# UEB Quick Reference Chart

## Alphabet & Numbers

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

## 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 |

## 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-Word CT'NS

- ar
- ch
- ed
- en
- er
- gh
- in
- wh

## Lower Word Signs

- in
- enough
- be
- his
- was
- were

## Lower Group Signs

- be
- con
- dis
- en
- in

## OK with Apostrophe

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

## Part & Whole-Word CT'NS

- and the
- for with
- of