

SPECIAL ABBREVIATIONS

IN SHORTHAND WRITING

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Shorthand writing is basically divided in three parts:

- Basic Signs
- Special initial or terminal signs
- Special abbreviations

The *special abbreviations* have as the main objective *to shorten to the maximum* shorthand writing (savings in writing) and, thus, increase the fluency and speed.

In general, such abbreviations are used for words, expressions and even entire phrases that are very frequent in the activity of a stenographer.

In the conventional writing we find hundreds and hundreds of abbreviations:

Mr., Dr., art., pg. etc., not to mention the acronyms.

The art of abbreviating is very old. In ancient Rome, abbreviations proliferated.

Today, we see a real explosion of these conventional writing contractions in the Internet, mainly in chat sites, Facebook, MSN etc..

wkd (weekend)

bbc (barbecue)

fx (effects)

dq (disqualified)

All these abbreviations aim to save writing, effort and time. Interesting to note the suppression of vowels in these abbreviations: "*wkd*", "*bbc*", etc. And it is relevant (that is exactly what tends to happen a lot in shorthand abbreviations) to verify that vowels, in many cases, even in the conventional writing, can be suppressed without affecting the understanding and communication.

Special shorthand abbreviations are also called “brief forms”, “conventional”, “conventional sign”, etc ... The Spanish call these abbreviations “gramalogos”, the British, “brief forms”, the Germans, “Kürzel”, the French, “abréviations”.

With these adjectives, this is how Mhartín y Guix refers to the special shorthand abbreviation in his book *“Complete Course in Abbreviated Shorthand.”*

“excellent resource of fast writing”

“an arsenal of lavish and invaluable ingenuities”

“a rich flow of shorthand resources”

“a powerful helper to reach unknown speeds”

“the most rational way to facilitate the translation of the sign”

Also according to Mhartín y Guix:

“The special shorthand abbreviations feature a paramount and valuable shorthand resource, whereby one can write shorthand signs with more simplicity - permitted by the known rules of suppression - until you reach the maximum limit of its simplification.”

And Julian Eduartes in his book *“Curso Completo de Sonigrafia – Taquigrafia Argentina”* talks about the special abbreviations:

“Su empleo acelera la escritura y no genera confusión.”

“La lista es infinita, por lo que queda al arbitrio de cada uno el abreviar aquellas palabras de mucho uso em su actividad, seguro de que com ello simplificará aún más su escritura.” (*Its application accelerates the writing and does not generate confusion. The list is endless, so is the will of each person to abbreviate those words that are very much used in their activity, knowing that this will simplify the writing even more.*)

It becomes only necessary to mention these two authors, among the legion of authors and great experts of shorthand worldwide, who vouched in favor of the development and use of “conventional signs” in shorthand writing. And the main argument they always use, when applying different expressions, is the “savings in writing”. The more shorthand signs are reduced, the more fluent and faster the writing becomes.

The abbreviations are made in many ways and follow technical criteria:

Suppression (elision) of syllables

Contractions

Apocope or suppression of the ending of words

Random

When developing a brief form, it is important to pay attention so that such brief form is not confused, at the moment of translation, with any other word, expression or phrase. Sometimes it is common to have the same brief forms for several words. In this case, in general, these are brief forms referring to words of *different grammatical categories*, that, for this very reason, cannot cause confusion at the time of translation.

See the table below, where there are some examples of savings in writing of CONVENTIONAL SIGNS (BRIEF FORMS) - in the Maron Method.

	USING THE BASIC SIGNS	USING THE BRIEF FORMS
Human Rights	USANDO OS SINAIS BÁSICOS ↓	USANDO OS TAQUIGRAMAS ↓
Deputy s		
Public Service		
Limit		
Now		
agora		