

UEB QUICK REFERENCE CHART

ALPHABET & NUMBERS

1 2 3 4 5 6 7 8 9 0
 a b c d e f g h i j
 k l m n o p q r s t
 u v w x y z

PUNCTUATION

apostrophe
 asterisk
 bracket, open
 bracket, close
 colon
 comma
 dash
 long dash
 omission dash
 ellipsis
 exclamation point
 hyphen
 slash
 parentheses, open
 parentheses, close
 period
 question mark
 semicolon

quotation marks:

primary, open
 primary, close
 secondary, single, open
 secondary, single, close
 inner double, open
 inner double, close

COMPOSITION SIGNS

symbol capital
 word capital
 passage capital
 termination symbol
 number indicator
 Grade 1 indicator
 Grade 1 terminator
 transcriber's note open
 transcriber's note close
 dot locator "mention"

ALPHABET CT'NS

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

WHOLE-WORD CT'NS

child	which
shall	out
this	still

OK with apostrophe

'd 'll 're 's 't 've

PART & WHOLE-WORD CT'NS

and	the
for	with
of	

PART-WORD CT'NS

ar	ing
ch	ou
ed	ow
en	sh
er	st
gh	th
in	wh

LOWER WORDSIGNS

in
 enough
 be
 his
 was
 were

LOWER GROUPSIGNS

be
 con
 dis
 en
 in
 ea
 bb
 cc
 ff
 gg

INITIAL-LR CT'NS

cannot	some
character	spirit
day	their
ever	there
father	these
had	those
here	through
know	time
lord	under
many	upon
mother	where
name	whose
one	word
ought	work
part	world
question	young
right	

FINAL-LR CT'NS

ance
ence
ful
ity
less
ment
ness
ong
ound
ount
sion
tion

SHORT-FORM WORDS

about ab
above abv
according ac
across acr
after af
afternoon afn
afterward afw
again ag
against <u>agst</u>
almost alm
already alr
also al
although <u>alth</u>
altogether alt
always alw
because <u>bec</u>
before <u>bef</u>
behind <u>beh</u>
below <u>bel</u>
beneath <u>ben</u>
beside <u>bes</u>
between <u>bet</u>
beyond <u>bey</u>
blind bl
braille brl
children <u>chn</u>
conceive <u>concv</u>
conceiving <u>concvg</u>
could cd
deceive dcv
deceiving <u>dcvg</u>
declare dcl
declaring <u>dclg</u>
either ei
first <u>fst</u>
friend fr
good gd
great grt
herself <u>herf</u>
him hm
himself hmf
immediate imm
its xs
itself xf
letter lr
little ll
much <u>mch</u>
must <u>mst</u>
myself myf
necessary nec
neither nei
oneself <u>onef</u>
ourselves <u>ourvs</u>

paid pd
perceive <u>percv</u>
perceiving <u>percvg</u>
perhaps <u>perh</u>
quick qk
receive rcv
receiving <u>rcvg</u>
rejoice rjc
rejoicing <u>rjcg</u>
said sd
should <u>shd</u>
such <u>sch</u>
themselves <u>themvs</u>
thymself <u>thyf</u>
today td
together tgr
tomorrow tm
tonight tn
would wd
your yr
yourself yrf
yourselves yrvs

SYMBOLS

ampersand &
at @
bullet •
cent(s) ¢
copyright ©
degree(s) °
ditto sign ”
dollar(s) \$
euro €
feet ' inches ”
fraction line /
“is to” : “as” ::
number #
percent %
registered trademark ™
<u>TYPE: SYMBOL, WORD,</u>
<u>PASSAGE, TERMINATE</u>
<i>italics</i> :: :: :: ::
bold :: :: :: ::
<u>under</u> :: :: :: ::
<i>script</i> :: :: :: ::