

Overview

The braille code used for most written material, including books, magazines, schoolwork, and letters, is contracted braille. Whether you're a parent of a schoolchild who is blind or you are working in the blindness field, your ability to read and write contracted braille will enhance your relationship with your child or client. For example, you will be able to help a child with homework, assist people with various instructions, and communicate efficiently in writing with those who are blind. The goal of this course is to enable you to visually read and write contracted braille.

In contracted braille, some words and letter combinations are represented by one- or two-celled symbols. For example, the word *have* is represented simply by the letter *h*. Contracted braille consists of all the letters of the alphabet, numbers, and punctuation marks, as well as 189 contractions. The use of contracted braille lessens the volume of braille documents by 20–30% when compared to

uncontracted braille. Most braille readers also find it faster to read contracted braille.

In this course, you will read and write only contracted braille. Exercises and assignments in this course use words and letter combinations only after the required contractions have been introduced. For example, you will not see the word *the* used in any exercise or assignment before the lesson that explains the use of the sign for *the*.

Each lesson in the course concentrates on one type of contraction. Examples of its use are illustrated in simulated braille with the print transcription. Shaded print often appears in the examples to help you identify the contractions. Included with your course materials is a lesson chart, which names and illustrates the contractions presented in each lesson. In addition, you have a braille chart, which illustrates the code in an easy-to-read format.

The information in this course does not enable you to professionally transcribe material from print to braille. To do so requires additional study and practice. If you are interested in continuing your study of braille after

you have completed this course, ask your instructor for information about courses that lead to certification as a professional braille transcriber.

The prerequisite to this course is "Introduction to Braille" or adequate competency as determined by the Braille Diagnostic Test. In order to complete the course, you'll need braille writing tools and a supply of white cardstock (available at any stationery store) in addition to the materials you received from the Hadley School.

The practice exercises in each lesson are for your personal development only. Therefore, do not send your work to your Hadley instructor. You can always contact your instructor, however, to either clarify these exercises or discuss your work. To do so, refer to the contact information card that is included with your course materials.

To complete this course, you are required to submit 27 assignments, one at the end of each lesson. These assignments enable your instructor to measure your ability to use the contractions presented in the lessons. Once you complete a lesson, submit its assignment using the mailing labels provided. Begin studying the

next lesson, but wait for your instructor's reply before sending in the next assignment. In this way, you can apply any corrections to subsequent exercises and assignments.

Now if you're ready to start learning contracted braille, begin Lesson 1: Alphabet Whole-Word Signs.

Lesson 1: Alphabet Whole-Word Signs

Earlier in your braille study, you were probably thrilled to recognize your first whole word, letter by letter. Now you will be able to recognize certain whole words by reading just one braille cell! This lesson explains the rules for whole words that are represented by a single letter.

Certain words that are used often in English are represented in braille by a single letter of the alphabet. Whenever one of these words occurs, it will appear as a single letter. Generally, but not always, the sign is the first letter of the word it represents. English braille has 23 alphabet whole-word signs. Each letter of the alphabet represents a word, except for the letters *a*, *i*, and *o*, which are letters that spell words by themselves.

This lesson presents the alphabet whole-word signs in three sections so you can practice reading and writing a small number of new words at a time. Begin by

studying the new material, do the practice exercises, and then take a break until your next session.

The capital sign appears before alphabet whole-word signs if the word is capitalized. These signs must be used as whole words only. The signs may not be used if any letters are adjoined to them. Familiarizing yourself with these signs will enable you to read and write contracted braille.

Some sentences in this lesson take more than one line to complete, especially if you are using a 28-cell slate. The part of the sentence that goes to the next line is called the *runover*. When writing paragraphs, begin in the third cell, with runovers beginning at the left margin. Numbered sentences, however, begin at the left margin, with runovers starting in the third cell of the next line.

Objective

After completing this lesson, you will be able to read and braille alphabet whole-word signs.

Signs for *go, can, like, do, you, but, so, and will*

These are simple words that you use frequently. Once you learn these signs, you'll find them so useful! Read these eight signs, and commit them to memory:

go	can	like	do	you	but	so	will
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
g	c	l	d	y	b	s	w

Perhaps you've already guessed that you write the name *Will* with the alphabet whole-word sign, but don't forget the capital letter sign!

Note some rules about the use of these signs:

- Signs that represent capitalized words require the capital letter sign.
- Use alphabet whole-word signs with hyphens. An example is the expression *so-so*. (Note that *so*, s-o, is represented with a whole-word sign; *sew*, s-e-w, is not.)
- Use the alphabet whole-word sign when an apostrophe adjoins it. Read these examples:

can't you'll you're
⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

Do **not** use the sign for *do* in the word *don't*. The apostrophe must adjoin the whole word, and other letters may not adjoin whole-word signs.

Now read these signs used in sentences. The alphabet whole-word signs are boldfaced to help you identify them as you work through the exercises.

⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
I **go** home weekly.

⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
My son, **Will,** **can** swim.

⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
I **like** taco pizza.

⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
I **do** visit my dad daily.

⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠
You live close by.

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
You'll get a dog soon, **but** I **can't.**

- 6. ⠠⠠ _____
- 7. ⠠⠠ _____
- 8. ⠠⠠ _____

When you are done, turn back to page 3 to check your answers.

In the following sentences, circle the words that must be represented by alphabet whole-word signs. Then braille the sentences.

- 9. Tim will go so you can go too.
- 10. Millie can play music so well.
- 11. I can play well on piano, but on organ only so-so.
- 12. Pamela sews so well.
- 13. I'd like you at Will's picnic, but only if you can go.
- 14. You will like me if I tell you a secret.
- 15. Will you file a tax return?

When you are done, your braille should look like the following:

⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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Signs for *people, knowledge, rather, more, every, have, not, and it*

These are longer words, but quite useful ones. Read these eight signs, and commit them to memory:

people	knowledge	rather	more
::	::	::	::
p	k	r	m
every	have	not	it
::	::	::	::
e	h	n	x

⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____
⠠⠠⠠⠠⠠⠠	⠠⠠	_____

When you are done, turn back to page 8 to check your answers.

In the following sentences, circle the words that must be represented by alphabet whole-word signs. Then braille the sentences.

9. People like pets.
10. Wisdom is knowledge.
11. People say I write rather well.
12. I want more food, but I'm on a diet.
13. I like every man I meet.
14. I want more sports on TV every week.
15. I have not made it, but I will.
16. It will go well if you practice.
17. It's not a safe road.

as	from	us	that
⠠	⠠	⠠	⠠
z	f	u	t
quite	very	just	
⠠	⠠	⠠	
q	v	j	

Why not use the letter *a* for *as*? The letter *a* is a word in itself, so *z* is used. It's easy to remember. Just think about the final *z* sound in the word *as* for a clue to the alphabet letter.

Now read the following examples:

⠠⠠⠠ ⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠ ⠠⠠⠠
That gift is from us.

⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠
It's quite late, so I'm very sleepy.

⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠
It's just as sleek as a cat's fur.

Practice Exercises

Write in print the words that are represented by the following alphabet whole-word signs:

⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____
⠠⠠⠠⠠⠠⠠⠠⠠	_____

When you are done, turn back to page 11 to check your answers.

In the following sentences, circle the words that must be represented by alphabet whole-word signs. Then braille the sentences.

8. I'll fly from Detroit as soon as I can.
9. You're only as old as you feel.
10. It's as cold as ice.
11. That tree is quite old.
12. Mr. More took it from us.
13. I'm just as sorry as can be.

Assignment 1

Complete this assignment as instructed. On both your print and braille papers, begin by giving your full name, address, and phone number. Also indicate the name of this course, Assignment 1, your instructor's name, and the date. Then provide your responses. Be sure to include the sentence numbers. Instructions for mailing your assignment are included in the Overview to this course.

Braille each of the following sentences:

1. I buy more tickets from every kid that asks.
2. It's cold, but I'm hot from my 2-mile run.
3. Cooks have more food knowledge.
4. We can do just as you do.
5. As soon as I got home, I saw two ducks.
6. People can go, but pets can't.
7. Bruce likes every girl, but every girl does not like Bruce.
8. Will's bike is quite old, but it's not bad.
9. People say I'm very old but that I have more knowledge.
10. I'd rather not go quite yet.

Print or type the following sentences:

the first sign is a whole word sign
the second sign is a whole word sign
the third sign is a whole word sign
the fourth sign is a whole word sign
the fifth sign is a whole word sign
the sixth sign is a whole word sign
the seventh sign is a whole word sign
the eighth sign is a whole word sign
the ninth sign is a whole word sign
the tenth sign is a whole word sign
the eleventh sign is a whole word sign
the twelfth sign is a whole word sign
the thirteenth sign is a whole word sign
the fourteenth sign is a whole word sign
the fifteenth sign is a whole word sign
the sixteenth sign is a whole word sign
the seventeenth sign is a whole word sign
the eighteenth sign is a whole word sign
the nineteenth sign is a whole word sign
the twentieth sign is a whole word sign

Once you have completed this assignment, send it to your instructor. Then proceed to Lesson 2: Ten Short-Form Words.