'I' and 'OI' are second/first/third place diphthongs.
 - (b) 'OW' and 'U' are third/second/first place diphthongs.
 - (c) Diphthong signs can be/cannot be joined with consonants.
 - (d) The direction of diphthong sign 'U' can be/cannot be changed.
 - (e) Diphthong signs can be written at three/two places of consonants.
 3. Write the following words in Shorthand:
right, lie, high, cowed, vouch, boy, toy, mouth, mule, revenue.
-

3.6 DIPHONES

Definition

"Diphone is a union of two vowel sounds occurring consecutively and pronounced separately."

Diphones are represented by two angular signs as and The rules for diphones are given below:

(i) DOT VOWEL DIPHONES

In a diphone, if the first vowel is a dot vowel and the second, any other vowel (any one out of the remaining eleven), the diphone sign will be represented by an angular sign..... and written at the position of first vowel e.g.

theory	laylor	real
gaity	laying	leo
neo	asia	radio
zia		

(ii) DASH VOWEL DIPHONES

In a diphone, if the first vowel is a dash vowel and the second, any other vowel (any one out of the remaining eleven) the diphone sign will be represented by an angular sign and written at the position of the first vowel e.g.

poet	lower	poem
goa	goel (Goyal).....	going
sawing	lui	

DIFFERENCE BETWEEN DIPHTHONGS & DIPHONES

After going through the rules of diphthongs and diphones, you must have understood the difference between the two vowel sounds. Here are some points which should be remembered to distinguish the sounds of diphthongs and diphones:

DIPHTHONGS	DIPHONES
1. Two vowel sounds are pronounced simultaneously.	1. Two vowel sounds are pronounced separately.
2. Two vowel sounds occur consecutively.	2. In diphones also two vowel sounds occur consecutively.
3. Are expressed by three angular signs and a semi-circle.	3. Are expressed by two angular signs only.
4. Signs can be attached & abbreviated with some strokes.	4. Signs can not be attached or abbreviated with any stroke.
5. Are placed on 1st and 3rd vowel places only.	5. Are placed on all the three vowel places according to the vowel sound i.e. 1st, 2nd and 3rd place.

INTEXT QUESTIONS 3.3

1. Fill in the blanks:
 - a) is a union of two vowel sounds occurring consecutively and pronounced separately.
 - b) Dot vowel Diphones are represented by the angular sign.
 - c) Dash vowel Diphones are represented by the angular sign.
 - d) Diphone signs are written at places.

e) Diphones are vowel sounds pronounced separately.

2. Write the following words in shorthand:

saying ratio shoeing

Showing rio boeing

toeing theory

3.7 THE DEFINITION & USE OF ABBREVIATED "W"

Abbreviated means shortening of words. But in Shorthand writing such devices are used for easy and facile outlines with a view to get more speed and accuracy. Abbreviation of "W" is therefore, device through which it is possible to get clear, easy and facile joining of W with certain types of strokes.

You have already read about the use of W stroke in the previous lessons. However, to obtain a clear and easy joining of outlines with W, the stroke of W is shortened or abbreviated in the form of a semicircle and a small hook before certain consonantal strokes.

THE SEMI-CIRCLE OF "W"

In shorthand writing, the stroke of W can not easily be joined with certain strokes. Therefore, the stroke of W is shortened or abbreviated initially in the form of a right semi-circle before k, g, m and r strokes. The initial semi-circle of W is read first and the vowels and the strokes following it are read after, as will be clear from the following examples:

..... wig week

..... worry worried

..... were womanly

..... walk walking

But if a vowel precedes W, the semi-circle of W can not be used. In such cases, the stroke of W is used because a vowel sign can be indicated or placed on a

stroke, as will be evident from the following words:

.....	ware	but	aware
.....	wake	"	awake
.....	war	"	award
.....	worry	"	awara

INTEXT QUESTIONS 3.4

1. Transcribe the following

- | | |
|-------------|--------------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |
| (vii) | (viii) |
| (ix) | (x) |

2. Write in shorthand the following words:

- | | |
|----------------|---------------|
| (i) worth | (ii) awardee |
| (iii) warranty | (iv) weeding |
| (v) width | (vi) wipe |
| (vii) wage | (viii) washer |
| (ix) weeping | (x) waging |

3. Fill in the blanks with appropriate words:

- (i) W is represented initially by asemi-circle before k, g, m, r.
 - (ii) The semi-circle of W can not be used initially when a
-

.....precedes.

- (iii) Initially the stroke of W is used when it is preceded by a.....
 - (iv) The initial semi-circle of W is read..... and the vowels & strokes are read after.
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Note: Check & correct your answers and write each outline 25 times in your note book.

ABBREVIATED W BEFORE L STROKE

Whenever W comes before L stroke initially, the W stroke is abbreviated in the form of a small hook to give a facile and easy outline. In other words it can also be said that the semi-circle of W when joined initially with L stroke, forms a small hook. The initial hook of W is read first and the vowels and L stroke are read after the hook. The hooked form of W takes the vowel positions following it; as will be clear in the following examples:

- will well
- weld welding
- wield wealth
- wealthy William

INTEXT QUESTIONS 3.5

- 1. Write in Shorthand the following words:
 - (i) wool (ii) willing
 - (iii) weld (iv) wild
 - (v) wieldy (vi) will
 - (vii) wooley (viii) welding
 - (ix) wall (x) walled
-

2. Read, copy and transcribe:

- | | |
|-------------|--------------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |
| (vii) | (viii) |
| (ix) | (x) |
-

DRILL EXERCISES

Write in Shorthand:

1. pie, pile, piracy, die, dial, shy, file, pipe, tire, ripe, buy, high, bite, time, timely, ride, fire, isle, idle, I am.
2. boy, boil, boiling, boiler, toil, toiler, coil, toy, enjoy, joy.
3. cow, cowed, rout, rowdy, pouch, vouch, loud, couch, foul, mouth, bow, vow, outlaw, lounge.
4. few, view, review, sue, issue, knew, due, fuel value, mule, item, eyes, high, deny, argue, irony, oil.
5. now, new, ice, sigh, bureau, beauty, duty, fury.
6. tower, power, royal, dialogue, diary, vial, genuine, annuity, towel, fewer, riot.

Write the following words in your note book in Shorthand:

- (i) working, work
 - (ii) wide, widely, witch
 - (iii) watch
 - (iv) worm, worriedly
-

- (v) weekly, wicky

Write in Shorthand the following words in your note book:

- (i) Roy, boil, Goel, Mica, folio
(ii) file, romeo, barium, radium
(iii) mania, radio, video, polio
(iv) deity, tile, area, aerial
(v) Nigeria, opium, knife, Korea

3.8 WHAT YOU HAVE LEARNT

Vowels:

After reading this lesson carefully, you are now aware that there are six heavy vowels and six corresponding light vowels. The heavy/long vowels are represented by heavy dots and dashes whereas light/short vowels are represented by light dots and dashes. Vowels are to be written by disjoining the same on the stroke.

There are three places for putting the vowels i.e. first place, second place and third place. These places are meant for first place vowels, second place vowels and third place vowels respectively. Vowels written on the left side of the strokes and on the upper side of the horizontal strokes are known as vowels on the 'before side' and vowels put on the right side and under the horizontal strokes are known as vowels on the 'after side' of the stroke and they be read as they are put on the stroke. When first and second place vowels are coming between the two strokes, the same are to be put after the 1st stroke and when third place vowel comes that is to be put on the 'before side' of the second stroke on the third place.

Diphthongs:

1. A diphthong is defined as a union of two vowel sounds spoken/pronounced together.
 2. There are four common diphthongs - I OW OI and U as heard in the sentence " I NOW ENJOY MUSIC."
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3. DIPHTHONGS I.....and OI are indicated in the first place while OW..... andU are indicated in the third place. Strokes are accordingly written above and through the line respectively.
4. Diphthongs follow vowel pattern in writing with consonants. They are indicated before and after a stroke according to occurrence of the sounds.
5. Sign.....(I) when occurring first is joined to a consonant in words like Item (.....) Ice (.....) etc. It is also abbreviated when joined to consonant L and M in words like I will (.....) I am (.....). Exceptionally, it is joined in the third place in words like "nigh" (.....).
6. The sign(OW) is abbreviated when affixed to consonant N (.....) as in the word now (.....).
7. Sign (U) is joined to a consonant in convenient direction for example, few (.....) issue (.....).
8. A third vowel sound immediately following a diphthong sound called triphone is indicated by a small tick in words like towel (.....) and fewer (.....).

DIPHONE :

- A Diphone is the occurrence of two vowel sounds pronounced separately.
 - Diphones are represented by two angular signsand placed in three vowels, according to the first vowel sound. Like vowels,
-

Diphones are also divided into two groups i.e., dot vowel diphones and dash vowel diphones.

ABBREVIATED 'W'

- W stroke is abbreviated before k, g, m, r (upward and downward) in the form of a semi-circle.
- W is abbreviated in the form of a hook before L stroke initially.
- W can not be abbreviated initially if it is preceded by a vowel.

3.9 TERMINAL QUESTIONS

1. Explain in brief the meaning of vowels and their uses in Pitman Shorthand.
2. Prepare a chart explaining 12 vowel signs.
3. Explain in detail intervening vowel.
4. How many Diphthongs are there in shorthand and how are they represented?
5. Define Triphone by giving suitable examples.
6. What do you understand by abbreviated 'W'?
7. Define Diphones. Explain with examples the Dot Vowel Diphones and Dash Vowel Diphones.
8. Differentiate Diphthongs with Diphones.

3.10 ANSWERS TO INTEXT QUESTIONS

3.1

1. Six
 2. Above the line
 3. At the end of the second stroke on left hand side
 4. Below the line
-

3.2

1. (a) Union
(b) First
(c) Union of two vowels in one syllable/sound
(d) Triphone
(e) Semi-circle
2. (a) First
(b) Third
(c) Can be
(d) Can be
(e) Two
3.
.....

3.3

1. (a) Diphone
(b)
(c)
(d) Three
(e) Two
2.
.....

3.4

1. (i) walk
-

(ii) weaker

(iii) wicky

(iv) weekly

(v) worth

(vi) worrying

(vii) worthy

(viii) wore

(ix) warm

(x) warmth

2. (i) (ii) (iii)
(iv) (v) (vi)
(vii) (viii) (ix)
(x)

3. (i) right
(ii) vowel
(iii) vowel
(iv) first

3.5

1. (i) (ii) (iii)
(iv) (v) (vi)
(vii) (viii) (ix)
(x)

2. (i) welfare
-

(ii) willingly

(iii) wealthy

(iv) wealth

(v) unwell

(vi) unwilling

(vii) wali

(viii) ill-will

(ix) wall

(x) wooley
