

視障學生統一英文點字（UEB）學習 推動教材

委辦單位：教育部

執行單位：中華視覺障礙教育學會

視障學生統一英文點字（UEB）學習推動教材

製作說明

本教材係《統一英文點字：澳洲訓練手冊》之譯作，翻譯後之資料僅供教育及非商業用途使用，並須由中華視覺障礙教育學會（TAEBVI）負責指導與管理；使用時應適當註明翻譯資料之原始來源。

在教材製作過程中，本手冊以澳洲原版內容為基礎進行翻譯，編製為中文版 PDF 檔，並盡可能對應原英文版之版面配置與格式編排，以利中英文版本之對照閱讀、教學及學習使用。

此外，考量視障學習者多元的閱讀需求與輔具使用情境，另行製作「具層級標籤之 Word 檔」及「點字 BRL 檔」二種無障礙格式，提升不同閱讀模式下的可及性與使用效率。

1. Word 檔

於目錄中設定超連結功能，視障者使用 NVDA 等螢幕閱讀軟體時，可切換至瀏覽模式，透過 Tab 鍵逐項閱讀目錄，找到所需章節後按下 Enter，即可快速跳轉至對應內容。另於標題、次標題及重要粗體文字設定層級標籤，使使用者可在瀏覽模式下，利用數字鍵快速切換至不同層級標題，大幅提升文件導覽與閱讀效率。

2. BRL 檔

BRL 檔係以先前完成之文字化、序列化 TXT 檔為基礎，再進一步轉換為中英文點字編碼格式，並設定每行 40 方之點字排版邊界及點字頁碼。此格式有利於輸出紙本點字書供全盲者閱讀，亦可提供已完成排版之電子點字檔。視障者在使用點字顯示器閱讀時，無須頻繁移動視窗或重新定位段落，僅需透過上下鍵逐行閱讀，即可獲得較流暢且符合點字閱讀習慣的操作體驗。

統一英文點字：澳洲訓練手冊

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我想對同事們的投入表示誠摯的感謝和讚賞。特別感謝來自南澳大利亞盲校的 **Kathy Riessen**，她的寶貴回饋，以及澳洲視力協會的 **Leona Holloway**，她們參與了《統一英文點字：澳洲訓練手冊 2013》的最終確認。

同時，我也要向 **Vision Australia** 的 **Colleen Flood** 致以深深的感謝與敬意。編輯團隊非常幸運能夠獲得她的深入分析與嚴謹校對，這對手冊品質的提升至關重要。

作為一支小而專注的團隊，我們以嚴謹和專注的態度完成了這項重大工作，仔細檢查和比較了相關文件，包括內容結構、介紹和功能設計。與同事們的合作是一段極具價值的經歷，他們對統一英文點字代碼的深入理解和精湛技藝，讓整個專案更臻完善。特別要感謝 **Kathy** 在檔案管理方面的專業知識和卓越貢獻，她的無私奉獻和持續投入，無疑是我們能夠如期發布手冊的關鍵因素。

我也要感謝新南威爾斯相關組織、南澳大利亞州教育和社區部、南澳大利亞盲校及澳洲視力協會，他們的支持讓團隊成員能專注於專案完成，共同推動無障礙學習資源的發展。

最後，我衷心感謝澳洲點字權威協會 (**Australian Braille Authority**) 以及印刷文字障礙者資訊獲取機構圓桌會議 (**The Round Table on Information Access for People with a Print Disability Inc.**) 的支持與財政援助，讓編輯團隊得以召開多次電話會議，確保專案順利推進，逐步達成既定目標。

我相信，隨著《統一英文點字：澳洲訓練手冊 2013》的正式出版，澳洲將擁有一個內容豐富且令人振奮的專業學習工具，幫助新手與資深學習者進一步提升點字知識與技能。

喬西·豪斯

編輯

2013 年 5 月

前言

統一英文點字：澳洲訓練手冊

統一英文點字 (UEB) 於 2005 年 5 月由澳洲點字權威協會 (ABA) 正式成立，並規劃了一個為期五年的過渡期。自 2010 年起，UEB 成為澳洲唯一使用的點字代碼。

在採用 UEB 後，主要的點字出版商幾乎立刻開始實施新代碼，而為了滿足迫切的教學需求，一系列教材迅速誕生。因此，《統一英文點字入門書：澳洲版》於 2006 年推出初版，並在 2008 年進行更新。

隨著時光流轉，UEB 代碼逐步完善，最終於《統一英文點字規則：第二版 2013》（通常稱為「規則手冊」）中完整闡述。

然而，規則手冊的某些語言和術語有所變動，顯示出最近的《點字入門書（澳洲版）》已不再是最適合點字學習者的教材。因此，在深入研究新規則手冊後，《統一英文點字入門：澳洲版》經過全面修訂，轉化為全新的《統一英文點字：澳洲訓練手冊》。

熟悉《RNIB 點字入門書》或《統一英文點字入門：澳洲版》的讀者，可能會注意到課程結構與練習方式的延續。然而，根據 2013 年第二版的 UEB 規則，課程內容必須大幅改寫，特別是下位點字記號和簡短字這兩個核心概念。為了更清晰地呈現這些概念，課程順序和內容都進行了調整。

此外，根據澳洲點字權威協會的格式規則，新增了包含較長段落的課程單元，可作為最終測驗使用。字體與版面安排也經過精心設計，以確保印刷效果清晰，提升學習體驗。

Josie Howse 是澳洲最大的教育點字機構負責人，她在 UEB 導入澳洲教育體系的過程中發揮了重要作用。澳洲點字管理局邀請 Josie 再次更新這份深受歡迎的《英文點字入門：澳洲版》。這項更新工程極為繁瑣，耗時數月，需仔細審核並記錄每個代碼變動，哪怕只是最微小的調整。

在編輯工作的後期，Kathy 加入了 Josie Riessen 和 Leona Holloway。Kathy 和 Leona 憑藉豐富的 UEB 知識、經驗與技能，進一步強化手冊內容，並協助完成最終版本。

《統一英文點字：澳洲訓練手冊》的問世，是 Josie、Kathy 和 Leona 三位專家多年努力的成果。他們無疑是澳洲最資深、最了解 UEB 的代碼專家，

很榮幸能與大家分享這份珍貴的教材。

克莉絲汀辛普森
澳洲點字權威協會主席
2013 年 5 月

開場說明

點字

點字是凸點的系統排列。每個單位稱為點方，由兩行排列的六個點組成，編號為 1 至 6，如圖所示。

1	●●	4
2	●●	5
3	●●	6

點字是用點字板、筆和點字機點寫的，例如 Perkins 點字機，或是連接到電腦的點字印表機。

大多數記號，例如字母記號，佔一方。有些記號可以佔兩方，有時甚至佔三方。

單字之間以及句子結尾到下一句開始之間，留有一個空方。

統一英文點字 (UEB)

統一英文點字 (UEB) 代碼是由國際英文點字理事會和其他英語系國家，將不同的點字代碼協調而產生。UEB 可用於所有文件，無論其內容是文學還是科學。澳洲就是第一批採用 UEB 的國家之一，於 2005 年正式採用，以 UEB 單一代碼取代了混合代碼。

參考文獻

本手冊中的資訊基於兩個主要參考：

統一英文點字規則：第二版 2013 及相關更新可從 <http://www.iceb.org> 下載。

澳洲點字權威協會點字排版格式規則和指南，2016 年。

在澳洲，這兩本參考資料應被視為 UEB 和格式的主要權威資料，凡有分歧之處，優先於本手冊。

術語	定義
縮寫 (Contraction)	點字記號的通用術語，代表一群的字母或者整個單字。縮寫可以佔一個或多個方。
字群縮寫記號 (Groupsign)	表示單字內的一組字母的縮寫。
單字縮寫 (Wordsign)	代表整個單字的縮寫。
簡短字 (Shortform)	一種點字縮寫的形式，單字被特別地縮寫。
上位記號 (Upper sign)	包含點 1 或點 4 的記號。
下位記號 (Lower sign)	不包含點 1 或點 4 的記號。
特定記號 (Strong sign)	包含上排和下排，加上左側和右側都有點位的記號。

關於本手冊

本手冊以系統化的方式介紹了 UEB 的規則。每堂課都附有練習。手冊涵蓋了所有文學內容語境中出現的縮寫和記號，並給出點字格式介紹。最後的參考部分給了所有 UEB 縮寫和主要規則的摘要。

- 每出現一個新記號，就會用模擬點字字體來顯示。也給出了記號方的點位號，使用 1 2 3 和 4 5 6，分別表示點方的左側和右側。
- 備註通常參考上面的範例。這些筆記提供有關如何應用規則的附加資訊或解釋。
- 範例中使用底線來表示整個單字或序列使用單字縮寫或字群縮寫來進行字母的點字書寫。也用中斷的底線來分隔連續的字群縮寫。

完成練習

僅需點寫每個練習中的單字。這些單字都經過精心挑選，以確保可以根據已學習的規則正確點寫。同一個單字在不同語境下可能有所不同，例如 “like”, “likes”, 和 “liked”。

- 每項練習應使用手動方法完成，例如 Perkins 點字機，這有助於提高精確度與專注力。如果無法取得 Perkins 點字機，可考慮使用電子或電腦 6 鍵輸入設備，例如 Mountbatten 點字機或 Perky Duck 軟體。
- NextSense 提供一個與本手冊結構及練習相同的線上課程（網址：uebonline.org）。建議將此課程與手冊結合使用，並手動完成每課練習以鞏固學習內容。
- 保留本手冊並加入個人筆記，以便快速查閱和複習規則。
- 仔細閱讀每課的內容，然後按照下面敘述的版面點寫練習。
- 仔細校對每課練習並修正所有錯誤，即使需要重做整個練習也應如此。這對於培養精確性與鞏固知識至關重要，目標是零錯誤。
- 定期將練習提交給熟悉點字的導師批改，以確保在繼續學習前獲得及時回饋。
- 批改後，重新完成有錯誤的部份並再次提交。

練習版面

本手冊中的所有練習皆設計為使用標準 Perkins 點字機製作。請使用標準尺寸（11½ x 11 英吋）的點字紙，並以橫向（橫版）排版。每頁可容納 25 行點字，每行 42 方寬。每行編號為 1 至 25 及點方為 1 至 42。

格式規則：

- 練習一至二十二：正確點寫每行應為 40 方。
- 附加練習：行長不固定，供額外練習使用。

頁面排版說明：

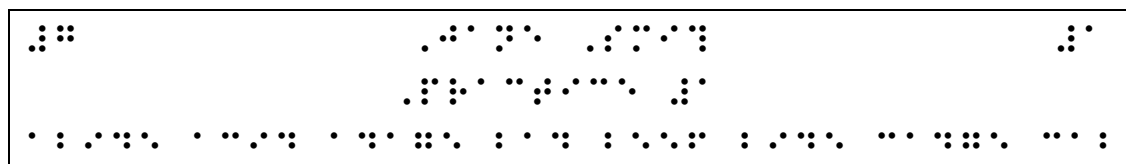
- 引導行：每頁的第一行，用於引導資訊。
- 印刷頁碼：位於引導行的最左側，應使用本手冊相對頁面底部的頁碼。
- 點字頁碼：位於引導行的最右側。每個練習應視為獨立文件，從點字第 1 頁開始。
- 練習一至二十二：請將姓名置中於引導行，並與導師確認姓名的點字縮

寫是否正確。

- 練習標題：將練習的名稱和編號置中於第二行，作為主要標題。
- 開始點寫：從第三行的第 1 方開始點寫練習內容。

範例：

範例顯示了 Jane Smith 的練習一開始。



如何以 Perkins 點字機為中心

計算置中單字的點方數量，同時要考慮大寫字母、縮寫和空方。

方法一

- 將點字機點頭移至行的中心。用膠帶或簽字筆標記位置，以便日後參考。從左側邊距按空白鍵 **21** 次移動到中心，因為一行的寬度為 **42** 方。
- 將需要居中的方數除以二。如果四捨五入是必要的。
- 倒退此數量的方數，並開始點寫。

方法二

以 **42**（最大點方數）減去置中的點方數並除以二，如果是奇數則向下捨去。從左邊距開始，按下空白鍵，計算次數並開始點字書寫。

一般建議

- 視力正常的人閱讀點字時是用眼睛看，而不是用手觸摸。然而，好的點字應該是「摸起來正確」，而不只是「看起來正確」。有兩個關鍵要素：點要夠突出且位置要準確，不能有擦除痕跡。即使點字看起來正確，如果無法用手指清楚辨識，可能仍會被判定為錯誤。
- 養成習慣，在輸入一個單字或標點符號後，立即按下空白鍵。把空方視為單字的延伸，以避免不小心將兩個單字連在一起。
- 眼睛專注在印刷文件，不要看自己的手指。
- 調整印刷文件的位置，以便輕鬆閱讀，避免眼睛疲勞。標記正在輸入的行，以確保不跳行或漏行，避免迷失位置。
- 保護已完成的作品，避免在提交前點字被壓扁或磨平，影響觸感辨識。

第一～四課

字母、數字、字母單字縮寫

第一課

字母a-j, 數字

a	b	c	d	e	f	g	h	i	j
	:	..	::	·.	::	::	::	·.	::

a	·	點 1	b	:	點 12
c	..	點 14	d	::	點 145
e	·.	點 15	f	::	點 124
g	::	點 1245	h	::	點 125
i	·.	點 24	j	::	點 245

大寫指示記號

大寫指示記號 · 點 6

大寫字母之前必須是大寫指示記號。

範例：

Dad	·	·	·	·	·	·
Big Cage	·	:	·	:	:	·

句號

句號 (.) ⠨ 點 256 (下位 d)

備註：位於點方下面部份的下位記號，與字母具有相同的點型，通常會被稱為下位字母。

譯註：上位記號是指包含點 1 或點 4 的記號；下位記號是指不包含點 1 或點 4 的記號。點 256 是點 145 (d) 同樣點型的下位記號，所以被稱為下位 d。

句號必須跟隨在一個單字之後，句號與下一句開頭之間僅留一個空方。

數字

數字前置號 ⠼ 點 3456

譯註：數字前置號又稱為數字符號，簡稱數符

以數字前置號（數符）加上字母 a-i 和 j 來代表數字 1-9 和 0。

1	2	3	4	5	6	7	8	9	0
⠼	⠼	⠼	⠼	⠼	⠼	⠼	⠼	⠼	⠼

範例：

1 ⠼ 10 ⠼ ⠼ 206 ⠼ ⠼ ⠼

翻譯以下的練習題，請參考第 10 頁的說明，每個字之間需要空方，或是每個句子之後需要有句點。當點字正確時，這個練習的每一行是 40 方的寬度，附加練習每行的長度各不相同。

練習一

abide acid adage bad beef bide cadge cab
cage decide deface die egg fade fife fee
fig gab gibe hide idea ice jade jig jag.
I hid a badge. I add. I beg Dad dig.
A big gaff. I bid Dad hide. Bad ice.
I deface a big badge. Haji did decide.
He hid a dice face. Dad did beg a cab.
He did decide. He did a jig. Bad bid.
If Di did cadge beef. A big bad idea.

附加練習一

acid acacia beige bid cicada cab
deface dice egad ebb fee fief gibe
gaff hie hag ice idea jibe jig jag
fade egg Ida ace bid face age bee.
He hid. Ada did cadge big beef. Big
gage. A bad idea. A big gaff. I gag
a hag. I hide ice. I add. I hide a
bad face. A bad adage. He bade Ida
abide. Cadge a fig. I deface a jade
cab. Add a decade. Dad did hide a
bag. A beige badge. I bid Ada
decide. Cage a cicada.

第二課

字母k-t

k-t 這十個字母的組成就是在字母 **a-j** 加上第三點。

a	b	c	d	e	f	g	h	i	j
•	:	¨	¨	˙	¨	¨	¨	˙	¨
k	l	m	n	o	p	q	r	s	t
:	:	¨	¨	˙	¨	¨	¨	˙	¨

k	:	點 13	l	:	點 123
m	¨	點 134	n	¨	點 1345
o	˙	點 135	p	¨	點 1234
q	¨	點 12345	r	¨	點 1235
s	˙	點 234	t	¨	點 2345

逗點

逗點 (,) • 點 2 (中位 **a**)

翻譯練習二，就像練習一。

練習二

kettle kill kilt kiss knock knot kit kid
lock lodge look loop loose loss lots lob
miss mask mate mock moan magpie mess mid
moon moor mortal moss motor mop moat mob
nod notes neglect nettles nitra neck nit
objects oats oranges orphan omit old oil
poor prisons proposes pockets police pip
room report receipt rector rocks rod ram
snort socks solemn sort sport second sag
tool tomato topple total traitor top tie
Jim has apples, oranges, bananas, figs.
At bottom Hank feels he has no object.
An old plate glass mirror hangs on to a
cornice at home. An Empire design gilt
clock on a gold bracket Jo is afraid is
too ornate. Toni has an Italian title.
Hal describes gas attacks on a Belgian
battlefield. Come to see an old bridge.

附加練習二

kneel kimono kaleidoscope kidnap
llama lair lattice legislates lop
manor melon massacre mimic mobile
noon noise notice necklace nip nod
opposite okra oak obligate omega
package possessor phantom padlock
rattlesnake rascal rapport ridge
simile spoon scissors solicit slit
tragic trio tangle trap transcript
Transit camp, top hole, get tools.
Jodie has an ornate gold bracelet.
Mike took a big package home. I lose
big metal spoons. Take note. Philip
looks at a tragic orphan.

第三課

字母 u v x y z 和 w

u, v, x, y 和 **z** 的組成就是在字母 **k-o** 加上第六點。

k	l	m	n	o
⋮	⋮	⋮	⋮	⋮
u	v	x	y	z
⋮	⋮	⋮	⋮	⋮

w ⋮ 則不在規則之內，因為點字是源自於法國，而法國的字母中並沒有 **w**。

u	⋮	點 136	v	⋮	點 1236
w	⋮	點 2456	x	⋮	點 1346
y	⋮	點 13456	z	⋮	點 1356

練習三

quake qualify quiet quit quote quilt quo
undo union unite unpack up upset use ups
values van velvet vexes vice victory vie
view village virtue visit voice vote vs.
wait wake walk walls wants wave ways wax
weeps well wits wide wild wise wives wet
woman wood wool worry wrap writes wildly
yawn yes yet yield yoke zigzag razor zoo
lovely valley lazy pretty ugly yells yak
widely loosely poorly fairly wisely sly.
I may visit my nephew on my way home to
Sydney if I return soon. Victor walks
five miles or a mile, if he is too lazy.
Uncle gave me a safety razor. Di wants
two velvet dresses. William has sold an
ornate bronze vase. We saw a weird play
two weeks ago at Drury Lane. I made a
Victory sign on my return. I dote on a
wide view. Mummy says come home by six.

附加練習三

Tom executes quixotic exploits. A
robot has brass knuckles. Janet uses
dull adjectives yet has a wry wit.
Quizzes puzzle me. Icicles drip, a
brook murmurs, fireflies flit.
Philip buys an attractive grey tie.
Julia rides a fidgety black filly.
Paul plays jazz tunes, yet at
Yuletide he plays jubilant
hallelujahs. Kate bridles a beige
pony. Olivia picks a pretty rosebud.
Luke prays daily. An orange poodle
is a weird spectacle. Patricia
cracks a rude joke. James draws
vivid pictures. Lovely blue velvet
is unbelievably nice. Lucy uses six
textbooks at college. Two angry
gangs queue up. A mad man eats only
black olives or raw onions. He hugs
a gigantic gorilla, he builds a
wigwam, he hums a lovely lullaby,
yet he has wise philosophy.

第四課

字母單字縮寫

在點字中，字母可用來表示完整的單字，但僅限於單獨出現時，不能作為較長單字的一部分。通常，使用單字的首字母來代表該單字。以此方式使用單一字母來表示單字的，稱為**字母單字縮寫 (Alphabetic Wordsigns)**。

b ⠠ <u>but</u>	c ⠠ <u>can</u>	d ⠠ <u>do</u>
e ⠠ <u>every</u>	f ⠠ <u>from</u>	g ⠠ <u>go</u>
h ⠠ <u>have</u>	j ⠠ <u>just</u>	k ⠠ <u>knowledge</u>
l ⠠ <u>like</u>	m ⠠ <u>more</u>	n ⠠ <u>not</u>
p ⠠ <u>people</u>	q ⠠ <u>quite</u>	r ⠠ <u>rather</u>
s ⠠ <u>so</u>	t ⠠ <u>that</u>	u ⠠ <u>us</u>
v ⠠ <u>very</u>	w ⠠ <u>will</u>	x ⠠ <u>it</u>
y ⠠ <u>you</u>	z ⠠ <u>as</u>	

字母單字縮寫用法

字母單字縮寫的用法受到了單獨呈現 (standing alone) 規則的管轄，這也是 UEB 當中最重要規則之一，完整的規則可以在**統一英文點字規則：第二版 2013** 中找到，此規則的各部分將會隨著每個相關概念的介紹慢慢擴展。

重點概念

- 字母單字縮寫只能單獨呈現，不能作為較長單字的一部分。例如：**acknowledge** 這個字，不會使用字母單字縮寫 **knowledge**，因為它是較長單字的一部份。
- 字母單字縮寫可以和標點符號連書。

範例：

I quite like. . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Go away Will . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

備註：在字母單字縮寫或任何其他縮寫之前的大寫單字指示記號，表示縮寫的第一個字母大寫。

例外：

He likes . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

No buts . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

William . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

練習四

I can write. I do like every pocket that will hold quite a lot, that is a luxury. Do go away. He will not do it yet or on impulses but only as I may see fit or as he may deem wise. It is as you all say, more like two miles from my cave. You can truly have as exquisite a dress as you like, Mike will buy it gladly so that you may put it on at will. Hiram says that he will expressly write legibly next week, but I am rather afraid he is just too lazy. People like me, do not so easily assume that a man can quite surely acquire knowledge on all subjects. You may see that it is very likely that battles on a broad front will take place soon. I am quite sure he will pass if he likes, but not quite as well, he has told us, as he knew that John did five weeks ago. Give us a very nice pork pie. Go away. If I am very hot from races or games I like to eat every juicy orange, as it makes me quite cool.

附加練習四

You may eat ravioli if you desire, but you will not like it. Every boy can play football if he tries. Do not set that empty can on my bookcase. Do not go away from home just yet. I have as big a muscle as you have. He is a just man, but not very humane. My knowledge on that subject is rather vague. People will visit us next week. He is not quite as brilliant as my uncle. So few people like that petty politician that he will surely lose. A milk can blocks every exit. If you make a will, I hope that you will not give John that cosy cottage on Willmot Road. He snubs me, but I will not do likewise, as I feel no ill will. He has wide knowledge, but he does not use it. All I can say is you will have fun if you go. That box is very ornate but quite attractive. He rather likes people, but I do not.

第五～六課 特定縮寫 and for of the with

這五個縮寫被視為“特定”的，因為它們在點方的上排與下排，以及左側與右側皆有點。這五個是唯一的特定縮寫，其中單字縮寫 (wordsigns) 和字群縮寫 (groupsigns) 代表相同的字母。在大多數情況下，這些縮寫優先使用，除非可以使用更少的點方來表示。

第五課 特定單字縮寫 and for of the with

以下特定單字縮寫表達了這五個常見的單字。

<u>and</u>	<u>for</u>	<u>of</u>	<u>the</u>	<u>with</u>
⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠	⠠⠠⠠

<u>and</u>	⠠⠠	點 12346
<u>for</u>	⠠⠠⠠	點 123456 (全六點)
<u>of</u>	⠠⠠⠠	點 12356
<u>the</u>	⠠⠠	點 2346
<u>with</u>	⠠⠠⠠	點 23456

範例：

With the knowledge of the people and for the ...

⠠⠠⠠ ⠠⠠ ⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠⠠⠠

He came and, with the help ...

⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠

分號

分號 (:) ： 點 23 (下位 **b**)

練習五

I am fond of a cup of tea with a bun; and, with the
bun you can give me two pieces of cake. Busy
as usual, I see, with the pots and the pans; and if
I may add, with the spoons and knives and the bold
bronzes on the mantelpiece and the walls; for if
you see a very pretty bit of brass for sale, you go
and buy it and hang it up for the joy that it will give and
the rapture it evokes. At home he has wood
boxes and baskets full of all sorts of fruit
as for example oranges and lemons and bananas and
apples and plums and figs, and nuts of the sort that
you like, as well as lots of the lovely prunes of the
sort I got from abroad a few weeks ago. I
have a lot of worry with the dogs and the horses; and the
pigs and the goats and the cats. He looks up on
all the damage made from the fire with the habitual,
placid calm of a man that feels deeply but will not
let anybody else see it. Eat at the table.

附加練習五

The man that lives next door took Luke and me for a ride on the bus. He spoke the phrase with emphasis. You will soon see the value of travel abroad. It helps you relax and it gives you an idea of the way people live. John told Neil that juicy bit of gossip, but did not tell Lynn. I will live with and provide for the old man. I will give the girl I am fond of a new hat. The tree is so tall that he can just see the big limb if he is on the very top of a wide, flat rock. Talk with us and, if we can, we will help a just cause of and for the people.

第六課

特定字群縮寫

and for of the with

在上一課中學到的作為五個特定單字縮寫，無論其含義如何，都可以作為字群縮寫記號來使用，可構成較長單字的一部分。在多種選擇縮寫的情況下，這五個縮寫可優先使用，除非可以使用更少的點方來表示。

範例：

<u>and</u> roid	⠠⠠⠠⠠⠠⠠⠠⠠	<u>band</u>	⠠⠠⠠
de <u>mand</u>	⠠⠠⠠⠠⠠⠠	<u>force</u>	⠠⠠⠠⠠
eff <u>ort</u>	⠠⠠⠠⠠⠠⠠	<u>office</u>	⠠⠠⠠⠠⠠⠠⠠
co <u>ffee</u>	⠠⠠⠠⠠⠠⠠	pro <u>of</u>	⠠⠠⠠⠠⠠⠠
<u>then</u>	⠠⠠⠠	further <u>ly</u>	⠠⠠⠠⠠⠠⠠⠠⠠
ba <u>the</u>	⠠⠠⠠	<u>with</u> draw	⠠⠠⠠⠠⠠⠠⠠

驚嘆號和問號

驚嘆號 (!) ⠠ 點 235 （下位 **f**）

問號 (?) ⠠ 點 236 （下位 **h**）

驚嘆號和問號緊接在一個單字之後，並在下一個單字之前空一方。

練習六

Did you buy the packet of candles for me to use?

Yes, I have put them on the top of the desk at the office so that you can use them as you want them; but if you do not want them all will you hand half of them back to me as they will prove handy for us at home? I like my coffee black, but other people do not! I have proof that they can very well ill afford the loss of forty acres of that agricultural land just on the other side to the sandy track that runs off on the left of my grass land.

The gateway is only just on the left hand side of the cathedral close; and it is so very grand and lofty and is forty feet or so wide! A panda is very cute.

Can they deploy a big force of cavalry for the new battle? They say, and others agree with them, that they can; and that the force that is opposite them will withdraw, and then abandon the forts. Off with you! And get me a few spoons and forks! Just make an effort and get off that soft sand! Demand a big profit on that bit of land?

I forbid it! Go and make toffees for me to eat.

附加練習六

You will profit from the lecture on mathematical theory. Grandma and Grandpa have an old sofa. Does Jack have a brand new Ford? Do not go for the theatre tickets until I tell you. Do you have my official code book with the package and the box all on the platform? Thelma, do not kick the dog! Take off that silly hat! Did Sandy have a safe trip? That language is very crude and likewise profane, and, for a fact, I hope you will reform. Memorise all the important formulae! I will have ample funds for the trip if I withdraw that small sum from my safety deposit box at the bank. The Netherlands is a land of dykes and canals. As the fairy waves the magic wand, the mice assume the form of horses.

第七～九課

特定字群縮寫及特定單字縮寫

特定字群縮寫及特定單字縮寫將在第七～九課介紹。特定字群縮寫記號是代表構成單字一部分的兩個或多個字母的縮寫；特定單字縮寫記號是代表整個單字的縮寫。這些新的縮寫被認為是特定的，因為它們上和下排有點，並且在左側和右側也都有點。

第七課

五個特定字群縮寫（有 **h** 的）

<u>ch</u>	<u>gh</u>	<u>sh</u>	<u>th</u>	<u>wh</u>
˙	˙˙	˙˙	˙˙	˙˙

這五個字群縮寫是透過在符號上加上點 6 而形成的 **a**、**b**、**c**、**d** 和 **e**。

<u>ch</u>	˙	點 16 (a 6)
<u>gh</u>	˙˙	點 126 (b 6)
<u>sh</u>	˙˙	點 146 (c 6)
<u>th</u>	˙˙	點 1456 (d 6)
<u>wh</u>	˙˙	點 156 (e 6)

這些字群縮寫記號可以用在它們所代表字母單字的任何部份中，除非 “h” 明顯是送氣音。

範例：

<u>chap</u>	⠠⠠⠠	<u>school</u>	⠠⠠⠠⠠⠠
<u>fetch</u>	⠠⠠⠠⠠	<u>ghetto</u>	⠠⠠⠠⠠⠠
<u>night</u>	⠠⠠⠠⠠	<u>high</u>	⠠⠠⠠
<u>she</u>	⠠⠠	<u>fishes</u>	⠠⠠⠠⠠⠠
<u>cash</u>	⠠⠠⠠	<u>thief</u>	⠠⠠⠠⠠
<u>author</u>	⠠⠠⠠⠠⠠	<u>wrath</u>	⠠⠠⠠⠠
<u>whole</u>	⠠⠠⠠⠠	<u>awhile</u>	⠠⠠⠠⠠⠠

例外：

mishap ⠠⠠⠠⠠⠠⠠

(h 是送氣音，不能使用 sh 縮寫)

縮寫的選擇

使用 the 會優先於 使用 th 字群縮寫記號，因為 the 使用較少點字方，並且是優先縮寫。

範例：

<u>them</u>	⠠⠠⠠	<u>clothes</u>	⠠⠠⠠⠠⠠
<u>anthem</u>	⠠⠠⠠⠠	<u>blithely</u>	⠠⠠⠠⠠⠠

特定單字縮寫記號

ch, sh, th 和 wh 也可以被用為單字縮寫記號：

<u>ch</u>	·.	<u>child</u>	<u>sh</u>	∴	<u>shall</u>
<u>th</u>	∴	<u>this</u>	<u>wh</u>	∴	<u>which</u>

這些特定單字縮寫記號遵循與第四課中介紹的字母單字縮寫相同的使用規則。

範例：

He is like a child. . ∴ ∴ ∴ ∴ ∴ · ∴ ∴

例外：

He is childlike. . ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴
child 須單獨呈現，不能是較長單字的一部分。

撇號

撇號 (') · 點 3

撇號的用法與印刷文本相同。

範例：

The cat's tail . ∴ ∴ ∴ ∴ ∴ . ∴ ∴ ∴ ∴ ∴
Don't . ∴ ∴ ∴ ∴ . ∴

字母單字縮寫或特定單字縮寫記號後面跟著字母 d, ll, re, s, t, ve 時，可以與撇號一起使用。

範例：

The child's doll . ∴ ∴ ∴ ∴ ∴ ∴ ∴

it'll ∴ ∴ ∴ ∴

can't ∴ ∴ ∴

單字中間的撇號後面不應使用字母單字縮寫。例如，在 d'you 中，不使用 “you” 這個字母單字縮寫。

使用單字縮寫

關鍵概念

- 單字縮寫不得作為較長單字的一部分。
- 字母單字縮寫和特定單字縮寫記號，可以在後面接著 'd, 'll, 're, 's, 't, 've 的情況下使用。
- 單字縮寫可以與標點符號一起使用。

練習七

church achieve check cheque cheek childhood chop
scheme porch watch coach switches mischief ache
knight fight flight light sight height sigh high
shire push rash brush fresh sham shock shell wash
shoot shame splash short shrill dishes hush shush
third smith three months thirty faith tooth path
thigh forth bath both thank smooth thrash throat myth
whisky what wholesale wheel whirl whim whip wham
Which child is it who is just eight months old? Why, the
truth of it is I am not sure which of them it is. Shall
I see what brand of fish he has caught by hand?
Thanks! And so you might as well ask, what do they
weigh. As this shop's not shut, I'll just go to it and
buy a box of matches for my husband, and just a few
chocolates for Hugh's small child. Oh, why do they
wash all my sheets and white shirts so very badly?
I don't purchase my clothes at a high price
for this, and I can't have it; but I shall just choose to use
another laundry and my oath on it! That's the way.

附加練習七

Thomas's shrill shriek annoys me. The old man chases the naughty boys away from the road. Uncle Jonathan has a new shoe shop. Did Joe Whitney catch any fish? Which book does the child want? Uncle Josh keeps this whisky on the top shelf. The child's new dress is blue. This'll surely meet with my big brother's approval! I will wash the floors and polish the furniture while you play. We wait at the threshold of further space travel. He is so childish! Both of the candidates expect victory. Will you publish the essay which I wrote? That's a very bad idea! Shall I fetch lunch? It's a shame that we can't provide this child with a home.

第八課

四個特定字群縮寫記號

兩個有 e 兩個有 o

<u>ed</u>	<u>er</u>	<u>ou</u>	<u>ow</u>
⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠

這四個特定字群縮寫記號是透過在 f、g、h 和 i 的符號上添加點 6 形成的。

ed	⠠⠠⠠	點 1246 (f 6)
er	⠠⠠⠠	點 12456 (g 6)
ou	⠠⠠⠠	點 1256 (h 6)
ow	⠠⠠	點 246 (i 6)

這些記號可以用在它們所對應字母的單字任何部分。

範例：

<u>editor</u> ⠠⠠⠠⠠⠠⠠	<u>fed</u> ⠠⠠
weed <u>ed</u> ⠠⠠⠠⠠⠠⠠	<u>erupt</u> ⠠⠠⠠⠠⠠⠠
<u>clergy</u> ⠠⠠⠠⠠⠠⠠	<u>fighter</u> ⠠⠠⠠⠠⠠⠠
<u>outer</u> ⠠⠠⠠⠠	<u>loud</u> ⠠⠠⠠
mia <u>ou</u> ⠠⠠⠠⠠	<u>th</u> <u>ou</u> <u>gh</u> ⠠⠠⠠⠠⠠
<u>peril</u> <u>ous</u> ⠠⠠⠠⠠⠠⠠⠠	<u>owl</u> ⠠⠠
<u>drown</u> ⠠⠠⠠⠠⠠	<u>row</u> ⠠⠠

範例：

He cried: "I will!"

備註：在點譯時，必須嚴格遵守印刷文本中的標點符號順序。引號應與其括住的單字保持相連，即使在印刷文本中有空格，也不應將引號與單字分開。

練習八

red speed talked choked smashed tethered chopped edit
chafed shaded ached bothered whetted agitated led reed
wandered matter murder ordered queer whimper her perch
herded cherished peril berthed merely terse baker mere
scout route Southern mouse fourth curious sour our
mouth flour ploughed hour council touch rough mourners
yellow lower sorrow grower furrow flowered bowl snow
dower dowager downpour shadow towel glow slower clown
“Come and show me the town on the map!” he cried;
“they assured me that the river, which flows outside it,
is crowded with boats, and that scores of people have caught
perch, and trout too.” I laughed. “Of course I
will,” I replied, now so thoroughly amused. “Though
I have serious doubts whether you will catch any number
of trout.” “It's a wicked shame!” he shouted out.
“With her powers as a highbrow performer she might have just
as easily overthrown all her big rivals; and now
they pour scorn onto her, deride her very loudly and
shout her down.” Come with us and have tea on the ship.

附加練習八

He came from Missouri only two months ago. Our grandchild loves the out of doors. Without doubt the British make valiant allies. He derived a huge profit from the sale of the house. Our new neighbours have moved from Exeter. The gale blew all the flower pots off the front porch. The child's nosebleed excited all the grown ups. Frederick loathed the bitter northern climate: that is why he soon moved south. The seductive perfume of flowers filled the night air. "Let's see," pondered Herbert, "it's four more weeks till school is out." Any adverse criticism of America's foreign policy makes Philip angry. The town sorely needed civic progress: for example, a change of politicians. They wander over the hill. My old radio has an outside aerial.

第九課

最後三個特定字群縮寫記號

	<u>st</u>	<u>ar</u>	<u>ing</u>
	⠠	⠠	⠠
	⠠	⠠	⠠
<u>st</u>	⠠	點 34	
<u>ar</u>	⠠	點 345	
<u>ing</u>	⠠	點 346	

st 和 ar 可以用在單字的任何部分。

ing 可以用在字首以外的任何地方。

範例：

<u>st</u> and	⠠⠠	ast <u>er</u> s	⠠⠠⠠⠠
quest	⠠⠠⠠⠠	<u>are</u>	⠠⠠
quar <u>re</u> l	⠠⠠⠠⠠⠠⠠	angul <u>ar</u>	⠠⠠⠠⠠⠠⠠
w <u>in</u> g <u>ed</u>	⠠⠠⠠⠠	s <u>in</u> g <u>er</u>	⠠⠠⠠⠠
br <u>in</u> g	⠠⠠⠠	r <u>in</u> g <u>in</u> g	⠠⠠⠠⠠

特定單字縮寫記號：still

st . still

此特定單字縮寫記號遵循與第七課中介紹的特定單字縮寫記號相同的規則。

範例：

still life . : . : .

例外：

stilled . . : : :

still 須單獨呈現，不能是較長單字的一部分。

連字號

連字號 (-) .. 點 36

連字號的用法如印刷文本中所示。

範例：

arc-lamp . : . : . : :

複合字

這裡有兩種類的複合字：

- (1) 當連字號出現在印刷文本中，例如，**arc-lamp**，連字號兩側的單字被認為是「單獨呈現」或獨立的詞，因此，可以使用字母或特定單字縮寫記號。

範例：

child-like ·...·

- (2) 當印刷文本中沒有連字號，例如，**aircraft**，因為複合字被視為一個單字，所以不能使用單字縮寫。

範例：

childlike ··: ::: ·: ··

單字縮寫使用

到目前為止，所有單字縮寫的兩側都有一個空方。如果單字縮寫兩側都有連字號，也可以使用它。破折號將在下一課中介紹，但已包含在下面的規則中。

關鍵概念

- 如果**前面**和**後面**有空方、連字號或破折號，則可以使用單字縮寫。
- 單字縮寫不得作為較長單字的一部分來使用。
- 當字母和特定單字縮寫後面跟著 'd, 'll, 're, 's, 't 或 've 時，可使用。
- 單字縮寫可以與標點符號一起使用。

備註：當單字縮寫和標點符號一起使用時，標點符號必須處於標準語法位置。如需了解更多資訊，請參考第 204 頁。

練習九

haste stated priest stretch story striking fast string
staff earnest ghost destroyer still-life stop sty stars
career narrow quarterly go-cart care-taker earth arrow
starch sparrow singular farthing charitable cards carving-
fork thing fringe jingle starling stringing arousing bring kingdom
outstanding fingering shingle jeering starving snowing burning outing
On my early ramble the other morning I stood still
just admiring a lark start singing with a joyous outburst,
and soaring higher and higher towards the red, rising sun,
warbling and carolling, carried upwards out of sight on
the wings of the morning. With both of my hands holding the
steering wheel, and still gripping it with all of my might,
and though trembling, I steered straight as possible
toward the car-park and with care parked the car. I asked
"Are you bringing us the things needed for knitting stockings
for the new clothing stalls at this month's Bazaar?"

附加練習九

Our corner shop is having a big sale of toothbrushes, cigars, bath-powder, liquid soap, dishes, thimbles and needles. Carol arose early this morning and studied for the arithmetic test. "The Tempest" is full of striking imagery. He plans on making a career of aerodynamics. Gingerale will quiet an upset stomach now and then. Her hair is slightly tinged with grey, but her eyes have the sparkle of youth. She gave Butch a withering look and exclaimed, "I wish you'd bathe every now and then!" It is amazing how few people are thoroughly free of vexing problems. Charles is a five-trip-a-week pilot. The next film is "Two-gun Jim rides on." The sedate Duchess hired a sedan-chair for her three-hour tour of Peking.

第十～十四課 下位縮寫

下一組的記號是下位縮寫。這些縮寫的點字方內沒有上排的點，也就是沒有任何點 1 或點 4。到目前為止所學的下位記號都是標點符號。

下位縮寫將分別介紹字群縮寫和單字縮寫。字群縮寫是組成一個單字的兩個或多個字母的縮寫。單字縮寫則表示整個單字的縮寫。

第十～十二課 下位字群縮寫

十個下位字群縮寫將分成三組標題：

- 字首的下位字群縮寫
- 字中的下位字群縮寫
- 任何部份的下位字群縮寫

第十課

字首的下位字群縮寫

be con dis

: .. ::

be : 點 23 (下位 **b**)

con .. 點 25 (中位 **c**)

dis :: 點 256 (下位 **d**)

這三個字群只能用在單字的**第一個音節**。

範例：

<u>be</u> <u>ing</u>	: ::	<u>beta</u>	: ::
<u>began</u>	: ::	<u>concern</u>	.. :: ::
<u>contrast</u>	.. :: ::	<u>contract</u>	.. :: ::
<u>disable</u>	:: ::	<u>disturb</u>	:: :: ::

例外：

bell	: ::	同屬一個音節
conk	.. ::	同屬一個音節
disc	:: ::	同屬一個音節
<u>better</u>	: :: ::	<u>bet</u> 同屬第一個音節
un <u>concern</u>	.. :: ::	<u>con</u> 非第一個音節
undis <u>mayed</u>	.. :: ::	<u>dis</u> 非第一個音節

be, con, dis 與破折號或連字號連用時

在印刷文本中，這三個字群前方有連接破折號或連字號時，可使用字群縮寫，前提是，這三個字群必須是單字的第一個音節。

範例：

self-belief : ˙ ˙ : ˙ ˙ .. : : ˙ ˙ ˙ ˙
go away—dispel! : ˙ ˙ ˙ ˙ : ˙ ˙ ˙ ˙ ˙ ˙ ˙ ˙ ˙ ˙ ˙ ˙

簡短字

簡短字是專門用於點字的特殊用法。以下會用數個單元介紹 75 個簡短字。

依據 210 頁的「簡短字擴編列表」，簡短字也可以用在較長的單字中。

第一個音節為 "be" 的簡短字

because	<u>be</u> c	: ˙ ˙	before	<u>be</u> f	: ˙ ˙
behind	<u>be</u> h	: ˙ ˙	below	<u>be</u> l	: ˙ ˙
beneath	<u>be</u> n	: ˙ ˙ ˙	beside	<u>be</u> s	: ˙ ˙ ˙
between	<u>be</u> t	: ˙ ˙ ˙	beyond	<u>be</u> y	: ˙ ˙ ˙

備註：「簡短字擴編列表」只包含了由 "be" 開始的較長單字。be 字群縮寫只有在其為該單字的第一個音節時才可以使用。

範例：

beforehand : ⋮ ⋮ ⋮ ⋮

besides : ⋮ ⋮ ⋮

例外：

furbelow ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ 譯註：be 非第一音節

簡短字的使用指南

這些指南可用於所有的簡短字與包含簡短字的長單字，包含後面課程介紹的簡短字。

簡短字可用於：

- 無論發音、意義、一般文字或專有名詞。
- 從 210 頁開始「簡短字擴編列表」中列出的長單字（包括任何有撇號的詞綴）
- 當 “s” 或撇號的 “s” 加在任何簡短字或「簡短字擴編列表」中的字時。有三種例外情形，會在介紹相關簡短字的時候說明。

簡短字和包含簡短字的長單字：

- 前後必須加上空方、破折號或連字號。
- 可以與標點符號同時使用。

相關細節詳列於 204 頁。

練習十

behold believe besiege behindhand beset beguiled beings
belated betweenwhiles bee better beyond beloved beneath beet
consulted constantly contrary contemptuous convoy conch
consists confused unconscious constables constructive
discharged disconcerted discuss disorder dispel disc disco
disgraced disasters disapprove dismal disputes disturbing
I can disagree utterly, because I do not consider that he
disobeyed the orders or that the commanding officer became
very dissatisfied and disgusted with the behaviour of the whole
company with the quite terrible conflicts between our forces
and the considerable army that bestrides and controls all
the conquered territory. I confirm what I have told
you before, that Ted is not guilty of a conspiracy, or
of betraying the comrades; beware of condemning Ted's
conduct or belittling my efforts, or dismissing all
our motives and charging me with dishonourable conduct.

附加練習十

He did look rather bewildered, I confess.
Disposing of this problem will require the whole
effort of all of us. A handy, considerate child will
help if dishes need washing. The new
chairman of the sub-committee lost complete
self-control because the members became
disorderly. Betty behaved unbecomingly at
school for a child of her age. Jack Ford is my
choice for the job—come what may. Before we
go, tell the milkman—make sure you are
very clear—that we are not coming home for two
weeks. I believe that this chair is very
uncomfortable. Fiona saw her ring beside the clock
on her bedside table. Shall I look beneath the
cushion? The pupils became unruly;
complete disorder prevailed. Behave well!

第十一課

在單字中間的下位字群縮寫

<u>ea</u>	<u>bb</u>	<u>cc</u>	<u>ff</u>	<u>gg</u>
•	:	..	::	::

ea • 點 2 （中位 **a**）

bb : 點 23 （下位 **b**）

cc .. 點 25 （中位 **c**）

ff :: 點 235 （下位 **f**）

gg :: 點 2356 （下位 **g**）

這些下位字群縮寫只可以使用在單字的**中間**。**前後**必須有字母或字群。

以上字群不可以用於連字號或撇號之前。

範例：

<u>lead</u>	: • ::	<u>Seattle</u>	. :: • :: :: :: ::
<u>teacup</u>	:: • .. :: ::	<u>rabbit</u>	:: • : • ::
<u>babbled</u>	: • : : ::	<u>accept</u>	• .. • :: ::
<u>accurate</u>	• .. :: :: • :: •	<u>tobacco</u>	:: :: : • .. ::
<u>cliffs</u>	.. : • :: :	<u>affected</u>	• :: • .. :: ::
<u>ragged</u>	:: • :: ::	<u>aggrieved</u>	• :: :: • • :: ::

例外：

eat ⠠⠠⠠⠠

plea ⠠⠠⠠⠠⠠

tea-cup ⠠⠠⠠⠠⠠⠠⠠⠠

skiff's ⠠⠠⠠⠠⠠⠠⠠⠠⠠

riff-raff ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

譯註：字群前後沒有有字母或字群或字群用於連字號或撇號之前。

縮寫字的選擇

特定字群縮寫記號較下位字群優先使用。但是，當 be, con, 和 dis 這三個下位字群構成單字的第一個明顯音節時，可優先使用。

當單字中包含 “ear” 時，優先使用 ar 字群而非 ea 字群。然而，ar 字群不應該使用於連接複合字。例如 tearoom。請參考 195 頁的縮寫字的一般規則。

範例：

effort ⠠⠠⠠⠠⠠⠠

offer ⠠⠠⠠⠠⠠

fear ⠠⠠⠠⠠⠠

learn ⠠⠠⠠⠠⠠⠠

beard ⠠⠠⠠⠠⠠⠠

heart ⠠⠠⠠⠠⠠⠠

例外：

tearoom ⠠⠠⠠⠠⠠⠠⠠⠠

tea+room 複合字，不使用 ar 字群縮寫

flearidden ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

flea+ridden 複合字，不使用 ar 字群縮寫

圓括號與大括號

左圓括號或左大括號

( 點 5, 點 126

右圓括號或右大括號

) • • 點 5, 點 345

範例：

(if I may add),

(if you prefer it!)

左括號的後面或右括號的前面不需空方，除非該空方有特殊意義。

印刷文字中的標點符號樣式和順序，點字也必須遵循。

練習十一

heavy cheap bread meal weak swear steady hear beard
thread create speak eases deaf ready yearly earn
stabbed rubbery pebbles lobbies jobbery webbing shabby
occupies accelerated tobacco access accosting cuffs
coffee stuffing effect afflicted differs sheriffs iffy
egg baggy aggravating luggage suggested ragged eggs
I have heard they are at loggerheads over the affair:
they all accuse the beggar of robbing them and bagging all
the stuff concealed beneath a muddled heap of rubbish; how
the robber learnt this fact and then cleared out the stuff,
bag and baggage, and effaced every trace quite baffled us.
The so very weary watchman heard nothing alarming during
the night (at least, so he affirms), and only with
difficulty realised towards morning that a very serious
breach of the peace occurred as he slept so cozily
huddled up all of a tight heap, with muffled ears.

附加練習十一

You may consider it odd, but I will not eat
cabbage. The sufferers from the disaster did not give
up the struggle. Being a stiff-necked old
aristocrat she did not mingle with the common rabble,
but they wearied of being treated like riffraff. The
leader of the plot, being accused, cried "I am not
guilty!"; all the same, the judges
condemned that man. They served meatloaf, fried
eggplant, carrots and peas, crusty bread,
peaches and cream and cake topped with fluffy
marshmallow frosting. The story (which we will soon
complete) is filled with horror. "Do you
consider that old peddler odd?" It is not so
easy for me! He feared the man with the gun; but with
effort he disarmed the brute. He can afford this
property because he is a man of means—lucky
man!

第十二課

在單字任何部分的下位字群縮寫

en in
 ˙. ˙.

en ˙. 點 26 （下位 **e**）
in ˙. 點 35 （下位 **i**）

這兩個下位字群縮寫可以用在單字的任何一個部分。他們是唯一可以使用於單字字尾的兩個下位字群縮寫。

範例：

<u>end</u>	˙. ˙˙	<u>deny</u>	˙˙. ˙˙˙
<u>den</u>	˙˙. ˙.	<u>been</u>	˙. ˙. ˙.
<u>inn</u>	˙. ˙˙	<u>into</u>	˙. ˙˙˙˙
<u>din ed</u>	˙˙. ˙. ˙˙	<u>din</u>	˙˙. ˙.

備註： be 這個下位字群不可以使用於“been”這個單字的字首，因為它沒有構成一個明確的音節。

縮寫字的選擇

特定字群縮寫記號 the 和 ing 相較 en 和 in 優先使用。這符合特定字群縮寫記號優先於下位字群縮寫記號的規則，如第十一課第 53 頁所述。

以“ing”開頭的單字，只能使用縮寫 in，因為 ing 字群不能用於單字的開頭，如第九課所述。

範例：

then : : : lengthen : . : : :
spring : : : : nightingale : . : : : : .

例外：

ingot . : : : ingredients . : : : : . : :

譯註：ing 字群不能用於單字的開頭，只能使用 in 縮寫。

下位記號規則

可以同時使用數個下位字群與下位標點符號，但是該序列中必須包含一個上位記號。

如果某個單字僅由下位字群組成，則最後一個下位字群不能使用。

範例：

"lin en" : : : . . :

例外：

bein' : . : .

備註：在第二個例子中，"in" 沒有被縮寫，以確保該字詞中包含一個上位記號。

練習十二

entreat greens general gardening gentlemen heaven ending
different entertained enforced encouraging French disengaged
incendiary finished inclined ingredients indispensable
window "disinterest" inwardly maintaining minions coffin
ingeniously insurgent insensible fingering strengthen win
skin-tight. "He has just been seen!" China endowed
disinherit lining instinct indistinguishable inland diminish
incomparable since Apennines Dobbin! thing chains.
"Instead of enduring standing on the rain-soddened steps,
discontentedly waiting for the income tax inspector,
go inside and insist on an interview." The advice
seemed eminently sensible, the rain so unending. Very
innocently I went indoors. "Enquiries Within."
This showed plainly on an inner door and quite suddenly
I heard men's and women's voices raised loudly
behind the door. "Hasn't he yet been?" asked an
indiscreet, loud voice from within. "I hope I'm
not intruding?" I ventured out loud as I entered within.

附加練習十二

When they finished the interview, the clock outside struck seven. Hurry or we'll not get any dinner! If you haven't anything we can afford, we aren't interested. Henry's headache inflicts an intolerable pain, and he's inconsolable. An enormous hand grasped mine and a voice exclaimed "Welcome!". Pinner's daughter is president of the benevolent society. Karen arrived with the pillows and then Caroline came with the remainder of the bed linen. The identical twins are indistinguishable. Radio has presented us with the best outstanding talent with all kinds of programmes—short amusing sketches and elaborate plays, as well as symphonies and other kinds of music, and an unlimited variety of entertaining shows.

第十三課

下位單字縮寫

下位單字縮寫可分為下列兩類：

- 不可與下位標點符號連書的下位單字縮寫。
- 在某些情況下可以和下位標點符號連書的下位單字縮寫。

不可與下位標點符號連書的下位單字縮寫

<u>be</u>	<u>his</u>	<u>was</u>	<u>were</u>
:	::	::	::

be : 點 23 （下位 **b**, 和下位字群縮寫 be 一樣）

his :: 點 236 （下位 **h**）

was :: 點 356 （下位 **j**）

were :: 點 2356 （下位 **g**）

這四個下位單字縮寫不可以和下位標點符號連書。

與之前學過的字母和特定單字縮寫記號不同，這些下位單字縮寫不可以與連字號或破折號連書。

目前學過的標點符號中，這些下位單字縮寫只能與圓括號連書，因為他們都是上位記號。

下位單字縮寫可以與大寫符號一起使用。

下位單字縮寫不能作為長單字的一部份。

範例：

<u>Be</u> glad!	. : :: : . :
<u>His</u> idea	. :: . : : . :
(<u>his</u>)	. : . : . : . :
<u>It</u> <u>was</u> <u>fine</u> .	. :: . : . : . : . :
<u>You</u> <u>were</u> glad	. :: . : :: : . :
(<u>as</u> <u>you</u> <u>were</u>)	. : . : . : . : . :
—(<u>was</u> that <u>it</u> ?)	 : . : . : . : . :

備註：在上述範例中，“was” 連接的是括號，而不是破折號，所以可以使用下位單字縮寫。

例外：

“Be glad!”

“his”

—was that it?

wasn't

As you were!

wer en't

在某些情況下可以和下位標點符號連書的 下位單字縮寫

enough in

∴ ∴

enough ∴ 點 26 （下位 **e**）

in ∴ 點 35 （下位 **i**）

enough 必須符合字母和特定單字縮寫記號一樣的單字縮寫規則。請參閱第 43 頁的「單字縮寫使用」。然而，還必須考慮以下所述的下位記號規則。

in 代表與字群縮寫記號相同的字母，因此可以在任何位置使用。

做為單字縮寫的 enough 和 in 可以與大寫指示記號一起使用。

範例：

It was enough for me. ∴ ∴ ∴ ∴ ∴ ∴ ∴

In that case! ∴ ∴ ∴ ∴ ∴ ∴ ∴

Have you enough in that box?

∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴ ∴

下位記號規則

使用下位單字縮寫記號 enough 和 in 時，可以與任意數量的下位標點符號一起使用，但前提是該字詞序列中包含一個上位記號。

在完全由下位計號所組成的字詞序列中，切勿在字詞序列的最後使用下位縮寫。

範例：

(It was enough) .⠠. ⠠.⠠. ⠠. ⠠. ⠠.

“Tea ch-in” .⠠. ⠠.⠠. ⠠.⠠.⠠.⠠.

They are list en ing-in this morning.

.⠠.⠠.⠠. ⠠.⠠. ⠠. ⠠. ⠠.⠠.⠠.⠠.⠠.⠠. ⠠. ⠠.⠠.⠠.⠠.⠠.⠠.⠠.

Brother-in-law .⠠. ⠠.⠠.⠠.⠠.⠠.⠠.⠠.⠠.⠠.⠠. ⠠. ⠠.

範例：

Have you en ou gh? .⠠. ⠠. ⠠.⠠.⠠.⠠.

I went in— .⠠. ⠠.⠠.⠠.⠠. ⠠.⠠. ⠠.⠠.⠠.

綜合範例：

“enough's en ou gh.” .⠠.⠠.⠠. ⠠. ⠠.⠠.⠠.⠠.⠠.

I have enough—more than en ou gh!

.⠠. ⠠. ⠠.⠠.⠠.⠠. ⠠.⠠. ⠠.⠠.⠠.⠠.

Have you enough—en ou gh for me?

.⠠. ⠠. ⠠.⠠.⠠.⠠.⠠.⠠. ⠠.⠠. ⠠.⠠.⠠.

Have you enough—in that box?

.⠠. ⠠. ⠠.⠠.⠠.⠠.⠠. ⠠. ⠠.⠠.⠠.⠠.

備註：在最後兩個範例中，破折號後不使用下位單字縮寫，以確保該字詞序列中包含一個上位記號。

以下範例說明了當破折號位於點字行的任何一端時，enough 和 in 字群使用與不使用的情況。

範例：

I w <u>ent</u> in—
. 2 3 4 5 6 7 8 9
at lea <u>st</u> ...
1 2 3 4 5 6 7 8 9

We <u>have</u> <u>en</u> <u>ou</u> <u>gh</u> —
. 2 3 4 5 6 7 8 9
let <u>us</u> <u>stop</u> <u>now</u> .
1 2 3 4 5 6 7 8 9

Sure <u>you</u> <u>have</u> <u>enough</u>
. 2 3 4 5 6 7 8 9
—in <u>that</u> box?
. 2 3 4 5 6 7 8 9

以 “a” 和 “said” 開頭的簡短字

about	ab	• •	above	abv	• • •
according	ac	• •	across	acr	• • •
after	af	• •	afternoon	afn	• • •
afterward	afw	• • •	afterwards	afws	• • • •
again	ag	• •	against	agst	• • •
almost	alm	• • •	already	alr	• • •
also	al	• •	although	alth	• • •
altogether	alt	• • •	always	alw	• • •
said	sd	• •			

請參閱第 50 頁《簡短字使用指南》。

第 210 頁《簡寫字擴編列表》列出了可使用簡短字的較長單字。

簡短字 “about” 或 “almost” 不可添加字母 “s”，因為這樣會形成常見單字，例如：“abs”（abdominals 腹肌的縮寫）和 “alms”（施捨）。

範例：

afterglow • • • • • again st • • •

Port Said • • • • • • • •

例外：

acrosses • • • • • • • • acres 英畝，所以不使用簡短字。

rafter • • • • • RAF (Royal Air Force)，所以不使用簡短字。

練習十三

"I can't imagine what you were doing then," he said after coming in. "Why," I replied, "I was just about my own affairs again, and that is enough!" I was almost tired of his interfering ways: he was always asking indiscreet things about me of that kind, although he already knew more than enough about me as it was. We were all, standing in a group on the platform, waiting for the in-coming train; before it came in—it was very late—we saw his brother-in-law with his—what did he always call it?—his lucky "mascot". Then the diesel train came in: it was almost twenty-seven minutes behind in schedule. "Enough standing about, for me at the very least," I said. "Quite enough for us also!" my companions agreed. "But be fast about it," I said, "the train will be starting again in a minute and we shall have been waiting in vain." We all got in although it was about full already. My brother-in-law, who joined us and jumped in after us with his pet monkey in his arms, was almost too late; so we were away at last.

附加練習十三

After it lost the way, the plane strayed beyond the Soviet border and was shot down behind the Iron Curtain. His home town is according the general an almost royal welcome because of his heroic stand against overwhelming odds. We don't have enough food in the new house for the entire weekend. When my in-laws invaded our domain I was in a state of frenzy. If you insist that I be frank, I will be. How few they were, yet how well they defended the homeland! "Enough's enough!" cried the infuriated parent. The headmaster wasn't in, but his secretary greeted us warmly. Dickens and Thackeray were important British novelists of the nineteenth century. He movingly recited Tennyson's "In Memoriam" in floods of tears. Maybe he'll change his mind!

第十四課

下位記號總結

下位記號規則

可以將任意數量的下位字群縮寫和下位標點符號一起使用，前提是該字詞序列中包含一個上位記號。

“enough” 和 “in” 作為下位單字縮寫時，可以與任意數量的下位標點符號一起使用，前提是該字詞序列中包含一個上位記號。

在完全由下位記號所組成的字詞序列中，切勿在字詞序列的最後使用下位縮寫。

範例：

<u>be</u> in'	⋅ ⋅ ⋅ ⋅
(<u>be</u> <u>in</u>)	⋅ ⋅ ⋅ ⋅ ⋅ ⋅
<u>enough</u> — <u>in</u>	⋅ ⋅ ⋅ ⋅ ⋅ ⋅
(<u>enough</u> — <u>in</u> all)	⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅ ⋅

備註：字詞序列指的是在空方之間由字母或字母與符號所組成的連續字串。

下位字群縮寫與下位單字縮寫記號

下位字群縮寫 be, con, dis

1. 只能在形成第一個音節的地方使用。
2. 優先於使用特定字群縮寫記號，例如 distort.
3. 只能在它們形成一個單字的第一個音節時，才可以在連字號或破折號之後使用。
4. 必須符合下位記號規則。

下位字群縮寫 **ea, bb, cc, ff, gg**

1. 只能用於單字的中間。
2. 特定字群縮寫記號優先於這些下位字群縮寫記號，例如 **effort**, **coffee**, **heart**.
3. 不得在連字號或撇號前後使用。

下位字群縮寫 **en, in**

1. 可以在單字的任何部分使用。
2. 特定字群縮寫優先使用，然而，**ing** 不得在單字的開頭使用。
3. 必須符合下位記號規則。

單字縮寫 **be, his, was, were**

1. 不可以作為長單字的一部份。
2. 不可以與下位標點符號連書。

單字縮寫 **enough, in**

1. **enough** 必須符合字母和特定單字縮寫記號的規則。請參閱第 43 頁的單字縮寫使用。
2. 必須符合下位記號規則。

連字號與破折號

連字號可用於點字行的末尾，以分隔長字詞。連字號絕不可位於新的點字行的行首。

破折號是兩方符號，絕不可以分開點寫。它可以出現在點字行的任一端。

任何出現連字號和破折號的地方，都必須符合下位記號規則。

下位單字縮寫 **be, his, was** 和 **were** 不可與連字號或破折號一起使用，以避免與下位標點符號混淆。

簡短字

today	td		tomorrow	tm	
tonight	tn		friend	fr	
herself	herf		myself	myf	
him	hm		himself	hmf	
your	yr		yourself	yrf	
could	cd		should	shd	
would	wd				

請參考 50 頁的簡短字使用指南。

210 頁的「簡短字擴編列表」列出了長單字中可以使用的簡短字。

範例：

wouldn't wouldn't should st should st

例外：

Himalayas . ː ː ː ː ː ː ː ː Him後接母音，不可使用。

shoulder ㄕ ㄣ ㄣ ㄣ should 後接母音，不可使用。

字母 “s” 不可以加在簡短字 “him” 之後，因為這樣會形成常見字詞 “HMS” (Her Majesty's Ship).

friend

如果包含 "friend" 的較長單字未列在「簡短字擴編列表」中，若是它位於單字的開頭，且後面沒有緊接著母音或字母 "y"，才可以使用此簡短字形式。

備註：務必確認「簡短字擴編列表」，以瞭解不遵循上述規則但允許使用的單字。

範例：

boy <u>friend</u>	⠠ ⠃ ⠕ ⠽ ⠠ ⠑ ⠗ ⠢ ⠠ ⠑ ⠗ ⠢ ⠠ ⠑ ⠗ ⠢
un <u>friendly</u>	⠠ ⠤ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗
<u>friend</u> <u>finder</u>	⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗

例外：

<u>befriended</u>	⠠ ⠃ ⠑ ⠑ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗
<u>befriending</u>	⠠ ⠃ ⠑ ⠑ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗
<u>friendly</u>	⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗ ⠠ ⠑ ⠗

friend 後接母音，不可使用簡短字。

練習十四

"If I could be in your place," I said to a friend,
"I should try to go by an earlier train tomorrow." I
stood by him to help him into his coat and I then
offered to put his luggage into the bus for him. "I
hope to get back tonight early enough to see to all
the things that we have to arrange—anyhow at the very least
by tomorrow night," he said, as he stepped on the bus.
We were to go to Edinburgh to attend a meeting and
I was planning to go by car to various places that
we wished to see on the way. I did not like to go
by myself: it was really quite a shame not to use the car
to the full. After dinner we were ready to discuss the
plans—which of the cities on the route to the North
to pass by and which of the by-ways we would take to
endeavour to combine our duty with pleasure to our
utmost. "That's quite plain enough," I said; "enough to
begin with at any rate. And now into our beds, as you
should try and catch the very earliest train tomorrow morning."

附加練習十四

They are behindhand with the rent, and accordingly have asked to move. It is difficult today to imagine the fears of Columbus' sailors as they sailed across the ocean. Do not delude yourself about just how serious this could be if you do not make him your friend by tomorrow at the very latest. "Will you be able to drop by tonight, Lucy?", she asked her friend. He went to London by way of Bristol. His book, in my opinion, is very poorly written—to be perfectly frank. When will you permit me to enter your office? When he went into the room he was taken back by surprise. By and by we arrived at a small inn and went in to inquire whether any rooms were available. Bernard kept his tools in a lean-to near the greenhouse. Shall we go to "The Bell" tonight?

第十五～二十二課

兩方縮寫

目前為止所學過的縮寫，除了簡短字之外，都為一方點字。本課將開始介紹兩方縮寫，兩方縮寫可以區分為兩類：

- 起首字母縮寫
- 末尾字母字群縮寫

起首字母縮寫形成的方式是以點 5，點 45 或點 456 為前置號，再加上第一個字母或字群。

末尾字母字群縮寫形成的方式是以點 46 或點 56 為前置號加上縮寫音節的末尾字母。

範例：

<u>f</u> ather	• ∴	點 5, f （起首字母縮寫）
- <u>sion</u>	∴ ∴	點 46, n （末尾字母字群縮寫）

縮寫的選擇

在選擇縮寫時，主要期望的結果是以最少數量的點方。當不同縮寫佔用的空間相同時，優先使用單一點方的縮寫，但 **-ence** 除外，該縮寫將在第十九課介紹。

第十五～十七課

以點 5 為前置號的起首字母縮寫

點 5 是最常見的起首字母縮寫前置號，這種方式的縮寫共有 22 個，接下來將會按字母順序在接下來的第十五到十七課來介紹。

第十五課

點 5 和 D-M

起首字母縮寫

字母單字縮寫

<u>day</u>	• ∴	點 5, d	<u>do</u>	∴	d
<u>ever</u>	• ∴	點 5, e	<u>every</u>	• ∴	e
<u>father</u>	• ∴	點 5, f	<u>from</u>	∴	f
<u>here</u>	• ∴	點 5, h	<u>have</u>	∴	h
<u>know</u>	• ∴	點 5, k	<u>knowledge</u>	∴	k
<u>lord</u>	• ∴	點 5, l	<u>like</u>	∴	l
<u>mother</u>	• ∴	點 5, m	<u>more</u>	∴	m

day, father, know, lord, mother

day, father, know, lord 和 mother 一般被用來作為起首字母縮寫，無論這些字母所代表的內容出現在何處，甚至即使他們不再保留他們原始的字意。

如果發音嚴重扭曲時，則不會使用縮寫。例如，不會使用 mother 在 chemotherapy。

範例：

<u>days</u>	• ∴ ∴	<u>Monday</u>	• ∴ ∴ ∴ ∴
<u>daybreak</u>	• ∴ ∴ ∴ ∴ ∴	<u>Faraday</u>	• ∴ ∴ ∴ ∴
<u>day-to-day</u>	• ∴ ∴ ∴ ∴ ∴		
<u>fatherhood</u>	• ∴ ∴ ∴ ∴ ∴	<u>unfatherly</u>	• ∴ ∴ ∴ ∴ ∴

<u>know</u> ing · : ::	un <u>know</u> n :: : : · : :
over <u>lord</u> : : : : · :	<u>lord</u> ing · : : :
<u>mother</u> ly · : : : :	s <u>mother</u> : · : :
<u>mother-in</u> -law · : .. · .. : · :	
ack <u>nowled</u> ge · " · : : : : :	

備註：在 acknowledge 這個字，不會使用字母單字縮寫 knowledge，因為它是較長單字的一部份。

例外：

<u>today</u> : : "	使用簡短字，點方較少。
<u>Sand</u> ay . : : : : :	and 特定字群優先使用，點方較少。
<u>chemo</u> therapy · · : : : : : : : : :	若使用 mother 會造成發音扭曲。

ever

ever 只能在重音落在第一個 "e" 上，且 "ever" 之前沒有 "e" 或 "i" 時，才能用作起首字母縮寫形式。

範例：

<u>sever</u> : · : ·	<u>fever</u> : : · ·
<u>rever</u> ent : · · · · :	

例外：

<u>severe</u> : · · : : : ·	重音不是落在第一個 e 上，所以不能使用 ever 。
<u>revere</u> : · · : : : ·	
<u>rever</u> berate : · · : : : : : : · : ·	
<u>believer</u> : : · · : : : :	ever 之前有 i，不能使用。

備註：包含“every”的複合字應使用縮寫形式“ever”並加上“y”，因為字母單字縮寫“every”不能作為較長單字的一部分。

範例：

<u>every</u> body	· · · · · · · ·
<u>everyth</u> <u>ing</u>	· · · · · · · ·

here

只有當“here”整個字是以單一音節發音時，才能作為起首字母縮寫形式使用。

如果“here”後面接的是字母“d”、“n”或“r”，則必須使用字群縮寫記號“ed”、“en”或“er”。除非起首字母縮寫使用的點方數較少，否則優先使用特定單字和下位單字縮寫記號。

範例：

<u>adhere</u>	· · · · · ·	<u>herewith</u>	· · · · · ·
<u>hereto</u>	· · · · · ·	<u>sphere</u>	· · · · · ·

例外：

<u>Hereford</u>	· · · · · · · ·	Here	非單一音節
<u>inher ent</u>	· · · · · · · ·	here	後面接的是字母 d,
<u>adher ed</u>	· · · · · · · ·	n 或 r，必須使用 ed, en	
<u>coher er</u>	· · · · · · · ·	或 er 的字群縮寫記號。	

簡短字

conceive	<u>concv</u>	⠠⠠⠠⠠⠠⠠⠠⠠	conceiving	<u>concvg</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
deceive	dcv	⠠⠠⠠⠠⠠⠠⠠⠠	deceiving	dcvg	⠠⠠⠠⠠⠠⠠⠠⠠⠠
declare	dcl	⠠⠠⠠⠠⠠⠠⠠⠠	declaring	dclg	⠠⠠⠠⠠⠠⠠⠠⠠⠠
children	<u>chn</u>	⠠⠠⠠⠠⠠⠠⠠⠠	either	ei	⠠⠠⠠⠠⠠⠠⠠⠠
good	gd	⠠⠠⠠⠠⠠⠠⠠⠠	great	grt	⠠⠠⠠⠠⠠⠠⠠⠠⠠
much	<u>mch</u>	⠠⠠⠠⠠⠠⠠⠠⠠	such	<u>sch</u>	⠠⠠⠠⠠⠠⠠⠠⠠

請參閱第 50 頁的簡短字使用指南。

第 210 頁的「簡短字擴編列表」列出了可使用縮寫形式的較長單字。

以 “ing” 結尾的簡短字

有六個以 “e” 結尾的簡短字，其現在分詞本身也是簡短字。對於這些單字，會加上字母 “g”，而不是 “ing”。其中三個在本課介紹，另外三個將在第十七課介紹。

範例：

<u>conceive</u>	⠠⠠⠠⠠⠠⠠⠠⠠	<u>conceiving</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>deceive</u>	⠠⠠⠠⠠⠠⠠⠠⠠	<u>deceiving</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>declare</u>	⠠⠠⠠⠠⠠⠠⠠⠠	<u>declaring</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠

children

如果包含“children”的較長單字未列在「簡短字擴編列表」中，若其後不接母音或“y”，就可以使用簡短字形式。

範例：

fost er children
childrenbooks

例外：

childrene ⠏⠊⠗⠑⠒⠇⠑⠎⠃⠑⠑⠗⠑ children 後接母音，不可使用簡短字形式。

good

如果包含 “good” 的較長單字未列在「簡短字擴編列表」中，若它位於單字開頭，且其後不接母音或 “y”，就可以使用簡短字形式。

備註：重要的是要查閱「簡短字擴編列表」，以確認有哪些允許的單字不是遵循上述規則。

譯註：查閱「簡短字擴編列表」很重要，以確保某些不符合上述規則的單字是允許使用縮寫的。

範例：

Goodhumour man . ⠒⠑⠗⠑⠇⠊⠏⠁⠎⠑⠃⠍⠊⠝⠐⠖⠕⠞⠂⠆
scatter good : ⠔⠄⠋⠙⠚⠛⠜⠟⠡⠢⠤
goodie ⠒⠑⠗⠑⠇⠊⠏⠁⠎⠑⠃⠍⠊⠝⠐⠖⠕⠞⠂⠆

例外：

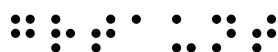
Hapgood . : : ' : : : : : : : : : :
Jane Goodall . : : ' : : : : : : : : : : : : : :

great

“great” 的簡短字縮寫可以在任何地方使用，即使較長的單字未出現在「簡短字擴編列表」中。

範例：

greataunt



練習十五

I can never conceive how my sister-in-law manages to do the cleaning, the cooking and the shopping and everything for the children—day in, day out—too much altogether to my very mind! For however good they may be in a general way, children are ever such a very, very great charge on the father and mother—greater moreover, on the mother. “Well I just don't know,” she declared yesterday, when I demanded that I know just how she could fit it all into the seven days; “every day I have to do certain things, whatever else has to go by the by; here's a list if you would like to know: Monday is the washing-day—as everybody knows—by good luck, Father likes taking the children to the school on that day—Tuesdays and Wednesdays I go into the town to do shopping—would you believe people could stand in queues, never knowing whether they will ever get anything much they want after all? Such a very great waste of good effort! Still, it's either that or nothing!” Here she broke off quite suddenly with: “Why here they are and I'm just not ready with tea!”

附加練習十五

Beverly comforted her small, serious brother by saying, "Mother promised that she and father will take us fishing the day after tomorrow". He has declared himself in favour of resuming talks between the unions and the company. You know that you are not allowed to remain here forever. Do not deceive them into thinking we will find it. The landlord acknowledged that the tenants needed a few more days to find another house. "Everton are by far the greatest team ever!" he declared with much enthusiasm. He continued to adhere to his beliefs even though he was condemned as a heretic. She was unable to smother a yawn as he continued to recite the boring details of his journey. "You have such good children!", her father-in-law declared. According to the plans made yesterday, the union is declaring a strike tomorrow, either in the morning or the afternoon; however, if we conceive an alternative plan, we may be able to prevent this from happening.

第十六課

點 5 和 N-U

起首字母縮寫

字母單字縮寫

<u>name</u>	• ⋮	點 5, n	<u>not</u>	⋮	n
<u>one</u>	• ⋮	點 5, o			
<u>part</u>	• ⋮	點 5, p	<u>people</u>	⋮	p
<u>question</u>	• ⋮	點 5, q	<u>quite</u>	⋮	q
<u>right</u>	• ⋮	點 5, r	<u>rather</u>	⋮	r
<u>some</u>	• ⋮	點 5, s	<u>so</u>	⋮	s
<u>time</u>	• ⋮	點 5, t	<u>that</u>	⋮	t
<u>under</u>	• ⋮	點 5, u	<u>us</u>	⋮	u

name

name 被用於其發音為一個音節的情況。

範例：

namely • ⋮ ⋮ filename ⋮ ⋮ ⋮ ⋮
renamed ⋮ ⋮ ⋮ ⋮

備註：在 renamed 單字中使用 name，而非使用特定字群縮寫記號 ed，因為這樣佔用的點方較少。

例外：

enamel • ⋮ ⋮ ⋮
Vietnamese ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮
 name 不在一個音節。

one

當 one 所代表的字母發音為單個音節時，可使用起首字母縮寫。

one 也可用於以 "oney" 結尾的單字，以及單字 "hone st" 或 "monetary" 及其衍生字如 dishone st。

若 one 前面有字母 "o"，則不可使用 one。

當 one 後面緊跟 "d"、"n" 或 "r" 時，不可使用起首字母縮寫形式 one。當佔用的點方數相同時，應優先使用特定字群縮寫記號或下位字群縮寫。

範例：

st <u>ones</u>	⠠ ⠠ ⠠ ⠠ ⠠	lonely	⠠ ⠠ ⠠ ⠠ ⠠
telephone	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠	c <u>oney</u>	⠠ ⠠ ⠠ ⠠ ⠠
m <u>oney</u>	⠠ ⠠ ⠠ ⠠ ⠠	<u>hone st</u> ly	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

例外：

anemone	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠	ba <u>ronet</u>	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
colonel	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠	Boone	⠠ ⠠ ⠠ ⠠ ⠠ ⠠
pho <u>ned</u>	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠	priso <u>ner</u>	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

part

part 可作為起首字母縮寫，當其所代表的字母出現時均可使用。但當 "part" 後面接著字母 "h" 並且 "th" 在一起發音為單一音時，就不能使用這個縮寫。

範例：

<u>part</u> ly	⠠ ⠠ ⠠ ⠠ ⠠	im <u>part</u> ial	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
im <u>part</u> ed	⠠ ⠠ ⠠ ⠠ ⠠ ⠠	<u>part</u> iciple	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
<u>par</u> tridge	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠	a <u>par</u> theid	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

例外：

Par the non . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

question, right

question 和 right 通常可在其所代表的字母出現的任何位置使用。

範例：

question ing . ⠠ ⠠ unquestionable ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

righteous . ⠠ ⠠ ⠠ ⠠ ⠠ Bright on . ⠠ ⠠ ⠠ ⠠ ⠠

fright en ed ⠠ ⠠ ⠠ ⠠ ⠠ alright ⠠ ⠠ ⠠

some

當 some 其所代表的字母構成基本單字的一個音節時，不論實際發音如何，應作為起首字母縮寫。

範例：

hand some ⠠ ⠠ ⠠ ⠠ hand somer ⠠ ⠠ ⠠ ⠠ ⠠

meddlesome ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ noisome ⠠ ⠠ ⠠ ⠠ ⠠

somebody ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ chromosome ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

例外：

Somerset . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ (不是一個確定的音節)

ransomed ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ (不是“ransom”的一個音節)

time

time 可用於其所代表的字母發音與單字 “time” 相同的情況。

範例：

timely · ⠠ ⠠ ⠠ some times · ⠠ · ⠠ ⠠ ⠠
mistimed ⠠ · ⠠ ⠠ · ⠠ ⠠ timer · ⠠ ⠠

例外：

Mortimer . ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

備註：在 mistimed 和 timer 中使用 time，而不是特定字群縮寫記號 ed 和 er，因為這樣佔用的點方較少。

under

under 可作為起首字母縮寫使用，除非其所代表的字母前面是母音字母 “a” 或 “o”，或者字母 “un” 構成字首。

譯註：under 可作為起首字母縮寫使用，但以下情況不能使用：

1. 當其所代表的字母前面是母音字母 “a” 或 “o”。
2. 當 “un” 作為前置詞出現在單字中。

範例：

blunder ⠠ ⠠ · ⠠ th under ed ⠠ · ⠠ ⠠
under st and · ⠠ ⠠ ⠠

例外：

launder ⠠ · ⠠ ⠠ ⠠ ⠠ under 前面是母音字母 a
underived ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ un 作為單字的前置詞

簡短字

first	<u>f</u> st	⠠⠋⠠⠑⠠⠗⠠⠗⠠⠑	immediate	imm	⠠⠋⠠⠋⠠⠋⠠⠋
its	xs	⠠⠋⠠⠑⠠⠑	itself	xf	⠠⠋⠠⠑⠠⠑
little	ll	⠠⠋⠠⠑	letter	lr	⠠⠋⠠⠑
must	<u>m</u> st	⠠⠋⠠⠑⠠⠑	necessary	nec	⠠⠋⠠⠑⠠⠑
neither	nei	⠠⠋⠠⠑⠠⠑	oneself	<u>o</u> nef	⠠⠋⠠⠑⠠⠑
ourselves	ourvs	⠠⠋⠠⠑⠠⠑⠠⠑⠠⠑			

請參閱第 50 頁的簡短字使用指南。

第 210 頁的「簡短字擴編列表」列出了可以使用簡短字的較長單字。

範例：

immediately ⠨⠶⠳⠹⠽⠼⠺ unnecessary ⠸⠴⠵⠤⠑⠻⠞⠁⠗⠾
mustn't ⠮⠷⠲⠦⠢⠅⠒ musty ⠮⠷⠡⠣

例外：

necess <u>a</u> rily		拼字改變
mu <u>s</u> tang		
mu <u>s</u> tac <u>h</u> e		must 後接母音字母，不使用。
mu <u>s</u> t er		

first, letter, little

如果包含 “**first**”, “**letter**” 或 “**little**” 的較長單字不在「簡短字擴編列表」上，只要它位於單字的開頭，且後面不跟母音字母或 “**y**”，則可以使用簡短字形式。

備註：重要的是要查閱「簡短字擴編列表」，以確認有哪些允許的單字不是遵循上述規則。

範例：

<u>first</u> born	⠠⠠⠠⠠⠠⠠	<u>tail</u> first	⠠⠠⠠⠠⠠⠠
<u>letter</u> <u>ed</u>	⠠⠠⠠⠠	news <u>letter</u>	⠠⠠⠠⠠⠠⠠
<u>little</u> <u>st</u>	⠠⠠⠠		

例外：

belittling ⠠⠠⠠⠠⠠⠠⠠

備註：只有在拼字不變的情況下，才可以使用簡短字。在“belittling”中不能使用簡短字，因為“little”字尾的“e”被去掉了。

練習十六

begone commoner money throne shone prone scones one
partake apart parting participle partial partisans party
righteous fright right-minded wheelwright playwright abandoned
someone's wearisome troublesome somewhat loathsome winsome
in the meantime, Times, time-table, summer-time, timer
Sunderland underwriter undertone undergo under-carriage thunder
A party of constables came here to discover his name and
still something a little more definite about him, in particular as
to his honesty and upright dealing at the time when he was the
time keeper in the old, very well-known and time-honoured
firm of shipwrights in which my father was a senior partner.
Little enough did we ourselves know about him, however; for us who
were little more than children at that time past, he was but a name—
neither more nor less—yet we undertook to make an
immediate search in my father's letters, tiresome as this can always
be to anyone knowing but little enough of such things, and inform them
as to his real name, if we could just get to know it, and
on any other points that should come to light hereafter.

附加練習十六

"The fault, dear Brutus, is not in our stars,
but in ourselves, that we are underlings." Although she
wrote the story herself, it was her friend, Stephen
Littleton, who conceived the plot. His father must have his
first driving lesson tonight. It will not be necessary
to give your idea our immediate scrutiny, as you can
present it yourself at the three o'clock meeting this
afternoon. Into each life a little rain must fall. I
was unable to answer your letter immediately. We were rather
surprised to learn that some of our boys took
part in the riots; they were named as instigators and
taken for questioning. We hope that the party will be a
big surprise for Grandfather. He was kidnapped
but ransomed by his father, who was forced to pay a
good deal of money. His feverish state lasted
only a short time and he was soon able to understand
his parents' questions and respond coherently. Though
lonesome and frightened, the child was none the worse for
his night out in the thunder, the lightning and the rain.

第十七課

最後一組以點 5 為前置號的起首字母縮寫

起首字母縮寫		字母單字或特定字群縮寫記號	
<u>work</u>	• ∴ 點 5, w	<u>will</u>	∴ w
<u>young</u>	• ∴ 點 5, y	<u>you</u>	∴ y
<u>there</u>	• ∴ 點 5, <u>the</u>	<u>the</u>	∴
<u>character</u>	• ∙ 點 5, <u>ch</u>	<u>child</u>	∙ <u>ch</u>
<u>through</u>	• ∴ 點 5, <u>th</u>	<u>this</u>	∴ <u>th</u>
<u>where</u>	• ∴ 點 5, <u>wh</u>	<u>which</u>	∙ ∴ <u>wh</u>
<u>ought</u>	• ∴ 點 5, <u>ou</u>	<u>out</u>	∴ <u>ou</u>

範例：

<u>work</u> man	• ∴ ∴ ∙ ∴	hom <u>work</u>	∴ ∴ ∴ ∙ ∙ ∴
<u>work</u> <u>ing</u>	• ∴ ∴	<u>young</u> ish	• ∴ ∙ ∴
<u>character</u> istic	• ∙ ∙ ∙ ∙ ∙ ∙	<u>character</u> ised	• ∙ ∙ ∴ ∴
<u>through</u> <u>out</u>	• ∴ ∴ ∴	<u>whereas</u>	• ∴ ∙ ∴

例外：

wh er ever ∙ ∴ ∴ ∙ ∙

備註：使用字群縮寫記號 “ever” 而不是 “where” 更能準確反應該單字的發音和形式。

there

there 為起首字母縮寫時，必須保留其原本的意思。

範例：

there fore · ∴ ∴ · there with · ∴ ∴

例外：

lathered ∴ · ∴ ∴ ∴ with er ed ∴ ∴ ∴

ought

ought 無論發音如何，只要所代表的字母出現，均可作為起首字母縮寫使用。

範例：

bought ∴ · ∴ th ought ∴ ∴ · ∴
drought ∴ ∴ ∴ · ∴ doughty ∴ ∴ ∴ ∴

簡短字

blind	bl	⠠ ⠠	braille	brl	⠠ ⠠ ⠠
paid	pd	⠠ ⠠	perhaps	perh	⠠ ⠠ ⠠
perceive	percv	⠠ ⠠ ⠠ ⠠	perceiving	percvg	⠠ ⠠ ⠠ ⠠ ⠠
receive	rcv	⠠ ⠠ ⠠	receiving	rcvg	⠠ ⠠ ⠠ ⠠
rejoice	rjc	⠠ ⠠ ⠠	rejoicing	rjcg	⠠ ⠠ ⠠ ⠠
quick	qk	⠠ ⠠	themselves	themvs	⠠ ⠠ ⠠ ⠠ ⠠
thysself	thyf	⠠ ⠠ ⠠	together	tgr	⠠ ⠠ ⠠
yourselves	yrvs	⠠ ⠠ ⠠ ⠠ ⠠			

請參閱第 50 頁的簡短字使用指南。

第 210 頁的「簡短字擴編列表」列出了可以使用簡短字的較長單字。

範例：

prepaid ⠠ ⠠ ⠠ ⠠ ⠠ rejoice ful ⠠ ⠠ ⠠ ⠠

例外：

nonpaid ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

blind, quick

如果包含 “blind” 或 “quick” 的較長單字不在「簡短字擴編列表」中，則可以使用短寫形式，前提是它位於單字的開頭，且後面沒有母音或 “y”。

備註：重要的是要查閱「簡短字擴編列表」，以確認有哪些允許的單字不遵循上述規則。

範例：

blindly ⠠ ⠠ ⠠ ⠠ colourblind ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
quickly ⠠ ⠠ ⠠ ⠠ quick sticks ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

例外：

blinded ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ blinding ⠠ ⠠ ⠠ ⠠ ⠠

備註：單字 “blinded” 和 “blinding” 不包含在「簡短字擴編列表」中。在這些單字中使用簡短字形式可能會導致與 “bled” 和 “bling” 混淆。

braille

“braille” 的簡短字可在任何出現的地方使用。

範例：

brailer ⠠ ⠠ ⠠ ⠠ rebraille ⠠ ⠠ ⠠ ⠠
simbraille ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

例外：

brailing ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ brailist ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

備註：簡短字形式僅可在拼寫未改變的情況下使用。由於 “brailing” 字尾的 “e” 被省略，因此簡短字形式不可用於 “brailing” 和 “brailist”。

練習十七

At an afternoon-tea house-party at Lord Broughton's there were quite a considerable number of younger people; some of the very young ones not knowing what to do with themselves all day through and eager to try something new while they were all together there, suggested they ought to make up a play. And this plan was very quickly put into effect. By good luck one member of the party was discovered to be some sort of a playwright. Before the day was out, the play was chosen and most of the characters in it were allocated. Everyone was set to work to learn his part by heart immediately; someone was sent to help the youngest of the party to learn his part: he was a promising youngster with lots of character who was thought eminently suitable to get the part of the young handsome hero. The next thing to decide on was where the play ought to be staged. Someone immediately perceived that there was a large room with a door behind leading to a little lobby, through which the actors could pass in and out at will. The great day was fixed; and the young people went to work with right good will.

附加練習十七

They met on a blind date and afterwards struck up a very good friendship. Toiling, rejoicing, sorrowing, onward through life he goes. He took on himself the unpaid debts of his stepchildren. He perceived that this project would entail the expenditure of funds above and beyond his means. Young as he is, perhaps he will be able to command enough strength of character, knowledge and will, to shoulder his new responsibilities at work. The characteristics of the adult are inherent in the chromosomes of the embryo. The untimely death of the doughty master quickly plunged the ship into an atmosphere of gloom. Everyone ought to take some time each day for reading. He thought that since he owned plenty of money he would be treated like a king wherever he went. Here and there the sun peeped through the clouds. They remained at the gates to the prison where they fought all through the night.

第十八課

以點45為前置號的起首字母縮寫

以點 45 為前置號的起首字母縮寫有五個。

<u>起首字母縮寫</u>			<u>字母單字或特定字群縮寫</u>		
<u>upon</u>	⠠⠏⠗⠔⠒	點 45, u	<u>us</u>	⠠⠑⠑	u
<u>word</u>	⠠⠑⠗⠔⠗	點 45, w	<u>will</u>	⠠⠑⠗⠗	w
<u>these</u>	⠠⠑⠗⠑	點 45, the	<u>the</u>	⠠⠑	
<u>those</u>	⠠⠑⠗⠑	點 45, th	<u>this</u>	⠠⠑⠑	th
<u>whose</u>	⠠⠑⠑	點 45, wh	<u>which</u>	⠠⠑⠑	wh

word 應在其代表字母出現的任何地方使用。

upon, these, those 和 whose 則應只在其字義保持不變的情況下使用。

範例：

<u>wordy</u>	⠠⠑⠗⠔⠗⠑	<u>sword</u>	⠠⠑⠗⠔⠗
<u>there upon</u>	⠠⠑⠗⠑ ⠠⠏⠗⠔⠒	<u>whosoever</u>	⠠⠑⠑⠑⠑⠑⠑⠑

例外：

<u>coupon</u>	⠠⠑⠑⠑⠑⠑⠑	<u>theses</u>	⠠⠑⠑⠑⠑⠑
---------------	---------	---------------	--------

備註：這五個起首字母縮寫可以透過以下句子來記住：“Upon my word, whose are these, those?”

練習十八

The young people, intent upon the great job of learning the words which fell under the parts assigned to them, worked very hard during the time remaining to them, before the great day fixed by the playwright, being also the producer. He insisted upon the immediate need for everyone to be word-perfect, to know his or her own part in the play off by heart, before they could even begin to rehearse. "This is so necessary," he said, "for those, whose parts represent the chief characters in the play; these should study the characters that they are called upon to act, try to understand them, not only get the words by heart but spend as much time upon them as they are able.", so hard did these enthusiastic young people work throughout those few days that remained, that even those very high standards that were set by the playwright seemed within easy reach. In the meantime the older ones of the party set out to work upon all the necessary accessories as were considered by the playwright to be essential. Several demanding rehearsals a day were insisted upon by those taking part.

附加練習十八

Those whose houses are made of glass ought not to throw stones. Several fairy tales start with these words: "Once upon a time". Those of us whose lives are spent in the Western hemisphere know scarcely anything of life in the Orient. She bought a letter-opener in the shape of a miniature sword. The old professor announced to his students "Most of these theses were splendid, all but one of you have passed! Well done!". Whereupon the young chemists began rejoicing except for the one woebegone boy who quickly perceived that he was the single failure.

第十九課

以點456為前置號的起首字母縮寫

以點 456 為前置號的起首字母縮寫有六個。

起首字母縮寫	字母單字或特定字群縮寫記號
<u>cannot</u> :: 點 456, c	<u>can</u> :: c
<u>had</u> :: 點 456, h	<u>have</u> :: h
<u>many</u> :: 點 456, m	<u>more</u> :: m
<u>spirit</u> :: 點 456, s	<u>so</u> :: s
<u>world</u> :: 點 456, w	<u>will</u> :: w
<u>their</u> :: 點 456, <u>the</u>	<u>the</u> ::

除了 had 之外，這些起首字母縮寫通常可以用在它們所代表字母出現的任何地方。

範例：

<u>spirit</u> <u>ed</u> :: ::	<u>dispirit</u> <u>ed</u> :: :: :: ::
<u>worldly</u> :: :: ::	<u>unworldly</u> :: :: :: :: ::
<u>theirs</u> :: :: ::	<u>themselves</u> :: :: :: :: :: :: ::
Ger <u>many</u> . :: :: ::	Rom <u>any</u> . :: :: ::
Tam <u>many</u> . :: :: ::	

備註：起首字母縮寫 spirit 優先於字群縮寫記號 dis 用於單字 “dispirited”，因為這樣會佔用較少的點方。

had

當 “a” 的發音為短音時，使用 had 的起首字母縮寫。

範例：

hadn't ⋮⋮ ⋮⋮ ⋮⋮ had st ⋮⋮ ⋮⋮
Hadley ⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮ haddock ⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮

例外：

Hadrian ⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮ ⋮⋮ shadow ⋮⋮ ⋮⋮

備註：在單字 “shadow” 中，使用 sh 而非 had，因為特定字群縮寫記號優先於起首字母縮寫。

這六個起首字母縮寫可以透過以下句子來記憶：

“Many in this world cannot have had their spirit”（許多人在這個世界上無法擁有他們的精神）。

練習十九

The party of youngsters had very many exciting times over their recitals. Some days nothing went quite right. "Put more spirit into those words!" one of them would be chastened. "Why in the world you cannot speak out!" or "there's a great world of thought behind those lines of yours, so you ought to enter into their spirit, so those who will be hearing them cannot fail understanding these underlying ideas." The youngster, whose part was to play the young hero, had worked very hard to get his words quite right and say them clearly in a spirited manner: many, many a time he had been heard declaiming them out to himself, anyone else who had enough time to listen to him. Here and there, where some particular lines had to be said in some more characteristic tone of voice, those who had to say them had to spend more time upon perfecting themselves., so at last the great day finally arrived, when they would have to face all those who had come to look on—all the world, his wife were there,, so their hearts sank. Their spirits rallied however, and they "brought down the house".

附加練習十九

In these days of supersonic speed one can travel to any part of the world in no time at all. To those who have character, a spirit of adventure the Navy is very appealing. You cannot go on forever spending more money than you earn. I don't know whether or not I will go to Germany, as I don't understand a word of the language. "How many guests will there be at their party?" asked the spirited young man. Mrs Hadley was impressed with the beauty of the Parthenon. Some people believe in Spiritualism; many others cannot altogether accept these ideas. Upon hearing that her sister had scarlet fever, she became extremely dispirited. Those people whose spiritual lives mean everything to them do not lead worldly lives. They had the party here in the garden, with the babbling stream, the cool shade of the trees making it a very pleasant setting.

第二十～二十二課 末尾字母的字群縮寫

末尾字母字群縮寫代表單字中的特定音節。它們由縮寫音節的**最後一個字母**組成，並且前面加上點 46 或點 56 作為點字前置號。

末尾字母字群縮寫只能用來表示單字的一部分，不能作為單字縮寫來代表整個單字。

這些字群縮寫必須緊接在一個字母或其他縮寫符號之後，不能用於單字開頭，或直接跟在連字號、撇號或其他標點符號後面。

範例：

careless ness .. :· · :· :·

例外：

other-ness ·· :· :· .. :· · :· :· **ness** 在連字號後面，不能使用。此形式並不常見。

lesson ·· :· :· :· :· **less** 在字首，不能使用。

末尾字母字群縮寫總共有 12 個，分為三個組別。

第二十課

第一組末尾字母字群縮寫

在這一組中，有三對末尾字母的字群縮寫。每對符號基於相同的字母（或稱為「字根」），但其點字前置號不同。

<u>ance</u>	⠠⠠	點 46, e	<u>ence</u>	⠠⠠	點 56, e
<u>sion</u>	⠠⠠	點 46, n	<u>tion</u>	⠠⠠	點 56, n
<u>less</u>	⠠⠠	點 46, s	<u>ness</u>	⠠⠠	點 56, s

範例：

<u>lanced</u>	⠠⠠⠠⠠	<u>advance</u>	⠠⠠⠠⠠
<u>evidence</u>	⠠⠠⠠⠠⠠⠠	<u>commences</u>	⠠⠠⠠⠠⠠⠠
<u>mansion</u>	⠠⠠⠠⠠	<u>sessions</u>	⠠⠠⠠⠠⠠
<u>national</u>	⠠⠠⠠⠠⠠	<u>ration ing</u>	⠠⠠⠠⠠
<u>actions</u>	⠠⠠⠠⠠	<u>contraction</u>	⠠⠠⠠⠠⠠⠠
<u>useless</u>	⠠⠠⠠⠠	<u>bless ing</u>	⠠⠠⠠⠠
<u>fairness</u>	⠠⠠⠠⠠⠠	<u>careless ness</u>	⠠⠠⠠⠠⠠⠠

例外：

<u>ancestor</u>	⠠⠠⠠⠠⠠⠠
<u>lessen ed</u>	⠠⠠⠠⠠⠠⠠
<u>less</u>	⠠⠠⠠⠠

末尾字母字群在字首，不能使用。

只能用來作為單字一部分，不能作為單字縮寫來代表整個單字。

ence

當 ence 後面接 "a", "d" 或 "r" 時，使用末尾字母字群縮寫 "ence"。

範例：

influenceable	. : : : : : : : .
experienced	. : : : : : : : .
silencer	. : : : : : .

ness

有時會在名詞後加上 "ess" 來表示女性。如果原始名詞的結尾是 "en" 或 "in"，則不要使用末尾字母字群縮寫 "ness"，而是應該使用 "in" 或 "en" 的字群縮寫記號。

範例：

lion <u>ess</u>	. : : : : .
baron <u>ess</u>	. : : : : .

例外：

chieftain <u>ess</u>	. : : : : : . : : : : .	原始名詞結尾是 in
citizen <u>ess</u>	. : : : : : . : : : .	原始名詞結尾是 en

練習二十

France distance henceforward sentences chance innocence fence
whence penitence glance pence ignorance dance thence prance
conclusion discussion occasions affectionate tension station
conviction intentionally invasion decisions fractionated
painless meekness likenesses greatness unless fearlessness
senseless kindnesses heartlessness weakness motherliness bless
actionable recklessness remission exceptional station
patience contentions satisfaction instances stainless hence
spiritless fatherless vocations lordliness nameless timeless powerless
workless fusion worldliness openmindedness aloneness relation
mean-spiritedness maintenance motion concoction blessedness lance
licence righthandedness lawless insertion liveliness elation
trance confusion conditional visionary perfection friction
gentleness pranced forgiveness allowance appreciation.
A world of difference; Works of fiction; in succession;
without distinction. Attention! Lessons in elocution;
A sin of omission rather than that of commission; By his
compulsion. Provision both for offence, for defence.

附加練習二十

Fortunately he had the presence of mind to call an ambulance when he realised she was completely senseless. There is a chance that her chosen profession will be a blessing to her. When they had balanced their finances, they perceived that it was useless to retain their ancestral possessions if their bills were to be paid, they were to remain solvent. She learned to dance in only a few lessons. Patience, confidence are necessary for those who wish to become teachers. He studied the question with a thoroughness that defies description. She has applied for the position of governess advertised in the Sunday edition of "The Times". The twelve prisoners were sentenced to hard labour for eight years. Those days were filled with happiness for both of them. Our flight was cancelled because of bad weather, deteriorating conditions.

第二十一課 第二組末尾字母字群縮寫

<u>ound</u>	⠠⠠⠨⠠	點 46, d
<u>ount</u>	⠠⠠⠨⠠⠠	點 46, t
<u>ong</u>	⠠⠠⠨⠠	點 56, g
<u>ment</u>	⠠⠠⠨⠠⠠	點 56, t

範例：

f <u>ound</u> <u>er</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	w <u>ound</u>	⠠⠠⠠⠠⠠⠠⠠
m <u>ount</u> ain	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	re <u>count</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
l <u>ong</u> <u>er</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	ton <u>gue</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠
du <u>gong</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	de <u>mentia</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
bat <u>tlement</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
temper <u>ament</u> al	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		

例外：

men <u>tal</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	不能放字首
<u>above-men</u> <u>tion</u> <u>ed</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	不能在連字號後
grey' <u>ound</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	不能在撇號後

練習二十一

Astounding compounds profoundness dumbfounded surroundings
spongecake alongside strong-mindedness thronged song
countenance counterbalances countrified discount mound bounty
complimentary commencement advancement demented sentiment
government employment argumentative measurement around
comments commandment counterpart disappointment departmental
To the detriment of the movement for improvement of the
country-side. An arrangement for much quicker payment.
With references to the agreement for conveyance of the two
tenements above-mentioned, our main impression remains
that among the documents that he found in the possession of
the Estate Management some supplementary statements
had been discovered of great importance to all of our
tenants. If we are right in our conclusion, then it will
be very strong evidence that a wrong date was fixed for the
ejectment of our clients. And now so in accordance with
this contention we shall maintain that you are bound to countermand
the ejectment order in acknowledgment of all their rights.

附加練習二十一

From the top of the mountain the view of the country for
miles around is just an endless stretch of in-
describable beauty. There are countless instances
during the year when the rainfall is far less
than the amount needed. The advertisement brought
more business to the town, and the existence of a strong,
important company came to public attention.
She cancelled her appointment and mounted the stairs
in silence. "The Snake Pit" depicts the
horrible, shocking conditions in some of our mental
institutions, north and south. "I can cite count-
less instances in which capital punishment has
resulted in the execution of the wrong man,"
declared the defence lawyer.

第二十二課

第三組末尾字母字群縮寫

ful : : 點 56, **l**

ity : : 點 56, **y**

在 **biscuity**、**fruity**、**hoity-toity** 和 **rabbity** 這些單字中，不可使用末尾字母的字群縮寫 "ity"，因為會影響到單字的發音。

範例：

use <u>ful</u>	: . : . : :	deligh <u>tf</u> ul	: : . : . : . : :
beautif <u>ful</u> ly	: . : . : . : : :		
ci <u>ty</u>	: : :	quant <u>ity</u>	: : . : : : :
ci <u>ty</u> scape	: : : : : .		

例外：

full	: : : :	fulfil	: : : : . :
fruity	: : : . : : :	biscuity	: . : : : . : :

練習二十二

Frightfully doubtful restfulness handfals disgracefully conversationally internationally preparations pitiful city mentality university regularity sincerity pity addition, subtraction, multiplication and division temperamentally fearful of consequences; naturally resentful of such indignity; a real possibility of their confirmation of the majority vote for revocation. After consultation and long deliberation the delegations finally made several strong recommendations, which for the most part sought to increase co-operation amongst the world's nations without the necessity for legislation by the national governments concerned. As such, the education authority aimed at the equality of opportunity for all. Janet handled the sails both gracefully and skilfully—a really quite wonderful demonstration of splendid dexterity, especially in someone so young.

附加練習二十二

With the appearance of the soloist the audience waited in silence for his first beautiful song. The existence of a white man among the native population was given full publicity. There is an unusually cordial relationship among the workers in the department. The youngest child automatically assumed responsibility for the care of the motherless lamb. The delegation was thankful for the opportunity to hear the comments of a professionally trained lawyer. Finally he recognized the mournful sound in the distance and gasped: "O Lord! the blood'ounds are on my trail!" Britain was a faithful ally of the United States during two world wars. He parried the blow with the skilful agility of an experienced fencer. He discharged his marital obligations more or less faithfully. Usually the Baroness served a fruity beverage.

練習題的新編排

第二十二課完成了縮寫的學習，第二十三課到第三十課將介紹其他點字翻譯所需的 UEB 符號及他們的使用規則。第三十一課讓學習者參考 2016 年《澳洲點字管理局點字格式規則與指南》來練習更長篇幅的點字轉譯。

譯註：不同的點字機構可能有不同的標準和規範，因此學習者在轉寫點字時，可能需要根據特定機構的要求來調整格式或使用的符號，因此這裡介紹的規則可能與其他點字機構制定的規則有所不同。

本手冊的最後附有點字參考附錄，彙整了介紹過的點字規則，其中也包含單字分行 (words division)、點字對照表 (Braille Tables) 和「簡短字擴編列表」 (Shortform Extension List)，讓學習者可以更方便地查閱及應用。

頁面排版

練習和附加練習一到二十二遵循印刷文本的格式，以逐行方式點譯。練習和附加練習二十三到三十應使用段落格式點譯。有需要時，無論印刷文字的位置在哪裡，點字應從新的一行開始。

第一頁頂部的引導行 (navigation line) 保持不變，練習標題仍應置中於第 2 行。

練習從第 3 行開始點寫。無論印刷文本顯示新段落的方式為何，在點字中，新的段落都要內縮 2 個點方，因此該行應從第 3 點方開始點寫。第二行及後續行從邊界的第 1 點方開始。即使印刷文本中出現了空行，點字段落之間絕對不應使用空行分隔。

置中線 (centred line) (點 5 後面接 11 個點 2 和點 5) 用來標示每個練習的結束。這條線用來表示文件主要部分的結束。如果該部分或整個文件剛好結束在第 25 行 (頁面的最後一行)，則不需要使用這條線。

只有在需要時才可將單字拆開於不同行，且應遵循第 199 頁「單字分行」部分提供的指南，其餘應避免將單字的分開。

點字第二頁

有些練習題可能會使用一張以上的點字紙，引導行 (navigation line) 位於第二頁及後續點字頁面的頂部，與練習一到二十二の格式相同。印刷頁碼位於左側，並在數字前置號之前加上前置號 "a"，以表示該頁為續頁，如果有更多續頁，則依序使用 "b", "c"，依此類推。

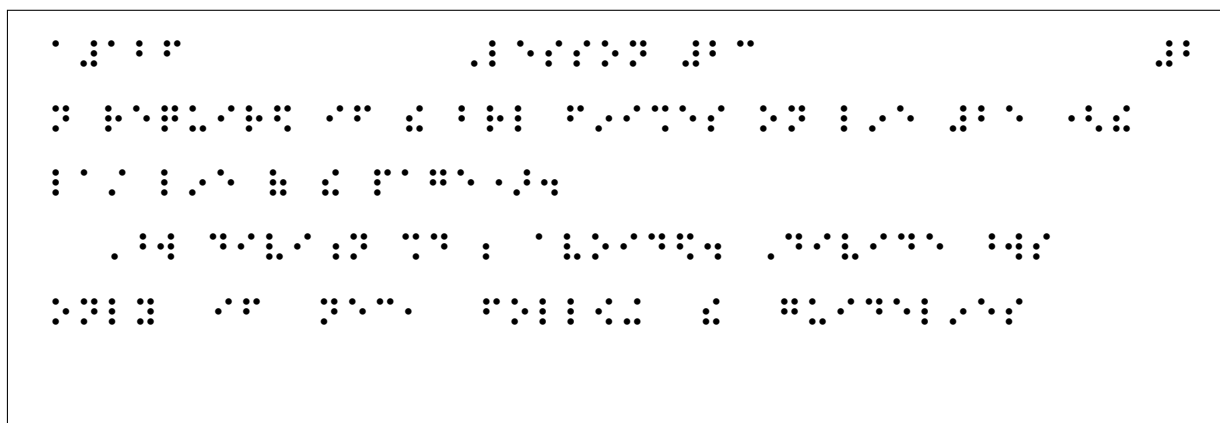
範例：

・ ∴ ∴ ∴ （印刷頁碼第 124 頁的接續）

點字頁面的右上角頁碼增加至 2。引導行 (navigation line) 置中顯示標題，內容應為練習的名稱和編號，並在後續頁面重複顯示。接著就可以從第 2 行繼續練習內容。

範例：

此為第二頁點字頁面的開頭。因為第一頁的內容結束在段落中間，所以此頁由第二行繼續點寫，而第四行內縮兩個點方表示新段落的開始。



第二十三課 更多的標點符號

本課程涵蓋了所有標點符號。本課程介紹的新標點符號可以與單字縮寫 (wordsigns) 和簡短字 (shortforms) 一起使用。

破折號與長破折號

破折號	..	點 6, 點 36
長破折號	• ...	點 5, 點 6, 點 36

破折號在第十課中已介紹，UEB（統一英文點字）還包含一個「長破折號」符號。

破折號和長破折號可以用來表示單字的開頭或結尾，以符合單獨存在規則 (Standing Alone Rule)，該規則適用於單字縮寫 (wordsigns) 和簡短字 (shortforms)。

印刷文本中可能會出現不同長度的破折號。在點字轉譯練習時，請遵循以下指南：

(1) 根據澳洲的格式規範，當破折號用於連接兩個詞語或概念時，應與前後的單字不留空方直接連接（請參閱第十課，第 48 頁）。如果需要分成兩行點字來呈現，則點字破折號可以放在行末或行首。在使用下位縮寫時，需要考慮下位記號規則。

現代電子文本常會在破折號的兩側加入小空格。在澳洲，若破折號的印刷格式並無特殊意義，則建議點字轉譯時不留空方。

(2) 破折號可以表示對話或想法的中斷，或是新思緒的開始，也可以用於詩歌的開頭或結尾。若印刷文本中使用的是一般破折號，則在點字中也使用短的破折號。但如果印刷版使用較長的破折號來表示省略某個單字或部分單字（如下面範例 (3) 和 (4) 所示），則應該使用對應的點字符號來表示。

範例：

"I'll go when—" :: . . . : : : : : : : : : :
—It's in black . . . : : : : : : : : : :
screech ing flocks— : : : : : : : : : : : : : : : : . . .

(3) 在印刷文本中，較長的破折號可能用來表示整個單字的省略。在點字中，應該使用長破折號，並且像其他單字一樣適當地留空方。

It happen ed in —. . : : : : : : : : : . . . : :
Go — now! . : : . . . : : : : :

(4) 在印刷文本中，較長的破折號可能用來表示單字的一部分被省略。在點字中，應使用點字長破折號且不要在破折號與單字剩餘部分之間留空方。整個符號序列必須保持在同一行，不能被拆開到不同行。在長破折號前後，不應該使用單字縮寫 (wordsigns) 和簡短字 (shortforms)，以免造成誤讀。請參閱第 139 頁關於一級符號指示記號 (grade 1 symbol indicator) 的內容。

範例：

"I th—!" : : . . : : : . . . : : :

備註：這裡不使用字群縮寫 th，因為這樣會被讀成單字縮寫 this。

在印刷文本中，有時會使用四個連字號 (hyphens) 來表示遺漏的單字。在點字轉譯時，請遵循印刷格式，同樣使用四個連字號來表示。

兩個點方前引號	“	⋮	點 45, 點 236
兩個點方後引號	”	⋮	點 45, 點 356

box"es"

The quotation marks " and " —

刪節號 ...

點 256，（句號）的連續方

刪節號在印刷中由三個點組成，通常用來表示單字的省略或停頓，使用連續的點 256（句號）組成。

點譯時，應遵循印刷文本中的點數和空格。然而，當有疑慮時，刪節號及其附帶的標點符號應當作獨立的單字來間隔開。

"I wish He ..."

方括號 []

前方括號 ∴ 點 46, 點 126

後方括號 ∴ 點 46, 點 345

範例：

[Aside] 

大括號或捲曲括號 { }

前大括號 ∴ 點 456, 點 126

後大括號 :: 點 456, 點 345

點譯者註釋指示記號 [tni]-Transcriber's Note Indicators

點譯者註釋開始指示記號 • ∴ 點 4, 點 46, 點 126

點譯者註釋結束指示記號 • ∴ ∴ 點 4, 點 46, 點 345

點譯者註釋指示記號在印刷文本中沒有相對應的符號。此符號是點譯者用來提供原始印刷文本中沒有包含的額外資訊。因為此記號的形式與括號類似，所以一併在這裡做介紹。點譯者註釋指示記號可以與單字縮寫 (wordsigns) 和簡短字 (shortforms) 一起使用。

範例：[tni]The original text is unreadable at this point.[tni]

[illegible]

標點符號規則總整理

以下標點符號規則適用於標準文學文本。

這些符號不適用於與電腦程式設計或類似教材，因為在這些情況下標點符號的相對間距對讀者非常重要。若需進一步了解如何處理此類教材，請參閱《統一英文點字，數學、理化和電腦資料點字規範，2008》以及《統一英文點字規則：第二版，2013》。

- (1) 點字轉譯應遵循印刷文本中標點符號的順序。
- (2) 無論印刷文本中標點符號與單字之間是否有空格，在點字文本中皆不用空方。
- (3) 兩個或更多的標點符號連續出現時，中間不用加入空方。
- (4) 兩方記號的組合不得分開。
- (5) 在連續的下位標點符號中，沒有上位記號是被允許的。當下位縮寫構成序列中的一部份時，應遵循第十四課總結的下位記號規則。

範例：

...! ⠠⠠⠠⠠⠠
..." ⠠⠠⠠⠠⠠⠠

- (6) 當標點符號可能被誤讀為縮寫或其他符號時，應在該標點符號前使用一級符號指示記號。

一級符號指示記號 ： 點 56 （參考第 139 頁）

範例：

b!d	⠠⠠⠠⠠⠠	.com	⠠⠠⠠⠠⠠⠠
"?"	⠠⠠⠠⠠⠠	(? <u>this</u>)	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
? <u>France</u>	⠠⠠⠠⠠⠠⠠⠠⠠		
? <u>uestion</u>	⠠⠠⠠⠠⠠⠠⠠⠠		

例外：

cr?te	⠠⠠⠠⠠⠠⠠⠠
lesson.doc	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>who</u> ?/ <u>what</u> ?	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

練習二十三

"I don't really understand," he said, "how they came to hit upon 'The Pines'. It's an out-of-the-way sort of place that one would think a gentleman couldn't rightly take a fancy to."

"'The Pines' suited this party right enough," rejoined the little man. "All that he was after was a house close to the water. He wasn't particular about anything else, so long as he had that."

"Well," replied the landlord in a tone of some superiority, "I suppose, being a 'foreigner', he can't be used to much comfort, and there was enough for him and his niece to ..." He stopped, to my intense annoyance, to serve a customer who had just come in. Hoping, however, for still more information about the young lady, I continued to listen to the conversation at the other end of the bar, while pretending to glance at a paper in front of me—a weekly rag—which seemed to consist principally of advertisements.

"That 'foreigner'," the landlord continued, "will find 'The Pines' a little damp though, I'm thinking."

"That's his look-out," replied the other. "Anyhow, he's paid us six months' rent in advance"

附加練習二十三

Cat was quite glad when lessons started again—he was sick of changing places with Janet, and Julia's handkerchief must have been worn to rags with the number of knots tied in it.

After lessons, he and Janet collected the two magic books and took them up to Cat's room. Janet looked round it with admiration.

"I like this room much better than mine, it's cheerful. Mine makes me feel like Sleeping Beauty and Cinderella, and they were both such sickeningly sweet girls ... Now let's get down to work. What's a really simple spell?"

They knelt on the floor, leafing through a book each. "I wish I could find how to turn buttons into sovereigns," said Cat. "Don't talk about it," said Janet. "I'm at my wits' end. How about this? 'Simple flotation exercise. Take a small mirror and lay it so that your face is visible in it. Keeping face visible, move around widdershins three times, twice silently willing, the third time saying: "Rise little mirror, rise in air, rise to my head and then stay there." Mirror should then rise'—I think you ought to be able to manage that, Cat."

"I'll have a go," Cat said dubiously.

[Adapted from "Charmed Life" by Diana Wynne Jones.]

第二十四課

數字與印刷符號

數字前置號 ⠼ 點 3456

阿拉伯數字 (1-9 和 0) 在點字中是由字母 a-i 和 j 表示，這些數字前會有一個數字前置號。數字的表示法在第一課中已經介紹過，練習活動讓學員有機會練習這些數字及頁碼。

1 ⠼⠠

10 ⠼⠠⠠

206 ⠼⠠⠠⠠

數字模式

數字模式是由數字前置號後面緊接著字母 a-j、小數點或逗號。數字模式在以下符號中仍會持續有效：

- 數字
- 句號或小數點
- 逗號
- 數字空方
- 簡單分數線
- 延續符號

當遇到空方或者其他不屬於數字模式的符號，數字模式即結束。

或：

The sun is 100 000 000 000 000 000 000 000 000 000 degrees.

Figure 1 displays a 3x10 grid of dot patterns representing the digits 0-9. The patterns are arranged in three rows, with each row showing a different set of dot configurations for the digits. The first row shows the most complex patterns, while the second and third rows show simpler, more uniform patterns. The digits are arranged in the following order: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

備註：當數字空方出現在點字行末，會使用帶數字空方的續行指示記號。數字空方和續行指示記號都要被點出，形成連續的兩個第 5 點。

帶連字號的數字

當遇到連字號或破折號時，數字模式會失效。當印刷文本中兩組數字被連字號或破折號連接，就必須在連字號或破折號後重新點寫數字前置號，例如，**10-12** 或 **10–12**。如果數字在連字號或破折號後出現，也可以在一行的結尾被分開，並且進行分行。

範例：

[illegible]

數字模式中的一級點字模式

一級點字模式和一級指示記號：（點 56）在第二十五課將有更詳細的說明。

一級點字模式表示不能使用任何縮寫記號。

數字模式也會啟動一級點字模式，直到出現下一個空方、連字號或破折號為止。

範例：

ready4work

例外：

4-more 

備註：連字號終止一級點字模式。

序數

序數在點字中應該不留空方的緊跟著數字和它的字尾符號。因為數字模式會啟動一級點字模式，因此不可用縮寫記號。若印刷文本中顯示了上標，通常會忽略上標的位置。

範例：

1st	2nd	3rd	4th
1 st	2 nd	3 rd	4 th
			

分數

簡單數字分數

簡單數字分數線 $\cdot$ 點 34

簡單數字分數只包含數字、十進位點、逗號或數字空方。印刷文本中，分子和分母以垂直或接近垂直的方式排列並用分數線隔開。

關於包含其他符號或字母的複雜分數，請參考《統一英文點字：數學、理化與電腦資料點譯規範，2008》。

數字分數線符號應放置在分子和分母之間。簡單數字分數線不會終止數字模式，因此不需要重新標註。

範例：

$$\begin{array}{rcl} \frac{1}{5} & \cdot\cdot & \cdot\cdot \\ \frac{40}{10\,000} & \cdot\cdot\cdot\cdot & \cdot\cdot\cdot\cdot \\ \frac{5.7}{2,000} & \cdot\cdot\cdot\cdot & \cdot\cdot\cdot\cdot \end{array}$$

線性分數

當分數以線性形式顯示時，可以使用正斜線(/)。正斜線的使用在第 132 頁介紹。正斜線會終止數字模式，因此在正斜線後需要重新標註數字前置號。

範例：

$$3/4 \quad \cdot\cdot \quad \cdot\cdot\cdot\cdot$$

帶分數

帶分數會被視為兩個不留空方的數字。整數和分數各自保留它們的數字前置號。

範例：

$$4\frac{5}{16}$$

連字號或破折號會終止數字模式，當兩個帶分數由連字號或破折號連接時，需要重複數字前置號。

範例：

小數點

小數點 ∴ 點 256 (與句號相同)

此符號代表印刷中的小數點，並不結束數字模式。對於以小數點開頭的數字，應在小數點前使用數字前置號。

範例：

日期與時間

應遵循印刷符號和間距的格式。

範例：

Feb. 1, 1906 . ⠨⠢⠶⠦⠆⠒⠐⠑⠑ ⠨⠤⠒⠒⠒⠒⠒⠒

1st February 1906 ⠨⠤⠒⠒⠒⠒⠒⠒ . ⠨⠢⠶⠦⠆⠒⠐⠑⠑ ⠨⠤⠒⠒⠒⠒⠒⠒

在日期和時間縮寫中，應遵循使用連字號、斜線、冒號或句點的規則。當有連字號號、冒號或斜線時，需要重新標註數字前置號，因為這些符號會終止數字模式。

1.2.06	
1-2-06	
1/2/06	
10.30 a.m.	
10.30 am	
12:15 p.m.	
1800 <u>hours</u>	
18.00	
18:00	

當撇號出現在數字前時，點譯時應將撇號排在數字前置號前面。

範例：

'14

範例：

1920's ⠼⠨⠦⠢⠤⠒⠶⠺ 1920s ⠼⠨⠦⠢⠤⠒⠶⠺

運算符號通常與其周圍的數字或符號不間隔地點寫在一起。

加號 + ∴ 點 5, 點 235

範例：

3 + 4  

減號 - • .. 點 5, 點 36

範例：

4-3 

乘號 $\times$ $\cdot$ $\therefore$ 點 5, 點 236

範例：

3 × 4 

除號 $\div$ $\cdot$ $\cdot$ 點 5, 點 34

範例：

4 ÷ 2 

比例 : •• 點 25 (與冒號相同)

範例 :

2 : 4 ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶

比較符號

比較符號通常與其前後的數字或符號之間會有空方。

等號 = •• 點 5, 點 2356

範例 :

5 + 2 = 7 ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶

備註：上面顯示的運算符號與前後的項目是沒有空方的。然而，為了使初學者在短時間內學會這些符號，使用額外的空格可能會有幫助。

範例 :

⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶ ⠠⠶⠶⠶⠶

印刷符號

以下是符號而非標點符號。如果在空格、連字號或破折號之間的連續字符中包含印刷符號，則不能使用單字縮寫和簡短字。

可以在第 193 頁找到其他符號的列表。

以下符號的排版方式與印刷版相同，即符號之間有空方。

和號 &

點 4, 點 12346 (點 4, and)

範例：

Cobb & Co.

&c

O&M

星號 *

• • 黑點 5, 黑點 35

星號通常作為一般參照符號。

在文本中，置中線的三個星號經常用來表示段落之間的時間隔或作為分隔符號，這樣可以清楚區分不同的內容或部分。

@ 符號

點 4, 點 1 (點 4, a)

範例：

@ 50 cents each

admin@printdisability.org

項目符號

點 456, 點 256

項目符號通常用來標記清單中的每個項目。與印刷文本一樣，點字中的項目符號後面通常會留一個空方，再接著寫出內容。

百分比記號 %

點 46, 點 356 (點 46, 下位 j 或 數字0)

百分比記號通常與前面的數字不留空方直接相連。

範例：

5%

斜線：反斜線 \

點 456, 點 16

範例：

c:\data

在以下的練習中，將會使用項目符號。每個項目符號都從第 1 點方開始點譯。將算式的每一行視為一個新段落，從第 3 點方開始點譯。

練習二十四

- 25 times 100 comes to 2,500.
- 5% of 1,000 is 50.
- Divide $15\frac{3}{4}$ by 3 and you get $5\frac{1}{4}$.

$$1 + 2 = 3. \quad 4 + 5 = 9.$$

$$6 + 7 = 13. \quad 8 + 9 = 17.$$

$$5 - 5 = 0. \quad 25 - 10\frac{1}{2} = 14\frac{1}{2}.$$

$$3 \times 2 = 6. \quad 5 \times 7 = 35.$$

$$85 \div 5 = 17. \quad 969 \div 3 = 323.$$

The 4 Quarter Days are on the 25th day of the 3rd month, the 24th day of the 6th month, the 29th day of the 9th month, and the 25th day of the 12th month.

Smith & Jones, the local grocers, sell all kinds of fruit and vegetables, etc. This week they have a 12.5% discount on apples (@ 56 pence per pound) & oranges, if you buy more than 2.5 pounds of either.

Flight no. 235/71 was due to leave Gatwick airport at 23:45 but severe fog delayed departure by 55 minutes. The plane eventually took off at 00:40 and landed at 02:35, which was only 45 minutes behind schedule.

A Unified English Braille chart can be downloaded from <http://www.duxburysystems.com/braillechart.asp>.

Send an email to harry_smith@braille2print.org.

附加練習二十四

$$10 + 11 = 21$$

$$9,762 - 4,601 = 5,161$$

$$\frac{1}{2} \times 6\frac{2}{3} = 3\frac{1}{3}$$

$$12\frac{3}{4} \div 3 = 4\frac{1}{4}$$

On Friday June the 26th, from 2.30 p.m.–5.30 p.m. (that is 14.30–17.30 according to the 24-hour clock) they will be interviewing people for the new job; the successful applicant will start work on Wednesday July the 22nd.

The ballistics expert determined that death had been caused by a .32 automatic.

In 1931-2 the principal causes of accidents were: vehicles—40%; at home—22.5%; sports and recreation—15.4%; pedestrians—8.3%; travel—6.6%.

Thursday, 8/3/84 was the date on the letter, and it was posted at 10.30 a.m. at the General Post Office; but he did not receive it till Saturday, March 10th, whereas he ought to have received it by the second post on the 9th; so he did not get home till 6.30 p.m. on the 11th, and the races were to begin at 3.15, 4.20 and 5.30 respectively.

The Unified English Braille Rulebook can be downloaded from <http://www.iceb.org/ueb.html>.

第二十五～二十七課 點字模式指示記號

點字模式指示記號是在改變跟在其後點字記號或指示以下文本某部分的含義。他們在印刷文字沒有對應的詞。以下課程介紹最常用的指示記號。

第二十五課：大寫指示記號、一級指示記號

第二十六課：字體指示記號：斜體、粗體、底線、書寫體

第二十七課：大寫指示記號的使用

點譯者註釋指示記號在第 117 頁以額外標點符號來介紹。

重音字母則會在第三十課介紹，但下面課程會引用到。

點字指示記號和其他記號的順序

單字前使用點字指示記號、重音記號、標點符號和其他記號，請按照以下順序從左至右排列：

1. 字體指示記號
2. 一級指示記號
3. 撇號
4. 數字前置號
5. 大寫指示記號或小數點
6. 重音記號

單字後有點字終止記號，按其開始指示記號的相反順序放置，這稱作巢狀組合。

第二十五課

大寫與一級模式

大寫模式指示記號

進一步說明，請參閱《統一英文點字規則：第二版2013》第八章。

這裡簡要介紹大寫模式指示記號，在第二十七課中會有進一步解釋。

大寫字母指示記號	.	點 6
大寫單字指示記號	..	點 6, 點 6 (連續二方點 6)
大寫區段指示記號	...	點 6, 點 6, 點 6 (連續三方點 6)
大寫終止記號	..	點 6, 點 3

大寫字母指示記號

單一個點 6 表示一個大寫字母

大寫單字指示記號

大寫單字指示記號為單字設置大寫模式，可用於縮寫、重音字母和連字號字母。但其效力會在空方、任何非字母符號或單一大寫字母指示記號出現時終止。

範例：

CAPITAL	.	.	..	.	...	.	...	.	...	.	...	.	...	...	MORE	.	.	..
<u>WAS</u>	.	.	...	.	...	.	...	.	...	.	...	.	...	...	<u>BRAILLE</u>	.	.	...

大寫區段指示記號／大寫終止記號

大寫區段指示記號為設置大寫模式於句中有三個或更多完全大寫單字時使用，該區段必須以大寫終止記號結尾。

範例：

GO TO BED!!

非字母符號可包含在大寫區段間。

範例：

TYPE AT 60 WPM

大寫終止記號也用於單字中間大寫終止的地方

範例：

GPs

一級模式指示記號

進一步說明，請參閱《統一英文點字規則：第二版2013》第五章。

一級符號指示記號 : 點 56

一級單字指示記號 : : 點 56, 點 56 (連續二方點 56)

一級區段指示記號 : : : 點 56, 點 56, 點 56 (連續三方點 56)

一級終止記號 :: 點 56, 點 3

縮寫點字稱為二級點字，未縮寫點字稱為一級點字。

點字記號可能具有不同含義，取決於哪一種模式。例如，點 1 和 4 在一級模式下代表字母“c”；在二級模式下單獨使用時表示“can”一字，同時在數字模式下也代表數字“3”。

一級模式要標上一級指示記號，否則可能被誤認為是縮寫或者數字含義。使用一級指示記號的類型決定了一級點字模式的長度。

一級符號指示記號

在單字母前須加上一級符號指示記號，否則該字母可能會被誤認為單字縮寫，或字母序列可能會被誤認為是簡短字，或較長單字起首的簡短字。

範例：

U-boat	: .:.. : :· :	(not "us-boat")
al <u>dente</u>	:· : ··:·:·	(not "also dente")
I —	.· :· · :..	(not "I like—")

例外：

Gdansk .:·:·:·:·:·

字母 "a", "i", "o" 不需要加一級符號指示記號，因為他們單獨呈現時並不代表任何縮寫。

範例：

The vowels a, e, i, o and u

.:· :·:·:·:· · · :·:· ·· :· :· :·

在可能被誤讀為下位單字縮寫或字群縮寫的標點符號前，需要使用一級符號指示記號。

範例：

? <u>many</u>	:·:· :·:·
girls:boys	:·:·:·:·:· :·:·:·:·:·

範例：

例外：

140

一級單字指示記號

空方可終止一級單字指示記號。

一級單字指示記號可用於拼寫單字，以最大限度減少所需指示記號數量並提高閱讀的便利性。

範例：

c-h-e-e-s-e : : ¨ .. ¨ .. ¨ .. ¨ .. ¨ .. ¨

而不是：

c-h-e-e-s-e : ¨ .. : ¨ .. : ¨ .. : ¨ .. : ¨ .. : ¨

如果某個單字可能會被誤認為「簡短字擴編列表」中的單字，並且該簡短字不在單字的開頭，則需要加上一級單字指示記號。

範例：

ozbri : : ¨ ¨ ¨ ¨

一級區段指示記號／一級終止記號

一級區段指示記號用於三個或更多單字，一級區段指示記號在一級終止記號之後終止。

範例：

s-t-o-p r-i-g-h-t n-o-w

: : : ¨ .. ¨ .. ¨ .. ¨ ¨ .. ¨ ¨ ¨ .. ¨ ¨ ¨ ¨ ¨ ¨ ¨ ¨ ¨ ¨

更多範例

作為人、點或物體名稱的單一字母須遵循上述規則。

範例：

From p to q.

. ⠠ ⠠ ⠠ ⠠ ⠠

A and B met at Z.

. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

除了 A, I, O，單一首字母前面必須加上一級符號指示記號，無論是否使用句號。

範例：

J S Bach

: ⠠ ⠠ ⠠ ⠠

J. S. Bach

: ⠠ ⠠ ⠠ ⠠ ⠠

當大寫字母作為群組書寫時，不需要一級符號指示記號，除非字母組可能會被誤認為縮寫或簡短字。

範例：

The angle ABC

. ⠠ ⠠ ⠠ ⠠ ⠠

例外：

The line CD.

. ⠠ ⠠ ⠠ ⠠ ⠠

撤號

當單字後面跟著 'd, 'll, 're, 's, 't, 've 時，可使用字母單字縮寫，如第七課所述。在單一字母加上這些撇號及其結尾前，須加上一級符號指示記號，以分辨單字縮寫。

範例：

Mind your p's and q's

Miss J's pupils

Miss Just's pupils

羅馬數字

羅馬數字遵循大寫字母和一級符號指示記號的規則。使用句號時遵循印刷字文本。

範例：

V 



X • •
 • • •
 • • •

XI

X.

VI.'s

在連字號或破折號之後的羅馬數字，如果被誤認為單字縮寫，則需要一級符號指示記號。。

連字號或破折號將終止大寫模式，因此大寫指示記號需要重新標示。

範例：

V-X

X-XX

序數羅馬數字

羅馬數字非以數字模式表示，因此可以使用縮寫來表示序數。

Ist . . . Vth . . .

使用大寫指示記號的序數羅馬數字可透過大寫終止記號將其與字尾分開。

範例：

IIIrd
XXXIst

章節和子部分

用於章節或子部分的字母有時會用括號括起來，如有需要，一級符號指示記號緊跟在前括號之後。括號內的部分視為一個整體，就像一個單字一樣。

範例：

(b) (B)

例外：

(a) (A)

備註：字母 a, i, o 前不需加一級符號指示記號。

練習二十五

Here are some dates for you to remember: Edward I. 1272-1307; Edward II. 1307-1327; and Edward III. 1327-1377. Edward III.'s grandson Richard II. reigned from 1377 to 1399; after him came Henry IV. 1399-1413.

For tomorrow I should like you to read Gardiner's "History of England", Vol. II., Chapters XXIV-XXVI, on Henry VIII.'s reign.

He gave to A gold—to B silver—to C tin—to D copper.

"We could pay Mr B—— then."

Her duties are: (a) to open the post; (b) to answer the phone; (c) to receive visitors; and (d) to take dictation.

J E Randall, G R Allen, and R C Steene wrote "Fishes of the Great Barrier Reef and Coral Sea".

On February 13 of 1931 the RVS signed an order to accept for Red Army service the "Vickers E" light tank under the new designation of T-26 and recommended to start its mass production.

Save your work using the following filename: Practice25.docx.

附加練習二十五

Little J. has learned to write his ABC's but he sometimes forgets to cross his t's and dot his i's.

The patient was given a large T-bone steak to eat before the second set of X-rays were taken.

Next year he will be in class 6A.

Pope John XXIII did much to promote the ecumenical movement.

Charles I. (1600-1649) was beheaded by the Parliamentary faction in England.

Vol. VI. of the collected works of Shakespeare contains my favourite play, "As You Like It", whilst vols XII-XIII contain the sonnets.

第二十六課

字體指示記號

進一步說明，請參閱《統一英文點字規則：第二版2013》第九章。

UEB 使用字體指示記號代表四種不同的印刷字型：

- 斜體
- 粗體
- 底線
- 書寫體（可用於手寫）

儘管 UEB 提供了指示字型的功能，但需要在向讀者傳達資訊和增加點字混亂間取得平衡。例如：標題在點字中通常不會顯示粗體，即使印刷文本使用粗體。點字的格式通常足以指示標題。

印刷字體指示記號是兩方符號，其中第一方（前置號）確定類型樣式，第二方（字根）確定類型的範圍。

指示記號	斜體	粗體	底線	書寫體 <i>Script</i>
符號	⠨⠨	⠨⠨	⠨⠨	⠨⠨
單字	⠨⠨	⠨⠨	⠨⠨	⠨⠨
區段	⠨⠨	⠨⠨	⠨⠨	⠨⠨
終止	⠨⠨	⠨⠨	⠨⠨	⠨⠨

字體符號指示記號

字體符號指示記號適用於單一字母或符號。

縮寫之前的字體符號指示記號僅適用於縮寫的第一個字母，如果縮寫的第一個字母以外的任何字母需要字體符號指示記號，則不使用縮寫。

字體區段指示記號／終止記號

字體區段指示記號應用於三個或更多單字的情況，這必須由字體終止記號終止。

字體區段指示記號的影響延伸到它後面的所有單字、字母或符號，直到最後一個受影響的字體終止記號停止。這可能超出列印的範圍（請參閱第 183 頁）或新的點字頁。

範例：

Three or more words.

多個段落／文本單位

字體可擴展到多個段落或是文本單位，例如：一節詩歌。可能發生這種情況的例子是小說中用斜體寫的一封信。

在每個新段落或文本單位前都要加上字體區段指示記號，終止記號則僅在字體結束的位置。

下位單字縮寫記號／下位字群縮寫

使用下位記號規則時，字體指示記號和終止記號會被視為上位記號。

範例：

bein' *bein'*

範例：

We *were* glad!

例外：

字體指示記號的先後次序是沒有硬性規定的，因此當需要使用兩個或兩個以上不同的字體指示記號時，第一個開始的字體，亦為最後結束的字體。

範例：

Anne of Green Gables

字體終止記號通常跟在標點符號後面，但成對的標點符號（如引號和括號）例外。

範例：

It will be sunny tomorrow!!

除了標題中的粗體以外，練習中的所有字體形式均顯示出來。

練習二十六

I have a long list of things to see to this morning: call at the High Street, to return *On the Edge of the Sea*; buy a copy of *Complete Guide to GARDENING* from the newsagent; and choose a book from among the following on my library list: *The Way of a Countryman*, *The Sea Eagle*, *We Fought Them in Gunboats*, and *No Nightingales*, all of which have been advertised in *The Times* as "new successes".

This was a never-to-be-forgotten day.

He wanted to **insist** that **it was his**; but Brian countered *by insisting* that it was *his* book.

"Then comes *We have taken the twenty-first hall to dwell in. There by ...* I cannot read what. The next line I cannot read. A shaft is mentioned."

附加練習二十六

The local Shakespeare society is planning to produce one of the following plays this season: *Much Ado About Nothing*, *King Richard III* or *Hamlet*.

He took down a heavy book entitled, *The Full Works of Dr. Boom 1816-1819*. He thumbed through the thick yellow pages.

By disability (as used in the *Social Security Act*) is meant "inability to engage in substantial gainful activity ..."

The Athenians not only had government **of** the people and **for** the people, but also government **by** the people.

第二十七課 大寫指示記號的使用

大寫字母指示記號

• 點 6

大寫字母指示記號位於字母或縮寫之前，來指示下一個字母是大寫字母。

範例：

O	•••	D	: •••
<u>Berlin</u>	••••••••	<u>Sh</u> <u>aron</u>	••••••••
<u>Every</u>	•••	<u>Some</u>	••••
<u>In</u>	•••		
R.S.V.P.	••••••••		

大寫單字指示記號

• • 點 6, 點 6 (連續二方點 6)

大寫單字指示記號是將跟隨的字母序列設定大寫模式，包括縮寫、重音字母（第三十課）和連字號字母。單一大寫字母指示記號的效力將終止於出現空方，或任何非字母符號（如標點符號）。也可以在另一個大寫指示記號或大寫終止記號出現時終止效力。

範例：

FORMULA 86 DELAYED

ACTION MOUSE-MAKER

文字元素並不常構成一個連續的段落，例如：一系列的標題，或大寫標題後跟一個大寫段落。在這種情況下，每個文字元素都要單獨大寫。

範例：

CHAPTER ONE

THE FIRST WORD

練習二十七

He opened his mouth to reply but a huge BANG! from the cannon behind him exploded into the air.

Henry VII, his son Henry VIII and his three children Edward VI, Mary I and Elizabeth I ruled for 118 eventful years.

"HAVE YOU SEEN THE WASHING MACHINE?" yelled Miriam.

Buy a copy of Complete Guide to LEAs from the newsagent.

Helmut Lusser DipTP, MRTPI, MIEEnvSc was Assistant Director of Environmental Services at the London Borough of Sutton.

The first Mk I Spitfire was delivered to the RAF in 1938 and the Spitfire XIX reconnaissance version became the fastest of all the World War II Spitfires with a speed of nearly 460 mph.

附加練習二十七

"BOOM!" The test tubes exploded. Never, NEVER, meddle with magic.

After his usurpation of Richard II, Henry IV found it difficult to enforce his rule. His son, Henry V, fared better.

153 IAP was the first regiment to be re-equipped with the Bell Airacobra (The Mk. I produced for the RAF but shipped to the USSR instead). They fought against the Bf109 from II/JG 77.

In WW2 Douglas Bader (KBE DSO DFC) flew a Hurricane Mk I from Canadian 242 Sq, LE-D V7467, during BoB, September 1940.

第二十八課

專有名詞和印刷簡寫字

下列課程將展示如何將已學到的規則應用於特殊情況。

專有名詞和地點

專有名詞和地點須按照縮寫規則進行點字處理。

範例：

<u>Will More</u>	.⠠⠠⠠⠠⠠⠠
<u>Robert Child</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>Stafford</u>	.⠠⠠⠠⠠⠠⠠⠠⠠
<u>Matthews</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Mr <u>Day</u>	.⠠⠠⠠⠠⠠⠠⠠
Ms <u>Young</u>	.⠠⠠⠠⠠⠠⠠⠠
Mr <u>Halliday</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Mr <u>Younghusband</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

簡短字可用於專有名詞，無論發音如何，簡短字和長單字都要遵循「簡短字擴編列表」規則。

範例：

Miss <u>Good</u>	.⠠⠠⠠⠠⠠⠠⠠⠠
Mr <u>Goodbody</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Mrs <u>Littlejohn</u>	.⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Port <u>Said</u>	.⠠⠠⠠⠠⠠⠠⠠⠠

例外：

Mr Hapgood	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Ms Linkletter	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Himalayas	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

個人姓名首字母

個人姓名首字母在空方和縮寫點須遵循印刷文字。

當字母可能被誤認為字母單字縮寫，或者可能與簡短字混淆時，需使用一級符號指示記號。

首字母不能使用縮寫。

範例：

Mr. A. B. Smith	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Mr A B Smith	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Mr AB Smith	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Mrs OW Jones	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
Mrs. O.W. Jones	. ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

印刷簡寫字

使用和印刷文字相同的大小寫和空方來點譯。

範例：

Rd (Road)	. ⠠ ⠠	Mr (Mister)	. ⠠ ⠠
MA	. ⠠ ⠠	AAA	. ⠠ ⠠ ⠠

當簡寫字可能會被誤認為字母單字縮寫或簡短字，需使用一級符號指示記號。

範例：

c. 1980 : " : : : " : :
CD : . . " :

當簡寫字中有句號，通常不需要一級符號指示記號。當標點符號出現在字母序列中間時，字母不會被誤讀為單字縮寫，請參閱第 139 頁。

範例：

a.m. ' : : : : V.C. . : : : . " : :
B.Sc. . : : : . : " : : Ph.D. . : : : : . " : :

縮寫可用於簡寫字。

範例：

med. : : : : edn. : : : :

簡寫字通常以在非簡寫形式下使用下位字群縮寫 be, con 或 dis，前提是它後面至少跟著一個其他字母。

範例：

contd. " : : : : conj. " : : : :

例外：

dis. : : ' : : :

如果縮寫可能被誤認為非字母單字縮寫，則不使用縮寫。

範例：

St. John's St. . : : : : . : : : : : : : : : . : : : :

字首語 (Acronyms)

如果字首語的發音為一個單字，則可以使用縮寫。

範例：

qw <u>er</u> ty	⠠⠠⠠⠠⠠⠠
ASE <u>A</u> N	⠠⠠⠠⠠⠠
<u>I</u> NXS	⠠⠠⠠⠠⠠

當組成字首語的字母單獨發音時，不能使用縮寫。

範例：

US	⠠⠠⠠⠠	(United States)
IT	⠠⠠⠠⠠	(Information Technology)
WHO	⠠⠠⠠⠠⠠	(World Health Organisation)

在下面練習中，“Hawkshead” 是一個複合字，因此 “sh” 不能使用縮寫字。“Esthwaite” 可使用 th 而不是 “st” 的縮寫，因為這與單字的發音更接近。請參閱第 198 頁縮寫的選擇第 (7) 項。

練習二十八

William Wordsworth was born at Cockermouth on 7th April 1770: at eight he was sent to school at Hawkshead on Esthwaite, and in 1787-91 he was at St. John's, Cambridge. In 1795, Calvert, a young friend, left him 900 pounds, and Wordsworth resolved to devote himself to poetry as his life-work. Among his friends were Walter Scott, S. T. Coleridge, Charles Lamb, Robert Southey, S. Rogers and Lord Lonsdale; and in 1845 he met Tennyson, whom he named "the first of our living poets". In 1843, after Southey's death, Wordsworth became Poet-Laureate. He died at Rydal Mount (his home since 1813), April 23, 1850, and was buried at Grasmere.

I believe Mrs. Matthews orders her goods from Messrs. Day, Younger, Childers & Co. of King William St., Strand, W.C.2.

Obituary notices of distinguished people contain a variety of Degrees and Orders. Here are a few of the more common ones. A.B. may have a simple BA or MA degree or a more specific one of B.Sc., B.Mus., M.Ch., D.Litt., &c. Or he may have the right to put K.C.M.G., or K.C.B. after his name; or he may be a Member, Fellow or President of some Society, such as: A.R.A., F.R.C.S., or P.R.S.

This is a letter from the Rt. Hon. G. H. Reid, printed in Senator Pulsford's *Our Country*, Sydney, Aug. 25, 1903.

附加練習二十八

Among the members of the Ingleford W.I. are some very well educated and well qualified women, e.g. the local G.P. Dr. Sandra Young MD; an ex-university don, Miss Beverley Child MA Ph.D.; an architect, Mrs Vanessa O'Connor F.R.I.B.A. and an eminent pianist, Mrs Francesca Hapgood F.R.C.M. If you wish to join these women in their worthy efforts towards raising money for charities such as the RNLI and the RSPCA etc, you should contact the Hon. Sec. Mrs P. A. Boone at 42a Beech Rd., Ingleford, IG2 7JS, tel. 5762 89721. They meet regularly in St. Andrew's Church Hall on Wednesdays at 2:30 p.m.

縮寫

縮寫可用於單位簡寫字，除非組成簡寫字的字母是單獨發音。

範例：

8 ins ⠠⠠⠠⠠⠠⠠ 5 mins ⠠⠠⠠⠠⠠⠠⠠⠠

例外：

kwh ⠠⠠⠠⠠ kWh ⠠⠠⠠⠠⠠⠠

參考符號和簡寫字

章節符號 § ⠠⠠ 點 45, 點 234

段落符號 ¶ ⠠⠠ 點 45, 點 1234

點字應遵循印刷文字，使用符號或簡寫字以供參考。

範例：

§12	⠠⠠⠠⠠⠠	¶4	⠠⠠⠠⠠
Vol.5	⠠⠠⠠⠠⠠⠠⠠⠠	Vol. 5	⠠⠠⠠⠠⠠⠠⠠⠠⠠
Vol 5	⠠⠠⠠⠠⠠⠠⠠⠠	<u>ch</u> .16	⠠⠠⠠⠠⠠⠠⠠
<u>par</u> 15	⠠⠠⠠⠠⠠⠠⠠⠠⠠	ss.6-8	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
p.6	⠠⠠⠠⠠⠠	p6	⠠⠠⠠⠠

練習二十九

Temperatures soared to 34°C, or around 100°F, and with only 4 cm rainfall in 3 months the drought continued all summer. This caused the water levels in reservoirs to drop 20 ft or more. As conditions worsened, hosepipe bans and other inhibitory measures were introduced. Any people ignoring these restrictions faced fines of £1000.

Inflation is at 11%, causing the cost of 250 g of sugar to increase by 25p. The average weekly shopping will now cost at least £9.50 more than one month ago.

If you look at P.5 of vol.3 you will see that §17 of chap. 8 is missing. In addition, the previous section is incorrectly referred to in L.23 of that page.

"10 sec later and I would have drowned", gasped the rescued man. The lifeboatmen noticed the package which the struggling man had refused to let go. What did it contain? 7 kg of gold, or perhaps 13 lb of cocaine? Was this man a smuggler? Would there be a \$500 reward for his capture? The mystery was solved when he started to unravel the package to reveal a ½ lb box of Dairy Milk chocolates. "Next time she's getting flowers," he chuckled.

附加練習二十九

Edmund Blackadder, a tall and slim 6 ft 5 ins, was followed at a safe distance of 4 yd by Baldrick, a short and squat 4 feet 7 inches. The former purchased a whole week's supply of pies from Mrs. Miggins' shop, totalling £3 5s 4d (or £3 and 26½p in new money). Baldrick spent all he had, which was only 2½d, on 4¾ lb of turnips.

Then Edmund walked 2 m to the wig-makers to pick up a new hair-do for his master, mad Prince George. It was an electric blue colour and stood on end, an effect achieved by letting 600 V run through it. The wig was wrapped in 1 m of brown paper, tied up with 25 cm of string.

On their return to the palace, a highwayman sped towards them at 20 mph. Screeching to a halt only 2 cm from Blackadder's nose, the baddy shouted "Your money or your life!". Upon their refusal to his demands, the robber threatened to drop them into water heated to 95°C. However, the wind suddenly changed direction, wafting Baldrick's distinctive odour towards the highwayman. This stunning effect, which also flattened all flora within a 12 m radius of the area, allowed our two heroes to escape.

[This is taken from ch.2 of my new book. Chapter 3, p23-36, is even better!]

第三十課

重（變）音字母和外國文字

有關變音和外國文字的進一步解釋，請參閱統一英文點字規則：第二版，2013 第 4.2 （修飾記號）及第 13 （外國語文）。

重（變）音字母

閉口音符（或尖音符）	⠨⠠	點 45, 點 34	é	⠨⠠⠠⠠
開口音符（或重音符）	⠨⠡	點 45, 點 16	è	⠨⠡⠠⠠
軟音符（變音符）	⠨⠢	點 45, 點 12346	ç	⠨⠢⠠⠠
揚抑符（長音符）	⠨⠣	點 45, 點 146	ê	⠨⠣⠠⠠
分音符/元音變化符號	⠨⠤	點 45, 點 25	ö	⠨⠤⠠⠠
波浪符號	⠨⠥	點 45, 點 12456	ñ	⠨⠥⠠⠠⠠

重（變）音記號位於受影響字母的正前方，並構成該字母的一部分。

範例：

rôle ⠨⠠⠠⠠⠠⠠⠠⠠

naïve ⠨⠡⠠⠠⠠⠠⠠⠠

如果需要，字體和大寫字母記指示記號位於重（變）音記號之前。請參閱第 136 頁的點字指示記號順序。

範例：

Épinal ⠨⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

重（變）音字母的存在不會影響大寫單字指示記號的使用。

範例：

ÉDOUARD . . : . : : : : : :
FRANÇOIS . . : : : : : : : : : :

重（變）音字母無法構成縮寫的一部分。

ea, bb, cc, ff, gg 的字群組縮寫可以立即用在重（變）音字母之前。

範例：

blesséd : : : : : señor : : : : : : :
Gérard . : : : : : : abbe . : : :

外國文字

上述介紹的重（變）音符號僅在 UEB 內使用。其他點字碼對於顯示的變音有不同的慣例，這些慣例並不在本手冊中討論，更多資訊請參閱 *ABA 外國語文指引教材, 2019* 可在 brailleaustralia.org 網站找到。

明顯是外來語的單字、片語和段落均在 UEB 中以未縮寫的點字標註，一級指示記號是不需要的，除非與單字縮寫或簡短字形式間有歧義。

範例：

télévision : : : : : : : : : : : : :
le chien : . . : : : :

[illegible]

有些文字使用斜體來表示外來語。在此類文本中，非斜體單字被視為英語化並且可以縮寫。

使用外來語單字縮寫時應小心來源，以確保單字的發音和結構不被扭曲。參見《英語詞彙縮寫使用通則》(縮寫選擇的一般規則)第 198 頁第 (7) 條。

<u>c</u> arte blan <u>e</u>	⠠⠙⠁⠗⠞⠑ ⠠⠃⠗⠁⠝⠊⠏⠑
ex <u>p</u> arte	⠠⠭⠠⠓⠁⠗⠞⠑
<i>Avicennia marina</i>	⠠⠠⠧⠊⠉⠑⠝⠝⠊⠁ ⠠⠓⠁⠗⠊⠝⠁
Panettone	⠠⠓⠁⠝⠑⠞⠞⠑

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縮寫可用於專有名詞、個人頭銜（例如 **Senor**）和地名。

範例：

Senor Juarez

例外：

Bundestag

備註：該專有名詞中的 “st” 不應縮寫，因為它連接了該複合字的兩個元素 “Bundes” 和 “tag”。

混和範例：

Ménard, Marc. *Éléments pour une économie des industries culturelles.*

• • • • •
• • • • •

• • • • •

• • • • •

• • • • •

以下練習中的名字 “Silone” 發音為 “Si-lon-ay”。

練習三十

Jean-Paul was looking forward to spending three years at the University of Bordeaux, which was his beloved home town. He was to study the language and literature of France and Italy, although he had carte blanche to study any other subject in addition to these.

One of his favourite novels was “Le Père Goriot” by Balzac, although he also enjoyed “Les Misérables” by Victor Hugo. On his reading list from the Italian lecturer, Sr. Maretti, were “Fontamara” by Ignazio Silone and “Cristo si è fermato a Eboli” by Carlo Levi.

On his arrival at the university there was a huge banner with the words “bienvenus—benvenuti—bienvenidos—willkommen—welcome” hanging on the façade of the renaissance-style building. He made his way through the endless corridors to the Italian department where he had arranged a rendezvous with his sister's English fiancé, Will. They were to go and have a drink in the café.

附加練習三十

Germany is a federal republic consisting of 16 states (called “*Bundesländer*” or shortened to “*Länder*” in German). Germany is equally admired by visitors for its old-world charm and “*Gemütlichkeit*” (cosiness).

The major rivers of Brazil include the Amazon (the world's second-longest river and the largest in terms of volume of water), the Paraná and its major tributary the Iguazu (which includes the Iguazu Falls), the Negro, São Francisco, Xingu, Madeira and Tapajós rivers.

French or *la langue française* is a Romance language spoken as a first language in a number of countries. A number of diplomatic words have been borrowed from French: attaché, envoy, embassy, chancery, chargé d'affaires, diplomacy, alliance, passport, protocol.

Why did Monsieur Lumière go where he did? Who did Benoît want to impress?

第三十一課

點字排版格式

這是本手冊的最後一課。與第一～三十課不同，它沒有練習。本課有一系列較長的段落可供點譯。每篇段落都展示了不同的點字排版格式原則。下面給出了簡要概述。更多資訊請參閱《*澳洲盲文管理局點字格式規則與指南*，2016》。

標題

標題的格式是根據它們的層級或等級進行排版格式，而非根據其在印刷文本中的呈現方式。

對於以點字顯示的標題，全部大寫是唯一的印刷強調方式。除非有特殊用途，否則不應在標題中使用粗體、斜體或底線。

標題後面沒有空白行。

同一頁的標題後面必須至少有一行點字，否則應該將標題移至下一頁的頂端。

主要標題

主要標題或一級標題前面總是要有空行，並且位於點字行中心。標題嘅右兩邊應該各別至少有六個空白方。如果標題太長，一行無法容納，請將標題拆分為兩行或更多行，並盡可能平衡各行的長度。

次標題

二級標題前有一個空行，除非它緊跟在主要標題後面。

標題從該行的第 5 方開始，留出 4 個空白處。對於一行內容納不下的標題，也會在下一行第 5 方開始後續內容。

次標題的範例是食譜中的「食材」和「作法」標題。

下標題

當需要第三級標題時，其前面要有一個空白行，除非它緊跟在主標題或次

標題之後。標題從該行的第 3 方開始，留出兩個空白處。對於一行內容納不下的標題，也會在下一行第 3 方開始後續內容。

範例：

段落

點字中的新段落一律從第 3 方開始，無論印刷文本排版如何，要內縮排 2 方。第二行及後續行從邊界開始。段落之間都不用空行分隔，即使印刷文中有空行。

練習二十三到三十均採用段落格式。

清單

清單格式應用於各種內容，例如編號清單或問題、項目符號清單、索引和詞彙表。

編號清單和問題一律需要在數字或計數字母以及後面的文本之間做分隔。如果印刷文中沒有分隔符號，則應該增加句號。

清單的每一行都從邊界開始。如果該行延伸到點字的第二行，則會縮排到第 3 方。或者，第二行可以直接縮排至第一行字起始位置的正下方。整份文件應保持一致的做法。

更複雜的清單格式，請參閱《澳洲點字權威協會點字格式規則與指南, 2016》。

範例：

Read the information then answer the questions that follow.

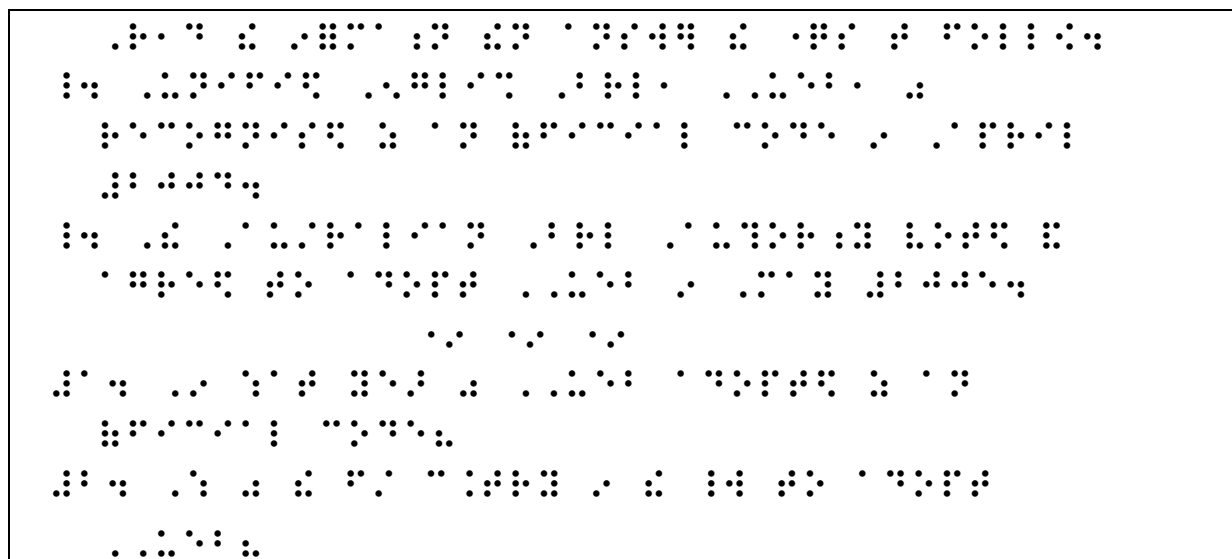
- Unified English Braille, UEB, was recognised as an official code in April 2004.
- The Australian Braille Authority voted and agreed to adopt UEB in May 2005.

1. In what year was UEB adopted as an official code?
2. Which was the first country in the world to adopt UEB?

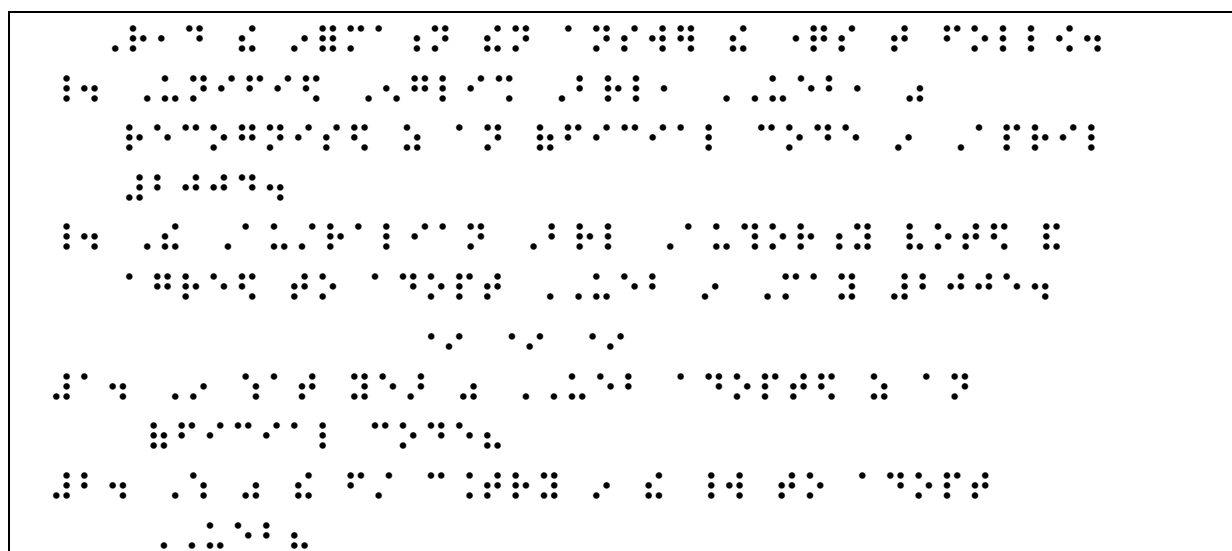
第一行是段落。第二行開始項目符號清單。

三個置中的星號用於將內容與問題分隔開。

選項 1：清單第二行縮排 2 方



選項 2：清單的第二行縮排與上面一行的文字對齊。



詩

詩的排版與清單類似。

有些詩的每一行都從邊界開始。詩的每一行都從第 1 方開始。如果詩的某一行超出一行點字的範圍，則超出部分將縮排至第 3 方。

有些詩有縮排的詩行。詩歌的縮排從第 3 方開始，並且詩節中的所有連續行都從第 5 方開始。更複雜的縮排和其他詩歌佈局的信息，請參閱《*澳大利亞點字權威協會點字格式規則和指南，2016*》。

詩每段或每小節之間留有一空行。如果新的詩節開始於一頁的頁首，則此空行出現在點字頁面的頁首。

詩句或詩節不應從點字頁的最後一行開始。短詩節應保持在同一點字頁上。

戲劇

戲劇中的對白遵循與清單類似的排版。每位發言者的名字都位於邊界處。對白的第二行及後續行從第 3 方開始。

需明確區分說話者的名字和對白。如果沒有其他區分方式，則應添加冒號在說話者的名字和對白之間。

對白中單獨一行出現的舞台指導要編排為點字縮排段落。此類段落從第 7 方開始，後續行從第 5 方開始。

引導行

引導行是每一頁點字的最上面一行。最左邊是印刷頁碼；最右邊是點字頁碼。第二頁及後續頁面的中央是包含文件資訊的短標題。

印刷頁碼

原始文件的印刷頁碼位於每頁點字引導行的最左側。

在第一頁，或新的印刷頁面與新的點字頁面重疊的地方，顯示的數字沒有字母前置。

與同一印刷頁面對應的每個後續點字頁面在印刷頁碼前都有一個字母前置。例如：第二頁點字的頁碼前會有 “a” 字母前置，第三頁會有 “b” 字母前置，以此類推。

點字頁碼

點字頁碼位於引導行的最右側。數字從 1 開始，每頁點字頁碼遞增。

短標題 (Running Title)

文件的第一頁在引導行上通常沒有短標題。文件標題會作為主要標題出現在第二行。引導行中的空白處是主要標題上方的空行。

短標題顯示在文件的第二頁及後續頁面。短標題可以快速識別內容，位於引導行的中央，位於印刷頁碼和點字頁碼之間。

文章的標題必須用作本課的短標題。如有必要，請縮短標題，以便標題能夠置中於印刷頁碼和點字頁碼之間，並且左右兩邊各留一個空方。短標題僅出現在引導行上，並且不會延續到第二行。

點字轉譯段落

有四個範例段落可供點譯。每段文字都展示了不同格式的處理方式。

將每一段視為一個單獨的文檔。

第 1 段：一篇散文樣本。鳥類、動物的拉丁名應縮寫。這是「澳洲鳥類圖鑑」的摘錄 (*An Australian Bird Book*, J.A.Leach, 1870-1920.)。

第 2 段：食譜：傳統的拉明頓蛋糕食譜。

第 3 段：一首詩：C.J. Dennis 的《*Cuppacumalonga*》。

第 4 段：一部戲劇：摘自「不可兒戲」，作者：奧斯卡王爾德，1895 年。

開始

在每一段的第一頁上，只用點字標示引導行上的印刷頁碼和點字頁碼。使用手冊頁碼作為印刷頁碼，並以點字第 1 頁作為每段的開頭。

在第二行，用點字將標題作為主要標題。有時它由兩個不同的標題組成。例如，第一段的標題是「一本澳洲鳥類圖鑑」，副標題是「一場講座」。點寫這些置中文字置於另一個的下方，並使其中間沒有空行。

從下一行開始點寫這段文字。

後續點字頁面上使用短標題表示該段落的標題。例如「澳洲鳥類圖鑑」。

在每篇文章的結尾，依照練習二十三及以後的指示，點寫出一條置中線。請參閱第 110 頁。

An Australian Bird Book

A LECTURE

Australia is the wonderland of the scientist and of the Nature-lover. It is a great living "museum", stocked with marvels of many kinds, including so-called "living fossils", the sole survivors of otherwise extinct groups of animals.

Competent authorities have proposed to divide the world, biologically, into two parts—Australia and the rest of the world, and they have considered Australia the more important part.

This division was based mainly on the study of mammals—animals which suckle their young—for Australia is the home of the two surviving members of the lowest group of mammals—Monotremata, the egg-laying Platypus (*Ornithorhynchus*), and the Spiny Ant-eater (*Echidna*). Further, marsupials, except for two kinds found in America, are confined to this long-isolated southern land.

Here, shut off from the severe competition experienced by the animals of northern lands, marsupials were modified so that they were adapted for life in almost every realm utilized by the higher mammals of other countries. Thus there are herbivorous, carnivorous, and insectivorous marsupials. Owing, probably, to the advent of Bats—true flying mammals—at, possibly, a comparatively early time, the marsupial was beaten in the air, and so a true flying form was not evolved, though the so-called "Flying Phalanger" is some distance on the way.

As regards the other group of flying animals—birds—Australia is even of greater interest, for here are found unique archaic forms of life, such as the Emu, Cassowary, Mound-Builders, and Lyre-Birds, and "every widely-spread family of birds but two is represented; the only widely-spread families of birds totally absent from Australia are Woodpeckers and Vultures." Woodpeckers, however, have crossed Wallace's line into Celebes and adjacent islands, and may yet reach Australia naturally.

Further, many well-known birds, such as Pigeons, Parrots, and Kingfishers, reach their highest development in the Australian region, and,

more important still, the whole bird world seems to reach its culminating point in this wonderland. It is a factor adding to the interest of Australia's fauna that three of the four families placed at the head of the bird world in the natural system of classification adopted by ornithologists, and used by Dr. Sharpe in his just recently completed *Hand-List of Birds*, should be absolutely confined to the Australian Continent and adjacent islands. Thus Australia can justly claim to be the most highly developed of regions, so far as birds are concerned, for Bower-Birds, Birds of Paradise, and Bell-Magpies (*Streperas*) are peculiar, while the penultimate family—the Crow family—is shared with the other regions of the world.

Thus, with regard to birds, the term “fossil continent” applied to Australia is not appropriate, as it is but partly true.

Since the birds native to Australia are so interesting in themselves, and are so varied in kind, Australians should know, love, and jealously protect these beautiful creatures. Strict regulations should be framed to prevent the exploitation of Nature's gifts by those who destroy useful or precious and rare birds for the sake of gain. Even collectors, who, under the guise of scientific work, collect eggs, and kill birds to trade in their skins, should be supervised.

Let us now consider the different groups of birds. Living birds were formerly divided into two sub-classes—(1) *Ratitae* (Lat., *ratis*, a raft), and (2) *Carinatae* (Lat., *carina*, a keel). The first is the small group of flightless, running birds, made up of five living birds, all inhabiting southern lands. These are the Emu and Cassowary of Australia, the Ostrich of South Africa, the Rhea or South American Ostrich, and the Kiwi or Apteryx of New Zealand. Taken together with other evidence, all pointing in the same way, these birds have led scientists to think of a great southern land mass connecting the southern lands, for the Emu did not fly here, nor did the Rhea fly to South America, but they must have reached their present home by a land-bridge not necessarily complete at any one time.

Lamingtons

INGREDIENTS

Sponge Cake

125g butter, softened 1 cup caster sugar
½ teaspoon vanilla extract 3 eggs
1¾ cups SR flour, sifted
½ cup milk
2 cups desiccated coconut

Icing

3½ cups icing sugar mixture
¼ cup cocoa powder
1 tbsp butter, softened
½ cup boiling water

METHOD

1. Preheat oven to 180°C/160°C fan-forced. Grease a 3cm-deep, 20cm × 30cm (base) lamington pan. Line with baking paper, leaving a 2cm overhang on all sides.
2. Using an electric mixer, beat butter, sugar and vanilla until light and fluffy. Add eggs, one at a time, beating well after each addition (mixture may curdle).
3. Sift half the flour over butter mixture. Stir to combine. Add half the milk. Stir to combine. Repeat with remaining flour and milk.
4. Spoon into prepared pan. Smooth top. Bake for 30 minutes or until a skewer inserted in centre comes out clean. Stand in pan for 10 minutes. Turn out onto a wire rack. Cover with a clean tea towel. Set aside overnight.
5. Make icing: Sift icing sugar and cocoa into a bowl. Add butter and boiling water. Stir until smooth.
6. Cut cake into 15 pieces. Place coconut in a dish. Using a fork, dip 1

piece of cake in icing. Shake off excess. Toss in coconut. Place on a wire rack over a baking tray. Repeat with remaining cake, icing and coconut. Stand for 2 hours or until set. Serve.

CUPPACUMALONGA

by C.J. Dennis

"Rover, rover, cattle-drover, where go you o-day?"

I go to Cuppacumalonga, fifty miles away;
Over plains where Summer rains have sung a song of glee,
Over hills where laughing rills go seeking for the sea,
I go to Cuppacumalonga, to my brother Bill.

Then come along, ah, come along!

Ah, come to Cuppacumalonga!

Come to Cuppacumalonga Hill!

"Rover, rover, cattle-drover, how do you get there?"

For twenty miles I amble on upon my pony mare,
Then walk awhile and talk awhile to country men I know,
Then up to ride a mile beside a team that travels slow,
And last to Cuppacumalonga, riding with a will.

Then come along, ah, come along!

Ah, come to Cuppacumalonga!

Come to Cuppacumalonga Hill!

"Rover, rover, cattle-drover, what do you do then?"

I camp beneath a kurrajong with three good cattle-men;
Then off away at break of day, with strong hands on the reins,
To laugh and sing while mustering the cattle on the plains—
For up to Cuppacumalonga life is jolly still.

Then come along, ah, come along!

Ah, come to Cuppacumalonga!

Come to Cuppacumalonga Hill!

"Rover, rover, cattle-drover, how may I go too?"

I'll saddle up my creamy colt and he shall carry you—
My creamy colt who will not bolt, who does not shy nor kick—
We'll pack the load and take the road and travel very quick.
And if the day brings work or play we'll meet it with a will.
So Hi for Cuppacumalonga!
Come Along, ah, come long!
Ah, come to Cuppacumalonga Hill!

The Importance of Being Earnest

FIRST ACT

SCENE

Morning-room in **Algernon's** flat in Half-Moon Street. The room is luxuriously and artistically furnished. The sound of a piano is heard in the adjoining room.

[**Lane** is arranging afternoon tea on the table, and after the music has ceased, **Algernon** enters.]

Algernon: Did you hear what I was playing, Lane?

Lane: I didn't think it polite to listen, sir.

Algernon: I'm sorry for that, for your sake. I don't play accurately—any one can play accurately—but I play with wonderful expression. As far as the piano is concerned, sentiment is my *forté*. I keep science for Life.

Lane: Yes, sir.

Algernon: And, speaking of the science of Life, have you got the cucumber sandwiches cut for Lady Bracknell?

Lane: Yes, sir. [Hands them on a salver.]

Algernon: [Inspects them, takes two, and sits down on the sofa.] Oh! ... by the way, Lane, I see from your book that on Thursday night, when Lord Shoreman and Mr. Worthing were dining with me, eight bottles of champagne are entered as having been consumed.

Lane: Yes, sir; eight bottles and a pint.

Algernon: Why is it that at a bachelor's establishment the servants invariably drink the champagne? I ask merely for information.

Lane: I attribute it to the superior quality of the wine, sir. I have often observed that in married households the champagne is rarely of a first-rate brand.

Algernon: Good heavens! Is marriage so demoralising as that?

Lane: I believe it is a very pleasant state, sir. I have had very little experience of it myself up to the present. I have only been married once. That was in consequence of a misunderstanding between myself and a young person.

Algernon: [Languidly.] I don't know that I am much interested in your

family life, Lane.

Lane: No, sir; it is not a very interesting subject. I never think of it myself.

Algernon: Very natural, I am sure. That will do, Lane, thank you.

Lane: Thank you, sir. [**Lane** goes out.]

Algernon: Lane's views on marriage seem somewhat lax. Really, if the lower orders don't set us a good example, what on earth is the use of them? They seem, as a class, to have absolutely no sense of moral responsibility.

[Enter **Lane**.]

Lane: Mr. Ernest Worthing.

[Enter **Jack**.]

[**Lane** goes out.]

Algernon: How are you, my dear Ernest? What brings you up to town?

Jack: Oh, pleasure, pleasure! What else should bring one anywhere?

Eating as usual, I see, Algy!

Algernon: [Stiffly.] I believe it is customary in good society to take some slight refreshment at five o'clock. Where have you been since last Thursday?

Jack: [Sitting down on the sofa.] In the country.

Algernon: What on earth do you do there?

Jack: [Pulling off his gloves.] When one is in town one amuses oneself.

When one is in the country one amuses other people. It is excessively boring.

Algernon: And who are the people you amuse?

Jack: [Airily.] Oh, neighbours, neighbours.

Algernon: Got nice neighbours in your part of

Shropshire? Jack: Perfectly horrid! Never speak to one of them.

Algernon: How immensely you must amuse them! [Goes over and takes sandwich.] By the way, Shropshire is your county, is it not?

Jack: Eh? Shropshire? Yes, of course. Hallo! Why all these cups? Why cucumber sandwiches? Why such reckless extravagance in one so young? Who is coming to tea?

Algernon: Oh! merely Aunt Augusta and Gwendolen.

Jack: How perfectly delightful!

Algernon: Yes, that is all very well; but I am afraid Aunt Augusta won't quite approve of your being here.

Jack: May I ask why?

Algernon: My dear fellow, the way you flirt with Gwendolen is perfectly disgraceful. It is almost as bad as the way Gwendolen flirts with you.

Jack: I am in love with Gwendolen. I have come up to town expressly to propose to her.

Algernon: I thought you had come up for pleasure? ... I call that business.

Jack: How utterly unromantic you are!

附加符號

下列印刷符號雖然未包含在課程和練習中，但會出現在文學文本中。
印刷符號在點字中的間距與印刷品中顯示的間距相同。

備註：序列中存在的符號禁止使用單字縮寫記號、簡短字和「簡短字擴編列表」中的單字。

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⠨⠠ 點 45, 點 14 (點 45, c)

劍號 **Dagger †**

⠨⠠⠨⠠ 點 4, 點 6, 點 1456

劍號有時被用作參考標記，或作為拉丁或基督教十字架來表示神職人員或死亡。遵循印刷文本的用法。

雙劍號 **Double Dagger ‡**

⠨⠠⠨⠠⠨⠠ 點 4, 點 6, 點 12456

雙劍號遵循印刷文本的用法。

樂譜臨時記號 **Musical Accidentals**

降記號 **Flat** ♭ ⠨⠠⠨⠠⠨⠠ 點 3456, 點 126

升記號 **Sharp** ♯ ⠨⠠⠨⠠⠨⠠ 點 3456, 點 146

還原記號 **Natural** ♮ ⠨⠠⠨⠠⠨⠠ 點 3456, 點 16

範例：

B ♭ trumpet	. : :: :: :: :: :: :
chord of C# major	' . :: :: :: :: . " :: :: :: :: :: :: ::
The ♮ sign	. :: :: : . " :: ::

點 45, 點 1235 (點 45, r)

⠠ 點 45, 點 2345 (點 45, t)

點字參考

縮寫使用的一般規則

至此，所有的縮寫都已經學會了。以下是一些使用它們的一般規則。

詳細規則及更多範例，請參閱統一英文點字規則：第二版 2013 及相關更新，可從以下網址下載：<http://www.iceb.org>。

- (1) 複合字不能使用縮寫來連接沒有連字號的各個部分。

範例：

carhorse ⠆⠗⠃⠕⠗⠎⠑⠖⠊⠗⠑ （th 字群縮寫沒有使用）

fearidden ⠦⠥⠶⠽⠒⠺⠇⠞⠨⠏⠊⠗ （ar 字群縮寫沒有使用）

- (2) 一般來說，前置號和單字其餘部分之間允許縮寫，特別是字群縮寫記號 *ed, en, er, of, st*。

範例：

reduce

den ounce ⠠⠑⠗⠺⠊⠒⠎⠏⠁⠆⠚⠊

derail ⠠⠑⠗⠁⠊⠞⠊⠞⠊⠇

profile ⠠⠏⠗⠔⠏⠗⠁⠊⠑

mistake •• •• •• •• •• ••

- (3) 下位字群縮寫的“ea”不能用來連接前置號和單字的其餘部分。

範例：

readmit 

reaction

縮寫的選擇

有時一個單字的縮寫方式有多種選擇。已經介紹過一些決定選擇的規則。以下是在做出這些選擇時應遵循的規則摘要，除非還有其他規則適用。

- (1) 使用點方數量最少的縮寫。

範例：

coherence ¨ ∴ ∴ ∴ ∴ ∴ ∴

備註：這裡不使用 here 縮寫，因為這樣會導致總共有七方而不是六方。

- (2) 除非可以使用較少的點方，否則特定縮寫字 and, for, of, the, with 具有優先權。

範例：

coffee ¨ ∴ ∴ ∴ ∴ ∴ （不要使用 ff 字群縮寫）

例外：

thence ¨ ∴ ∴ ∴

備註：不要使用 the 的縮寫，因為這會導致我們的點方總數變成四方而不是三方。

- (3) “be”, “con” 和 “dis” 當它們是單字的第一個音節時，它們要被優先使用。

範例：

congenial ¨ ∴ ∴ ∴ ∴ ∴ ∴ （不要用 ong 字群縮寫記號）

例外：

bezene ¨ ∴ ∴ ∴ ∴ ∴ （“be” 不是音節）

單字分行

最好不要在行尾將一個單字分成兩行點寫。以下準則只適用於非常長的單字或使用手動方法進行點字點寫。

有連字號的字

帶有連字號的字可以將連字號放在行尾，分成兩行點寫。

範例：

well-behaved self-indulgent ill-disguised

複合字

複合字通常維持在單一行點寫。如果分行是必要時，最好將複合字分在其組成部分。

範例：

thereabouts there-about's
notwithstanding not-withstanding 或 notwith-standing

音節之間分行

- 單音節的單字絕對不能分行。
- 非複合字應該以音節來分行點寫。
- 字典和線上資源可以幫助將單字拆分成適當的音節，以便在行尾進行分行點寫。

範例：

circumlocution circum-locution

例外：

schmaltzed

縮寫字的分行

印刷文本中連字號的位置

- 如果印刷文本中有連字號，且仍有足夠的空間留在行上，單字序列可以在連字號後在行尾斷行，要使用和未被打斷時相同的縮寫。
- 如果使用標點符號，必須符合下位記號規則，而且某些下位縮寫記號是需要被拼出來的。

範例：

child-like ·...·

child- like
·... ·

air-condition er · ·· ·· .. ·· ·· ·· ·· ··

air- condition er
· ·· ·· ·· ·· ·· ·· ··

tea ch-in ·· · · ·...·

tea ch- in
·· · · ·... ·

is-was ·· ·· .. ·· ··

is- was
·· ·· .. ·· ·· ·

備註：單字縮寫 “was” 不能與連字號相連。正如 “was” 在不斷開的序列中是拼寫出來的，在斷開的序列中也必須拼寫出來。

範例：下位記號規則

tea ch-in. ⠠⠞⠑⠠⠙⠏⠠⠎⠠⠊⠎⠠⠇⠠⠗⠠⠎
 tea ch- in.
 ⠠⠞⠑⠠⠙⠏⠠⠎ ⠠⠊⠎⠠⠗⠠⠎
 ⠠⠞⠑⠠⠙⠏⠠⠎ ⠠⠊⠎⠠⠗⠠⠎

連字號 “..” 由點譯員自行添加

“ing”

ing 字群縮寫記號不能作為一行的開頭。使用 in 的縮寫來開始 “ing” 新的一行。

範例：

nightingale ⠠⠧⠢⠞⠊⠩⠠⠊⠎⠠⠊⠇
 night- ingale
 ⠠⠧⠢⠞⠊⠞⠠⠊⠎⠠⠊⠇ ⠠⠊⠎⠠⠊⠇

be、con 和 dis 字群縮寫記號

在連字號之後的 be, con 和 dis 字群縮寫記號，不能成為新的一行開始。

避免在 “be”, “con” 或 “dis” 之後拆分單字，因為下位縮寫不能在連字號前使用，且不節省空間。

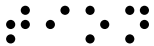
末尾字母字群縮寫

末尾字母的字群縮寫不能在連字號後做為新行的開始。

範例：

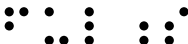
section 

sec- tion

faithful ness 

faith- fulness

簡短字

簡短字絕不能分割。在「簡短字擴編列表」中的較長單字可以分行，但內部格式不能分行。

範例：

good afternoon ⠠⠮⠊⠎⠞⠊⠷⠁⠝⠑⠇⠏⠽

good- afternoon

⠠⠮⠊⠎⠞⠊⠷⠁⠝⠑⠇⠏⠽ ⠠⠠⠋⠗⠊⠨⠑⠍⠑⠝⠽

unrejoiceful ness ⠠⠤⠑⠗⠊⠔⠊⠙⠑⠁⠃⠑⠽⠒⠑⠎⠟⠸⠽⠄⠑⠝⠑⠝⠺

unrejoice- fulness

⠠⠤⠑⠗⠊⠔⠊⠙⠑⠁⠃⠑⠽⠒⠑⠎⠟⠸⠽⠄⠑⠝⠑⠝⠺ ⠠⠠⠋⠗⠊⠨⠑⠍⠑⠝⠽

單字縮寫和簡短字

單字縮寫和簡短字的使用由單獨呈現的規則決定，見《*統一英文點字規則：第二版 2013*》版及相關更新，可從以下網址下載 <http://www.iceb.org>。

- 單字縮寫不應作為較長單字的一部分使用。
- 簡短字只有在擴編列表中提到的較長單字可以使用，或符合在清單中特別註明的規則。
- 除了 “about”, “almost” 和 “him” 之外，可以將字母 “s” 或撇號 “s” 加到任何簡短字或在「簡短字擴編列表」中的單字。
- 無論發音或意義以及它們是否被用作專有名詞，單字縮寫和簡短字都可以使用。

字母和特定單字縮寫、簡短字和「簡短字擴編列表」中的單字在以下的情況可以被使用：

- 當單字前後有空方、連字號或破折號（包括長破折號）
- 標點符號位於標準語法位置，即：
 - * 位於單字開頭的撇號、左引號（任何類型）、左括號（圓括號、方括號或括號）。
 - * 在單字的末尾的右引號、右括號、撇號、句號、逗號、冒號、分號、驚嘆號、問號或刪節號。
- 在單字的開始有字體、大寫和點譯者註釋開始指示號時。
- 在單字末尾有字體和大寫終止記號以及點譯者註釋結束指示號時。

字母和特定單字縮寫在以下的情況下可以被使用：

- 單字後面跟著 'd, 'll, 're, 's, 't or 've 時。

單字縮寫、簡短字和簡短字擴編列表中的簡短字，不得在空方，連字號或破折號之間使用：

- 包括任何數字或印刷符號。一些常見的印刷符號如正斜線、反斜線或星號。
- 包含不符合標準語法位置的標點符號，例如：電子郵件地址中的點或兩個單字之間用作比例的冒號。

- 包括不在字首或字尾的任何字體、大寫指示記號或終止記號，除非在《統一英文點字：第二版 2013》規則中及其相關更新明確允許，更新可從 <http://www.iceb.org> 下載。請參閱更新第 10.9 節內更新的特別例子，其中在單字中出現的大寫指示記號或終止記號皆可使用。

下位記號規則

下位單字縮寫 be、his、was 和 were 不受此規則影響，因為它們不能與下位標點符號一起使用。

就本規則而言，序列是指兩個空格之間任何連續字串的字元。

- 可以使用任意數量的下位字群縮寫和下位標點符號，只要序列包含一個上位記號。
- 下位單字縮寫 enough 和 in 與任意數量的下位標點符號可以一起使用，只要序列中包含一個上位記號即可。

上位記號可以是包含一個上位點的字母、縮寫、字體指示記號、字體終止記號、符號或標點符號。

備註：應用此規則時，兩方的引號不被認為是上位記號。

如果序列中沒有上位記號，則最後的一個縮寫不能使用。

點字表

字母縮寫

字母單字縮寫			起首字母縮寫			末尾字母字群縮寫	
			點 5	點 4 5	點 4 5 6	點 4 6	點 5 6
·	a	...	...	...	...	...	...
:	b	but	...	...	...	...	...
..	c	can	...	...	cannot	...	...
::	d	do	day	...	...	-ound	...
·	e	every	ever	...	...	-ance	-ence
::	f	from	father	...	...	...	...
::	g	go	...	...	...	...	-ong
::	h	have	here	...	had	...	...
·	i	...	...	...	...	...	...
::	j	just	...	...	...	...	...
:	k	knowledge	know	...	...	...	...
:	l	like	lord	...	...	...	-ful
::	m	more	mother	...	many	...	...
::	n	not	name	...	...	-sion	-tion
::	o	...	one	...	...	...	...
::	p	people	part	...	...	...	...
::	q	quite	question	...	...	...	...
::	r	rather	right	...	...	...	...
·	s	so	some	...	spirit	-less	-ness
::	t	that	time	...	...	-ount	-ment
::	u	us	under	upon	...	...	...
::	v	very	...	...	...	...	...
::	w	will	work	word	world	...	...
::	x	it	...	...	...	...	...
::	y	you	young	...	...	...	-ity
::	z	as	...	...	...	...	...

特定縮寫

起首縮寫

	縮寫	點 5	點 4 5	點 4 5 6
∴	and	...	...	...
∴	for	...	...	...
∴	of	...	...	...
∴	the	there	these	their
∴	with	...	...	...

特定字群縮寫／單字縮寫

字群縮寫		單字縮寫	起首縮寫／括號				
		單獨存在	點 5	點 45	點 456	點 46	點4, 點46
˙	ch	child	character	...	...	...	
˚	gh	...	(	...	{	[	點譯者註 釋開始指 示記號
˚˚	sh	shall	...	...	...	...	
˚˚	th	this	through	those	...	...	
˚˚	wh	which	where	whose	...	...	
˚˚	ed	...	...	...	...	...	
˚˚˚	er	...	...	...	...	...	
˚˚˚	ou	out	ought	...	...	...	
˚˚˚	ow	...	...	...	...	...	
˚˚˚	st	still	...	...	...	...	
˚˚˚	ar	...	)	...	}	]	點譯者註 釋結束指 示記號
˚˚˚	-ing	...	...	...	...	...	

下位縮寫

字群縮寫／標點符號

	單字縮寫	字首	字中	字尾
.	...	...	-ea-	, (comma)
:	be	be-	-bb-	; (semicolon)
..	...	con-	-cc-	: (colon)
::	...	dis-	. (dot)	. (full stop)
.·	enough	en	en	en
::	...	...	-ff-	! (exclamation)
::	were	...	-gg-	...
::	his	" (open)	? (question)	? (question)
.·	in	in	in	in
::	was	...	" (close)	" (close)
..	...	- (hyphen)	- (hyphen)	- (hyphen)
.	...	' (apostrophe)	' (apostrophe)	' (apostrophe)

前置號

記號

::	3456	數字模式
·	4	手書寫體、貨幣
:	45	粗體、符號、起首字母縮寫
:	46	斜體、希臘字母、末尾字母縮寫
:	456	底線、起首字母縮寫
·	5	數學運算記號、起首字母縮寫
:	56	一級模式、末尾字母縮寫
·	6	大寫模式

簡短字

參閱 204 頁，單字縮寫及簡短字之使用規則。

about	ab	above	abv	according	ac
across	acr	after	af	afternoon	afn
afterward	afw	again	ag	against	agst
almost	alm	already	alr	also	al
although	alth	altogether	alt	always	alw
because	bec	before	bef	behind	beh
below	bel	beneath	ben	beside	bes
between	bet	beyond	bey	blind	bl
braille	brl	children	chn	conceive	concv
conceiving	concv	could	cd	deceive	dcv
deceiving	dcv	declare	dcl	declaring	dclg
either	ei	first	fst	friend	fr
good	gd	great	grt	herself	herf
him	hm	himself	hmf	immediate	imm
its	xs	itself	xf	letter	lr
little	ll	much	mch	must	mst
myself	myf	necessary	nec	neither	nei
oneself	onef	ourselves	ourvs	paid	pd
perceive	percv	perceiving	percv	perhaps	perh
quick	qk	receive	rcv	receiving	rcv
rejoice	rjc	rejoicing	rjcg	said	sd
should	shd	such	sch	themselves	themvs
thymself	thyf	today	td	together	tgr
tomorrow	tm	tonight	tn	would	wd
your	yr	yourself	yrf	yourselves	yrvs

「簡短字擴編列表」(Shortform Extension List)

本列表中的單字取自《統一英文點字規則：第二版2013》及其相關更新，可從 <http://www.iceb.org> 下載。有關縮寫使用的最新信息，請參閱第10.9 節和附錄一的更新規則。

可以在此列表上描述的任何單字末尾添加字母 “s” 或撇號 “'”。

不能使用縮寫形式的特定詞語將作為例外顯示。

about • :

aboutface
aboutfacing
east about
knockabout
right about
runabout
there about
west about

aboutfaced
aboutturn
gaabout
layabout
round about
sou th about
turnabout
where about

aboutfacer
aboutturned
here about
north about
rou st about
stirabout
walkabout

例外：
abouts

above • : ::

aboveboard
here in above

aboveground

abovemen tion ed

according • ..

accordingly

unaccording

unaccordingly

across • .. ::

rea dacross

after · ∴

afterbattle
afterburn
afterburning
aftercoffee
afterdeck
aftergame
afterhatch
afterlife
afterlunch
aftermatch
aftermeeting
aftermidnight
after parties
afterplay
aftersensation
after sh ow
aftertaste
aftertea
after th ough t
after word
here after
there after
where in after

afterbirth
afterburned
aftercare
afterdamp
afterdinner
afterglow
afterhatches
afterlight
afterlunches
aftermatches
aftermen tion ed
aftermost
after party
aftersale
after shave
after sh ow er
aftertax
after the at er
after time
after work
here in after
there in after

afterbreakfast
afterburner
afterclap
afterdark
afterflow
afterguard
afterhour
afterlives
aftermarket
aftermath
aftermidday
afterpain
afterpiece
afterschool
after shock
aftersupper
aftertaxes
after theatre
aftertreatment
after world
morning after
where after

afternoon · ∴ ∴

afternoontea

good afternoon

midafternoon

afterward · ∴ ∴

again · ∴

here again
there in again

here in again
where again

there again
where in again

against · ∴ ∴

here against

there against

where against

almost · ∴ ∴

例外 :
almosts

already · ∴ ∴

also · ∴

although · ∴ ∴

altogether · ∴ ∴

always · ∴ ∴

because : ∴

before : ∴

beforehand

beforemen tion ed

behind : ∴

behindhand

below : ∴

belowdeck

belowground

belowmen tion ed

beneath : ∴

beneathdeck

beneathground

beside : ⠠⠨⠢⠺⠠

between : ⠠⠨⠠⠠⠠⠠⠠⠠⠠⠠⠠

betweendeck

between time

between while

beyond : ⠠⠨⠠⠠⠠⠠

blind ⠠⠨⠠⠠

如果單字以 “blind” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “blind”。

colorblind

colourblind

deafblind

deafblind nesses

purblind ness

snow blind ness

unblindfolded

colorblind ness

colourblind ness

DeafBlind

purblind

purblind nesses

snow blind nesses

unblindfolding

colorblind nesses

colourblind nesses

deafblind ness

purblindly

snow blind

unblindfold

braille ⠠⠨⠠⠠⠠⠠⠠

無論出現何處，都使用點字的縮寫形式。

children ⠠⠨⠠⠠⠠⠠⠠⠠

任何位置都可使用 “children”，只要後面沒有接母音或 “y”。
其他單字都可以使用 “children”。

children'swear

conceive ⠠⠨⠠⠠⠠⠠⠠⠠⠠

conceived

conceiver

conceiving ⠠⠨⠠⠠⠠⠠⠠⠠⠠⠠

could ˈkʊd

coulda
couldn't've

couldest
could st

couldn't
could've

deceive ˈdiːv

arch deceiver
undeceive

deceived
undeceived

deceiver
undeceiver

deceiving ˈdiːv

undeceiving

declare ˈdɪkleɪ

declared
undeclare

declarer
undeclared

declaring ˈdɪkleɪ

either ˈiːə

first ˈfɜːst

如果單字以 “first” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “first”。

feetfirst
headfirst

firstaid
tailfirst

firstaider

friend :: ::

如果單字以 “friend” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “friend”。

be friend

galfriend

girlfriend

manfriend

schoolfriend

unfriendliest

unfriendly

boyfriend

gentlemanfriend

guyfriend

men friends

unfriend

unfriendliness

womanfriend

defriend

gentlemen friends

ladyfriend

pen friend

unfriendlier

unfriendlinesses

women friends

good :: ::

如果單字以 “good” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “good”。

feelgood

goodest

goodish

goodyear

good afternoon

goodeven ing

goodun

scatter good

good er

goodie

goody

super good

great :: :: ::

無論出現何處，都使用 “great” 的縮寫形式。

herself :: :: ::

him :: ::

himbo

himboes

例外：

hims

himself :: :: ::

immediate · ∴ ∴

immediately

immediate ness

its ∴ ∴

itself ∴ ∴

letter ∴ ∴

如果單字以 “letter” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “letter”。

bloodletter

letter ed

letteropen er

reletter

unletter ed

chain letter

letter er

loveletter

reletter ed

hateletter

letter ing

newsletter

reletter ing

little ∴ ∴

如果單字以 “little” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。
其他單字都可以使用 “little”。

be little

be littled

be

little ment be littler

much ∴ ∴

forasmuch

muchly

inasmuch

much ness

insomuch

over much

must ∴ ∴

musta

mustier

mustiness

must've

must ardy

mustiest

mustn't

musty

must ardy

mustily

mustn't've

myself ⠠⠽⠽⠠⠽⠽⠽

necessary ⠠⠽⠽⠽⠽⠽⠽

unnecessary

neither ⠠⠽⠽⠽⠽

oneself ⠠⠽⠽⠽⠽

ourselves ⠠⠽⠽⠽⠽⠽⠽⠽

paid ⠠⠽⠽

perceive ⠠⠽⠽⠽⠽⠽⠽⠽

apperceive

misperceive

perceived

unperceived

apperceived

misperceived

perceiver

apperceiver

misperceiver

unperceive

perceiving ⠠⠽⠽⠽⠽⠽⠽⠽⠽

apperceiving

misperceiving

unperceiving

perhaps ⠠⠽⠽⠽⠽

perhapses

quick ::

如果單字以 “quick” 開頭且後面沒有接母音或 “y”，則使用其縮寫形式。 其他單字都可以使用 “quick”。

doublequick
quick en er
quickest
quickishly
unquick

quick en
quick en ing
quickie
quicky

quick en ed
quick er
quickish
super quick

receive :: ’ ::

preceive
receiver

perceiver
receivership

received
unreceived

receiving :: ’ :: ::

preceiving

rejoice :: :: ’

rejoiced
rejoice ful ness
unrejoiced
unrejoice fully

rejoice ful
rejoice
unrejoicer
unrejoice ful ness

rejoice fully
unrejoice
unrejoice ful

rejoicing :: :: ’ ::

rejoicingly

unrejoicing

unrejoicingly

said : ’

aforesaid
missaid
unsaid

foresaid
saidest

gain said
said st

should ⠠⠏⠢⠠⠙

shoulda
shouldn't've

shouldest
should st

shouldn't
should've

such ⠠⠎⠥⠕⠇⠏

none such

nonsuch
some such suchlike

themselves ⠠⠞⠏⠑⠎⠑⠎⠑⠎⠑⠎

thyslf ⠠⠞⠏⠑⠎⠑⠎

today ⠠⠞⠔⠃⠏⠏

together ⠠⠞⠔⠒⠑⠞⠑⠞⠑⠞

together ness

tomorrow ⠠⠞⠔⠞⠔⠞⠔⠞

tonight ⠠⠞⠔⠞⠒⠒⠞⠒

would ⠠⠢⠠⠠

'twould
'twouldn't've
wouldest
would st

'twoulda
'twould've
wouldn't
would've

'twouldn't
woulda
wouldn't've

your ⠠⠢⠠⠠

yourself ⠠⠢⠠⠠⠠⠠

do-it-yourself er

yourselves ⠠⠢⠠⠠⠠⠠⠠⠠

點字記號表

簡短字並未包含在此列表中。完整的縮寫字母清單可在第 **210** 頁找到。

A a · Acute Accent ·· Ampersand & ··· –<u>ance</u> ·· <u>and</u> :: Apostrophe ' · <u>ar</u> ·· <u>as</u> :: Asterisk * ·· “At” Sign @ ·· B b : Backward slash \ ·· –<u>bb</u>– :	<u>be</u> : <u>be</u>– : Bold Symbol :: Word ·· Passage :: Terminator ·· Brackets Brace/Curly Brackets { } ·· ·· Round Brackets () ·· ·· Square Brackets [] ·· ·· Bullet ● :: <u>but</u> :
--	---

C

c ••

can ••

cannot •••

Capitals

Letter •

Word • •

Passage • • •

Terminator ••

–cc– ••

Cedilla •••

Cent ¢ •••

ch •

character ••

child •

Circumflex •••

Colon, ratio : ••

Comma , •

con– ••

Continuation Indicator •

Copyright © •••

D

d ••

Dagger † • •••

Dash — •••

day •••

Decimal ••

Degree ° •••

dis– ••

Divide ÷ •••

do ••

Dollar \$ •••

Double Dagger ‡ • •••

E

e ••

–ea– •

ed •••

Ellipsis ... •••••

en ••

–ence •••

enough ••

Equals = · :: er :: Euro € · · <u>ever</u> · · <u>every</u> · Exclamation ! · F f · <u>father</u> · · -ff- · Flat ♭ · · <u>for</u> :: Forward Slash / · · Fraction line (simple) · <u>from</u> · -<u>ful</u> :: Full stop . · G g :: -<u>gg</u>- ::	<u>gh</u> · <u>go</u> :: Grade 1 Symbol : Word : : Passage : : : Terminator : . Grave Accent · · H h · <u>had</u> · · <u>have</u> · <u>here</u> · · <u>his</u> :: Hyphen - .. I i · <u>in</u> · -<u>ing</u> · <u>it</u> ::
--	---

Italic

Symbol ⠆⠆

Word ⠆⠨

Passage ⠆⠆⠆

Terminator ⠆⠨

-ity ⠆⠆⠆

J

j ⠆⠆

just ⠆⠆

K

k ⠆⠨

know ⠆⠆

knowledge ⠆⠨

L

l ⠆⠨

-less ⠆⠆⠆

like ⠆⠨

Long Dash — ⠆⠨⠆⠨⠆⠨

lord ⠆⠆⠆

M

m ⠆⠆

many ⠆⠆⠆

-ment ⠆⠆⠆⠆

Minus — ⠆⠨⠨

more ⠆⠆

mother ⠆⠆⠆

Multiply × ⠆⠆⠨

N

n ⠆⠆

name ⠆⠆⠆

Natural ₪ ⠆⠆⠆⠨

-ness ⠆⠆⠆

not ⠆⠆

Numeric Prefix ⠆⠆⠆

Numeric Space ⠆⠨

O

o ⠆⠆

of ⠆⠆⠆

one ⠆⠆⠆

<u>-ong</u> ⠠⠏⠢⠠⠎⠎ <u>ou</u> ⠠⠕⠠⠎ <u>ought</u> ⠠⠕⠠⠎⠠⠎⠠⠎ <u>-ound</u> ⠠⠠⠎⠠⠎⠠⠎ <u>-ount</u> ⠠⠠⠎⠠⠎⠠⠎ <u>out</u> ⠠⠕⠠⠎ <u>ow</u> ⠠⠕⠠⠎ P p ⠠⠏ Paragraph Symbol ¶ ⠠⠏⠠⠎⠠⠎⠠⠎⠠⠎ <u>part</u> ⠠⠏⠠⠎⠠⠎ <u>people</u> ⠠⠏⠠⠎⠠⠎⠠⠎ Percent % ⠠⠏⠠⠎⠠⠎ Plus + ⠠⠏⠠⠎ Pound £ ⠠⠏⠠⠎ Q q ⠠⠏ <u>question</u> ⠠⠏⠠⠎⠠⠎⠠⠎ Question Mark ? ⠠⠏⠠⠎ <u>quite</u> ⠠⠏⠠⠎⠠⠎	Quotation Marks Double ⠠⠏⠠⠎ ⠠⠏⠠⠎ Single ⠠⠏⠠⠎ ⠠⠏⠠⠎ Two-cell double ⠠⠏⠠⠎ ⠠⠏⠠⠎ R r ⠠⠎ <u>rather</u> ⠠⠎⠠⠎⠠⠎ Ratio ⠠⠎ Registered Trademark ® ⠠⠎⠠⠎⠠⠎ <u>right</u> ⠠⠎⠠⠎⠠⠎ S s ⠠⠎ Script Symbol ⠠⠎⠠⠎ Word ⠠⠎⠠⠎ Passage ⠠⠎⠠⠎ Terminator ⠠⠎ Section Symbol § ⠠⠎⠠⠎ Semicolon ; ⠠⠎ <u>sh</u> ⠠⠎ <u>shall</u> ⠠⠎
--	--

Sharp # ⠠⠠⠠⠠⠠⠠	Tilde Accent ⠠⠠⠠⠠
-sion ⠠⠠⠠⠠	Tilde Symbol ~ ⠠⠠⠠
Slash	time ⠠⠠⠠⠠
Backward \ ⠠⠠⠠⠠	-tion ⠠⠠⠠⠠
Forward / ⠠⠠⠠	Trademark ™ ⠠⠠⠠⠠
so ⠠⠠⠠	Transcriber's Note Indicators ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
some ⠠⠠⠠⠠	U
spirit ⠠⠠⠠⠠	u ⠠⠠⠠
st ⠠⠠⠠	Umlaut ⠠⠠⠠⠠
still ⠠⠠⠠⠠	under ⠠⠠⠠⠠
T	Underline
t ⠠⠠⠠	Symbol ⠠⠠⠠⠠
th ⠠⠠⠠	Word ⠠⠠⠠
that ⠠⠠⠠⠠	Passage ⠠⠠⠠⠠
the ⠠⠠⠠	Terminator ⠠⠠⠠⠠
their ⠠⠠⠠⠠	Underscore (low line) ⠠⠠⠠⠠
there ⠠⠠⠠⠠	upon ⠠⠠⠠⠠
these ⠠⠠⠠⠠	us ⠠⠠⠠
this ⠠⠠⠠	V
those ⠠⠠⠠⠠	v ⠠⠠⠠
through ⠠⠠⠠⠠	very ⠠⠠⠠⠠

W

w ⠠⠺

was ⠠⠺⠠⠎

were ⠠⠺⠠⠗⠠⠑

wh ⠠⠺⠠⠓

where ⠠⠺⠠⠓⠠⠑⠗⠠⠑

which ⠠⠺⠠⠓⠠⠙⠠⠓

whose ⠠⠺⠠⠓⠠⠔⠠⠎⠠⠑

will ⠠⠺⠠⠗⠠⠗

with ⠠⠺⠠⠗⠠⠗⠠⠗

word ⠠⠺⠠⠗⠠⠔

work ⠠⠺⠠⠗⠠⠕⠠⠗⠠⠕

world ⠠⠺⠠⠗⠠⠗⠠⠔

X

x ⠠⠭

Y

y ⠠⠽

you ⠠⠽⠠⠤

young ⠠⠽⠠⠤⠠⠺⠠⠺

Z

z ⠠⠵

索引

A

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Cent ¢ 163 分（硬幣）

Dollar \$ 163 元（硬幣）

Euro € 163 歐元

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D

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e Alphabetic Wordsign, **every** 20

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gh, Strong Groupsign 30

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