

MACHINE SHORTHAND SURVEY

NAME: _____ DATE: _____

PART I: Place a [̄] mark over all long vowels in the following words. Place a [̆] mark over all the short vowels. Cross out all silent vowels.

EXAMPLE: fāt fāte

- | | |
|---------|----------|
| 1. hat | 6. stem |
| 2. feed | 7. mill |
| 3. Jan | 8. cut |
| 4. mate | 9. bite |
| 5. rat | 10. Jane |

PART II: The words below are written as they sound and as they are converted to touch shorthand. For example, SAY is written SĀ; SUE is SŪ; and SUIT is SŪT. All letters not heard in a word are omitted.

Using the above principle, write the following words as they are actually spelled. The symbol / divides syllables.

EX: KLĒN	<u>clean</u>	EX: AUT	<u>ought or ought</u>
Ē/KWIP	_____	KORT	_____
EM/TĒ	_____	ĀK	_____
KWIK/LĒ	_____	KAUZ	_____
NĪF	_____	STĪL	_____
Ī/SĪT	_____	NĪT	_____

Many sounds in touch shorthand are written through the use of letter combination. For example, TP represents the letter F. Apply this theory to the following words, writing them as they are actually spelled.

(TPH = N)

(SKWR = J)

EX: TPH Ū knew or new

EX: SKWR AR jar

Ū/TPH IT _____

SKWR ŌK _____

TPH ĪS _____

SKWR ET _____

TPH URS _____

SKWR ŪS _____

S TPH ĒZ _____

SKWR UR/Ē _____

TPH ĒD _____

UR/SKWR ENT _____

PART III: Homonyms: Circle the words below that are pronounced the same.

1. their, there, they're

6. chord, cord, cored

2. rain, reign, ran

7. check, Czeck, cheek

3. pale, pal, pail

8. road, rod, rode

4. pare, pear, pair

9. flew, flu, flue

5. red, reed, read

10. plan, plain, plane