

# ***BRIEF ENCOUNTERS***

## INTRODUCTION

### GENERAL

This dictionary is a compilation of conflict-free briefs, phrases, irregular verbs, homonyms (homophones) and commonly used words. It contains, for the most part, general vocabulary, as opposed to specialized terminology. None of the entries conflict with each other. If a particular steno outline conflicts with an entry in your personal CAT (computer-aided transcription) dictionary or does not agree with your writing style, the ***Brief Encounters*** outline may still prove useful by inspiring new briefs. This can be done by tweaking an existing outline or otherwise gleaning ideas for creating a brief that works well for you.

Realtime writing is rapidly becoming the accepted standard. Indeed, the term “realtime” may eventually be eliminated altogether as it becomes the norm. Every student and practicing reporter should therefore strive to write realtime at every opportunity. For those who do not currently work in realtime, it is essential to build a conflict-free dictionary in preparation for the inevitable transition. Whatever system of writing is used, this dictionary will serve as an invaluable tool and trusty companion.

### GUIDE TO THE DICTIONARY

- **Writing Conventions**

A hyphen is used with vowelless entries to indicate the keyboard location of the consonant(s).

B- (“*be*”) indicates an initial consonant on the left side of the keyboard.

-RS (“*remain silent*”) indicates final consonants on the right side of the keyboard.

N-FRGS (“*information*”) indicates initial and final consonants.

A slash (/) indicates stroke separation, e.g., BUNL/-G for “*bundling*” (avoids conflict with BUJ for “*budge*”).

A variety of character combinations (some coined by the author) are used to provide easy-to-recognize-and-remember, conflict-free entries. Benefits of these outlines include their easy readability, instant recognition and association with the corresponding English.

- **Multicharacter Combinations**

The following prefixes and word beginnings are included in this dictionary:  
emb-, emp-, imb-, imm-, imp- = KB-, e.g., KBAK for “*impact*.”

end-, ent-, ind-, int- = SPW-, e.g., SPWEFR for "endeavor."  
sub-, cereb- = SB- (SPW-), e.g., SBORN (SPWORN) for  
"subordinate" and SBRAL (SPWRAL) for "cerebral."  
z- = S\*, e.g., ZIRP (S\*IRP) for "zipper."

TKPW- is normally written as initial G-, except when designating  
DB-, e.g., DBAR for "debar."

The following suffixes and word endings are included in this dictionary:

-cal & -kle = -BLG, e.g., NURKL (NURBLG) for "neurological"  
and TAKL (TABLG) for "tackle."

-ism = -FM, e.g., SEFM for "sexism."

-mp = -FRP, e.g., HAMP (HAFRP) for "hamper."

-nk = -FRPBG, e.g., FOENK (FOEFRPBG) for "phone call."

-rv = -FRB, e.g., WREFRB for "web server."

-tional = -LGS & -BLGS, e.g., FUNLGS for "functional" and  
RUXL (RUBLGS) for "instructional."

-v = \*F, e.g., SIVL (S\*IFL) for "civil."

-F is used for final "s," e.g., SPLAEFD for "displaced."

-FPLT is written as -FMT for words ending in "ment," e.g.,  
SPLAEFMT for "displacement."

-PL is normally written as final -M, except when more  
phonetically logical, e.g., PURPL for "purple" and BRUPL  
for "abruptly."

\*S is used for the suffix "st," e.g., M\*ES for "domestic."

\*T is used for the suffix "th," e.g., WA\*IT for "one-eighth."

The asterisk is used as an apostrophe in some contractions, e.g., SH\*ES  
for "she's" and W\*ER for "we're."

### • Overlapping Letters

Building on traditional character combinations such as TPH- for N- and  
HR- for L-, overlapping letters are sometimes used to save strokes: TPHR-  
= NL-, e.g., NLEJ (TPHREJ) for "negligently."

Words with overlapping letters sometimes share a letter, as in the above  
example of "negligently" where the letter H- is shared:

TPH + HR = TPHR- or NL-.

Sometimes one letter is "interrupted" by another, e.g. VB- in VBOND  
(SPWROND) for "vagabond" and PIXL (PIBLGS) for "pixel."

PY- is used for pi- or for slurring the letters py-, PYOUS (KPWROUS) for  
"pious" and PY-BLT (KPWR-BLT) for "payability."

### • Rare and Unusual Character Combinations

Other unconventional character combinations are used to form logical briefs  
and to avoid conflicts. When you come across unusual combinations,  
practice placing your fingers on the keyboard per the outline.

Use STY- (STKWR-) for "stymy," TYET (TKWRET) for "typeset" and (by  
shifting a few fingers on the right) KWARTZ for "quartz."

Traditional multicharacter combinations are occasionally rendered in  
alternative forms, e.g. SYIZ (SKWRIZ) instead of JIZ for "sissy."

### • Plurals

Regular plural forms of most nouns are not included, as they simply involve  
including a final -S or final -Z with the singular form.

Irregular steno plurals and irregular English plurals are provided.  
Use N-KZ for “*incomes*” (avoids a conflict with N-X for “*index*”).  
Use NOIPS (regularly formed steno plural) for “*notaries public*” (irregular English plural).

- **Verbs**

The principal parts of verbs are provided in the following order:

- first person singular present tense
- third person singular present tense
- present participle
- past tense
- past participle

(e.g. *throw, throws, throwing, threw, thrown*).

When the past tense and past participle are the same, one form represents both (*have, has, having, had*).

- **Extra Consonants**

Extra consonants can be used to save one or more strokes.

Include an -L with STROUS (“*industrious*”) for STROULS (“*industriously*”) to save a stroke adding the suffix LI (STROUS/LI).

- **Word Families**

English word families have their equivalents in steno keyboard stroke patterns and can be likened to chord progressions on musical instruments such as pianos and guitars.

Identical-root “word families” are indented under the root heading where three or more entries occur, as in the family “*vigor, vigorous, vigorously, vigorosity*.” In this context, a few entries may be out of strict alphabetical order.

Prefixes such as “*super*” are not treated as a word family.

## CONFLICT RESOLUTION

The following techniques are employed to avoid conflicts.

- **Asterisk**

When the same outline is used for two different words, an asterisk is included with one of the outlines. In general, the most frequently used word or phrase is written without an asterisk. Use OX for “*objection*” and O\*X for “*ox*.”

An asterisk is often used to render initial capital letters. Use HAOL for “*high school*” and HAO\*L for “*High School*.”

Where possible, alternative outlines are given for asterisked entries. Thus, KAENDZ and/or K\*ENDZ can be used for “*contends*.”

- **Extra Vowels**

An extra (nonphonetic) vowel may be added to an outline to avoid conflicts. Use KAENDZ for “*contends*” (avoids a conflict with KENDZ for “*can he understand*”).

- **Stenonyms**

“Stenonyms” are steno outlines that have the same sound but are written differently (and usually represent different words). Use TWAET for “*actuate*” and TWAET for “*activate*.”

In this context, some single-syllable words that resolve conflicts are provided, e.g., KLAO for “*clue*” (avoids a conflict with KLAOU for “*conclude*”) and PRAUM for “*prom*” (avoids a conflict with PROM for “*promise*”), even though these words are not true briefs.

- **Homophones, Homonyms, Soundalikes & Lookalikes**

Solutions for words that sound or look (nearly) the same are provided, including one-syllable words. Use PRINS for “*prince*” and PRINTS for “*prints*”; use MARN for “*manner*” and MAORN for “*manor*.”

- **Shadows**

For the most part, steno outlines do not include shadowing. Instead, entries that are easier to recognize, read and remember are included. When entering these outlines in your CAT dictionary, you may want to include shadow entries if they do not create a conflict.

For example, if it is difficult to write –FN, add alternative, conflict-free shadow outlines ending in –FRN. This book lists R–FN for “*refinance*.” You may want to also enter R–FRN into your CAT dictionary.

Similarly, enter HAUFN (plus perhaps also HAUFNR) for “*half an hour*” and IFN (plus perhaps also IFRN) for “*I have known*.”

## TO STUDENTS . . .

This dictionary does not represent any particular theory. The majority of entries can be used with most common steno theories.

As a student, you will be constantly updating and improving your own dictionary—adding new words, deleting others, shortening the stroke(s) for an entry and thinking of new ways to write faster. The material in this reference work will inspire many new entries and shortcuts.

When adopting a new brief or phrase, practice until you can easily and automatically stroke it. Then gradually incorporate more briefs through repeated practice. Work on a few at a time until you can use them without hesitation.

The most effective way to use this dictionary is in conjunction with realtime writing. The beauty of realtime is that you know immediately if you have made an error or if a stroke you make has already been assigned to another word or phrase. Even if you do not write realtime, your speed-building and progress will be greatly enhanced by using this reference book.

## TO THE PROSPECTIVE STUDENT . . .

This dictionary has been compiled to aid your passage through an extremely difficult course of study. There are many misconceptions regarding court reporting studies, some perpetuated by schools themselves. Irrespective of claims that a particular program can be completed in two short years, it is generally acknowledged that approximately four years of applied study, practice and speed-building are required to prepare the average student for the all-important CSR examination.

As you progress through the various stages from basic principles, through multiple voice, to the excruciatingly frustrating process of speed-building, you will find that an accurate and comprehensive dictionary becomes of increasing importance.