Basic Rules for Contracted Braille

1. Alphabetic whole-word signs are used when they stand alone, when they are separated by a hyphen in a compound word, or when they are followed by the apostrophe.

Examples
He can get more knowledge from every book, can't he?

I do not have a happy-go-lucky friend, but I would like just one.

These signs are never used as parts of words.

Examples
butter ............ likely ............
does ............ going ............
sophomore .... sophomores

2. The whole-word signs : (and), : (for), : (of), : (the), : (with), and the word : (a) are written with no space between them.

Example
He left with the boys and with a girl for the movie.
As part-word signs they are used in such words as:

**Examples**

candle........... other..........;
forget .......... office...........
soft............. them............
withdraw ...... roof............

3. The whole-word signs ☰ (child), ☵ (shall), ☵ (this), ☴ (which), ☵ (out), and ☸ (still) are used when they stand alone, when they are separated by a hyphen in a compound word, or when they are followed by the apostrophe.

**Examples**

Which child shall go out this week?

d a b f g l n w

I still do not like that child’s still-life painting.

d e n d f l a t t s j l i f e p a i n t i n g

This is an out-of-the-way road.

c i a n e t y r

As part-word signs they are used in such words as:

**Examples**

church......... guest ............
shade......... ounce.........
whole......... thrust.........
state......... touch.........
4. A short-form word may stand alone or may be added to if the addition does not result in a misspelled word.

Examples
I almost always have an afternoon nap.
I like to do it every day after lunch.
As an afterthought, I will do it again.

5. The part-word signs < (gh), > (ed), > (er), > (ow) and > (ar) are almost always used when these letters appear within a word.

Examples
toward better
tough saved
ghost are
war

6. The part-word signs :: (ble) and :: (ing) may not begin a word. They are used in the middle of a word or at the start of a new line in a divided word.

Examples
Did she have lots of troubles with problem 4 of the quiz?
I have a problem with the third finger of my left hand.

She sings with the opera.

This child loves blowing bubbles.

7. The part-word lower sign contractions : (en) and : (in) are almost always used in any part of a word.

**Examples**

They both will enjoy the dinner.

She entertained every other week.

The engineer signaled the start of the train ride as it pulled out of the terminal.

The whole-word lower sign contractions : (enough) and : (in) are used alone as whole words only. They are not used next to other lower signs or punctuation.

**Examples**

Enough people came in to fill the entire theater.
My son-in-law is in enough trouble as it is. Enough is enough.

8. The part-word lower sign contractions (be), (con), and (dis) are used as the first syllable of a word, after the hyphen in a compound word, or at the beginning of the line in a divided word. They are not used alone, with other lower signs or with punctuation.

**Examples**
betray, conduct, disagree.

I do believe that you have self-control.

9. The part-word lower sign contraction com (com) is used at the beginning of a word or of a line in a divided word. It need not be a syllable. It is not used next to a hyphen or a dash.

**Examples:**
common come income comparison

The commander committed a complete company to combat.

Come what may--common courtesy should always prevail.
10. The part-word lower sign contractions (ea), (bb), (cc), (dd), (ff) and (gg) are used between letters or contractions only. They are not used at the beginning or at the end of a word. They are not used next to punctuation.

**Examples**

<table>
<thead>
<tr>
<th>season</th>
<th>sea</th>
<th>seas</th>
<th>rubber</th>
</tr>
</thead>
<tbody>
<tr>
<td>season</td>
<td>sea</td>
<td>seas</td>
<td>rubber</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ebb</th>
<th>ebb-tide</th>
<th>accept</th>
<th>middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>ebb</td>
<td>ebb-tide</td>
<td>accept</td>
<td>middle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>add</th>
<th>ruffle</th>
<th>egg</th>
<th>eggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>add</td>
<td>ruffle</td>
<td>egg</td>
<td>eggs</td>
</tr>
</tbody>
</table>

11. The whole-word lower sign contractions (to), (into), and (by) are written un-spaced from the word or number that follows them. They are not used as part of a word.

**Examples**

I hope to get into town by 6 o'clock tonight.

Ed told Tom to go too.

He is considered by most people to be a fine mathematics teacher.
12. The whole-word lower sign contractions ₪ (be), ₪ (enough), ₪ (were), ₪ (his), ₪ (in), and ₪ (was) are used alone as whole words only. They are not used next to other lower signs.

**Examples**

He will be in his shop at 8 A.M. tomorrow morning.

Ư narrower [m[ mornυu

You were, were you?

Ư narrower

Was that his scarf in the car?

Ư narrower

That will be just enough of that!

Ư narrower

13. Initial-letter contractions are formed by placing dot 5, dots 45 or dots 456 before the first letter or contraction of a word. They are used as whole words or as parts of words.

**Examples**

<table>
<thead>
<tr>
<th>days</th>
<th>never</th>
<th>fatherly</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>₨ds</td>
<td>₨ee</td>
<td>₨fly</td>
<td>₨Saturday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>adhere</th>
<th>known</th>
<th>landlord</th>
<th>motherhood</th>
</tr>
</thead>
<tbody>
<tr>
<td>₨ds</td>
<td>₨n</td>
<td>₨ll</td>
<td>₨motherhood</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>alone</th>
<th>honest</th>
<th>namely</th>
<th>money</th>
</tr>
</thead>
<tbody>
<tr>
<td>₨lo</td>
<td>₨hon</td>
<td>₨nl</td>
<td>₨mony</td>
</tr>
</tbody>
</table>
14. Final-letter contractions are formed by placing dots 46, dots 56 or dot 6 before the final letter of a group of letters. They are used as part-word signs only, and they can never begin a word.

**Examples**

<table>
<thead>
<tr>
<th>found</th>
<th>glance</th>
<th>occasion</th>
<th>useless</th>
<th>account</th>
</tr>
</thead>
<tbody>
<tr>
<td>d∙d</td>
<td>g.l.e</td>
<td>o.i.n</td>
<td>u.s.e.s</td>
<td>a.c.c.o.u.t</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>fountain</th>
<th>lesson</th>
<th>hopeless</th>
<th>ancestor</th>
<th>mountains</th>
</tr>
</thead>
<tbody>
<tr>
<td>f.o.ta.i.</td>
<td>l.e.s.s.o.n</td>
<td>h.o.p.e.l.e.s.s</td>
<td>a.n.c.e.s.s.o.r</td>
<td>m.o.u.n.t.a.i.n.s</td>
</tr>
</tbody>
</table>