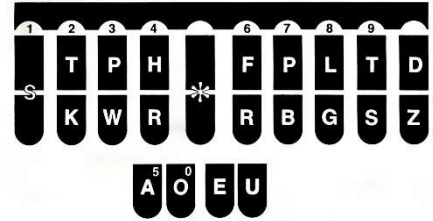


Machine Shorthand

- Consonant letters occurring before vowels are called initial sounds and are stroked with the left-hand fingers.
- Consonant letters occurring after vowels are called final sounds and are stroked with the right-hand fingers.
- Vowels are stroked with the thumbs.
- Letters are all pressed down at the same time. This is called a “stroke.”
- Slash marks indicate the start of a new stroke or syllable.
- Machine shorthand is written phonetically (by sound), not by spelling.



Initial Sounds	Vowel Sounds	Final Sounds	Examples:
PW = B	A=short A (cat)	B=B	SROUL = vowel
K=hard C (cat)	AEU=long A (ape)	BG=hard C (brook)	(SR=v, OU=ou, L=L)
TK=D	E=short E (egg)	D=D	initial vowel final
TP=F	AOE=long E (eel)	F=F	
TKPW=soft G (gun)	EU=short i (rip)	G=soft G (bog)	SUPB = sun
H=H	AOEU=long i (file)	PBLG=J (merge)	(S=s, U=short u, PB=n)
SKWR=J (junk, gym)	OE=long o (loan)	L=L	initial vowel final
HR=L	U=short u (hut)	PL=M	
PH=M	AOU=long u (mute)	PB=N	SUPB/SHAOEUPB =
TPH=N	AU=au (all)	P=P	sunshine
P=P	OU=ow (owl)	R=R	(SUPB=sun,
KW=QU (kw sound)	AO=oo (good, boot)	S=S	S=s, H=h, AOEU= long i,
R=R	OEU=oi (boy)	T=T	PB=n)
S=S		FB=V	
T=T		BGS=X (box, socks)	
SR=V		Z=Z	
W=W		RB=SH	
KP=X (exam)			
KWR=Y			
SWR=Z			

Note: Methodologies differ in small ways in how these sounds are created on the shorthand machine keyboard. The chart above does not contain all the phonetic sounds in the English language.

Decode the Messages

/PHU/SHAOEPB /SHORT/HAPBD /KAPB /HRAOED /TAOU /AEU /TKPWRAEUT /KU/RAOER

/TOAU /PWAOE /AEU /KORT /RAOE/PORT/ER /KWRAOU /TPHAOED /TAOU /HAFB /TKPWAOB
/HRAPBG/WUPBLG /SKEULZ

To be a court reporter you need to have a good language skills.
Machine shorthand can lead to a great career.

Fast Fact: Average speech is from 180-200 words per minute. Machine shorthand can be written at 225 – 280 words per minute!



CAREERS IN MACHINE SHORTHAND

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