

# BRAILLE REFERENCE

## General Rules for the Use of Contractions

All the contractions have now been learnt. Following are some general rules for their use.

For detailed rules and more examples, refer to *The Rules of Unified English Braille: Second Edition 2013*.

- (1) Contractions may NOT be used to bridge the components of an unhyphenated compound word.

*Example:*

carthorse    ⠠⠠⠠⠠⠠⠠⠠⠠    (th groupsign not used)

flearidden    ⠠⠠⠠⠠⠠⠠⠠⠠⠠    (ar groupsign not used)

- (2) In general, contractions are permissible between a prefix and the remainder of a word, in particular the groupsigns ed, en, er, of, st.

*Examples:*

reduce    ⠠⠠⠠⠠⠠⠠    denounce    ⠠⠠⠠⠠⠠⠠⠠⠠

derail    ⠠⠠⠠⠠⠠⠠    profile    ⠠⠠⠠⠠⠠⠠⠠⠠

mistake    ⠠⠠⠠⠠⠠⠠⠠⠠



## Choice of Contractions

Sometimes there is more than one choice of how to contract a word. Some of the rules that determine the choice have been introduced already.

Following is a summary of the rules by which these choices should be made, unless other rules apply.

- (1) Use the contraction that results in the use of the least number of cells.

*Example:*

coherence    ⠠⠏⠢⠠⠗⠠⠎⠠⠎⠠⠎⠠⠎⠠⠎⠠

**NOTE:** The contraction for here is not used, as this results in seven cells overall instead of six.

- (2) The strong contractions and for of the with have preference, unless fewer cells can be used.

*Example:*

coffee    ⠠⠏⠢⠠⠎⠠⠎⠠⠎⠠⠎⠠    (do not use ff group sign)

*But:*

thence    ⠠⠏⠢⠠⠎⠠⠎⠠

**NOTE:** The contraction for the is not used, as this results in four cells overall instead of three.

- (3) "be", "con" and "dis" have preference where they are the first syllable of a word.

*Example:*

congenial    ⠠⠠⠠⠠⠠⠠    (do not use ong groupsign)

*But:*

benzene    ⠠⠠⠠⠠⠠    ("be" is not a syllable)

- (4) Other than (3) above, strong groupsigns have preference to lower groupsigns. Strong groupsigns have dots in the top AND bottom rows PLUS dots in the left AND right sides of the cell.

*Examples:*

nearlly    ⠠⠠⠠⠠⠠    (do not use ea groupsign)

baccanal    ⠠⠠⠠⠠⠠⠠⠠⠠⠠    (do not use cc groupsign)

- (5) Use the final-letter groupsign ence where it is followed by "a", "d" or "r".

*Examples:*

influenceable    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

commenced    ⠠⠠⠠⠠⠠⠠⠠

Spencer    ⠠⠠⠠⠠⠠⠠

- (6) Other than (5) above, ONE-CELL strong and lower groupsigns have preference over TWO-CELL initial-letter contractions and final-letter groupsigns, unless fewer cells can be used.

*Examples:*

adhered      ⠠⠠⠠⠠⠠⠠      (do not use here contraction)

stoned      ⠠⠠⠠⠠      (do not use one contraction)

- (7) Choose the contraction that best matches the pronunciation and form of the word.

*Examples:*

isthmus      ⠠⠠⠠⠠⠠⠠      (do not use st groupsign)

asthma      ⠠⠠⠠⠠⠠      (do not use st groupsign)

apartheid      ⠠⠠⠠⠠⠠⠠⠠      (do not use the contraction)

wherever      ⠠⠠⠠⠠⠠      (use ever rather than where)