

# Steno Tips

## Shortcuts for Common Words and Phrases

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The shortcuts offered in these pages come from no one theory of steno writing. They are simply suggestions from reporters and captioners who have looked for faster ways to write words and phrases that come up frequently.

If you would like to share some Steno Tips of your own, please send an e-mail message to: [K1Vincent@Comcast.net](mailto:K1Vincent@Comcast.net)

Similar strokes with different meanings are pointed out, but not all variants of a word are listed. Suffixes like -ble, -ed, -er, -ing, -ion, -ious, -ly, -ment, and -s can often be added by "tucking in" a final D, etc.

### - A -

abbreviate: PWRAOEFT (braoevt)  
abbreviation: PWRAOEFGS (braoevgs)  
abolish: PWHREURB (blish)  
abort: PWORT  
absence: ABS  
absent: ABT  
    in absentia: TPHAERB (naerb)  
absolute: SHRAOUT (slaout)  
absolutely: SHRAOULT (slaoult)  
abuse: AUB  
    child abuse: KHAUB  
    domestic abuse: TKAUB (daub)  
    drug abuse: TKRAUB (draub)  
    physical abuse: TPAUB (faub)  
    sexual abuse: SHRAUB (slaub)  
    sexually abused: SHRAUBD (slaubd)  
academic: A\*BGD (\*akd)  
academy: ABGD (akd)  
accelerate: SHRERT (slert)  
accelerator: SHRAERT (slaert)  
accept: SEP  
access: ABGZ (akz)  
accident: STKEPBT (sdent)  
accidental: STKEPBL (sdenl)  
accompanied: K-PD  
accomplish: PHREURB (plish)  
according: KORGD  
account: BGT  
accountant: \*BGT  
accumulate: KHRAEUT (klait)  
    KALT: calculate  
accuracy: KRAES  
accurate: KRAT  
    TRAT: fair and accurate  
accurately: KRALT  
accuse: KAOUF  
    accusation: KAOUFGS  
accuser: KAOUFR  
achieve: KHAEF  
    KHAOEF: chief  
acid: SEUD  
acknowledge: APBLG (aj)  
acquire: KWAER  
acre: AERBG (aerk)  
active: TEUF  
actual: TWAL  
actually: TWAEL  
adapt: TKAPT (dapt)  
adequate: KWAT  
adequately: KWALT  
    KWAULT: quality  
    KWAELT: equality  
addition: TKAGS (dags)  
    TKAEGS: edition (daegs)  
adhere: TKHAOER (dhaoer)  
adjacent: SKWRAEUPBT (jaint)  
adjudicate: SKWRAOT (jaot)  
adjudication: SKWRAOGS (jaogs)  
adjudicator: SKWRAORT (jaort)  
adjudicatory hearing: SKWRAORG (jaorg)  
adjust: SKWRAUFT (jaust)  
    adjustor: SKWRAUFR (jausr)  
adjustment: SKWRAUPLT (jaumt)  
administer: PH-R (m-r)  
administrative: PH\*F (m\*f)  
    PH-F: manufacture (m-f)  
administrator: PH-RT (m-rt)  
admissible: TKPHEUFBL (dmisbl)  
admissibility: TKPHEUFBLT (dmisblt)  
admit: TKPHEUT (dmit)  
admit or deny: AORD  
admonish: PHORB (mosh)  
    PHO\*RB: mosh (mo\*sh)  
adolescence: STKHREPBS (sdlens)  
adolescent: STKHREPBT (sdlent)  
adult: TKULT (dult)  
advance: SRAPBS (vans)  
advantage: SRAPBG (vang)  
    STKRAPBG: disadvantage  
advertise: TAOEUZ  
affable: AFBL  
affair: TPA\*ER (fa\*er)

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affect: TPAEBGT (faekt)  
TPEBGT: effect (fekt)  
affiliate: AFLT  
affirmative: AFRT  
affirmatively: AFRLT  
affirmative defense: AEFD  
afford: TPAORD (faord)  
afraid: TPRAED (fraed)  
TPRAEUD: frayed (fraid)  
Africa: TPREUBG (frik)  
TPREBG: frequent  
South Africa: STPREUBG (sfrik)  
African: TPREUPB (frin)  
South African: STPREUPB (sfrin)  
African-American: TPR\*EUPB (fr\*in)  
agent: AEGT  
agency: AEG  
agenda: SKWREPBD (jend)  
agree: TKPWRAE (grae)  
TKPWRAOE: degree (graoe)  
agriculture: TKPWRULT (grult)  
ahead: HAED  
TKPWOED: go ahead (goed)  
ahead of: HAEF  
airplane: AEURP  
airport: AEURPT  
Alabama: PWAEPPL (baem)  
Alaska: HRAFBG (lask)  
alarm: HRARPL (larm)  
alcohol: KHOL  
alcoholic: KHOBG  
KHO\*BG: chock  
alcoholic beverage: KHOB  
alert: HRAERT (laert)  
HRERT: letter (lert)  
a little bit: HR-BT (l-bt)  
HRABT: laboratory  
all of a sudden: AUFLD  
all right: HR-RT (l-rt)  
all right, sir: HR-RTS (l-rts)  
allege: ALG  
allegation: AELG  
allergy: HR-RG (l-rg)  
allergic: HR-RBG (l-rk)  
allow: HROU  
alloy: HROEU (loi)  
alloys: HROEUZ (loiz)  
HROEUS: likewise  
almost: HR-PL (l-m)  
alone: HRAOPB (laon)  
along: HRAOPBG (laong)  
already: HR-RD (l-rd)  
HR-LD: landlord  
although: AOL  
aluminum: HRUPL (lum)  
amaze: PHAEZ (maez)  
amazing: PHAEFG (maefg)  
ambiguous: TKPWAOUS (gaous)  
ambiguity: TKPWAOUT (gaout)  
vague and ambiguous: SRAEUPL (vaim)  
ambition: PWEUGS (bigs)  
ambitious: PWEURBS (bishs)  
PWEURBZ: beneficiaries  
ambulance: PWHRAPBS (blans)  
ambush: KPWURB  
amend: APLD (amd)  
amendment: AEPLD (aemd)  
among: PHOPBG (among)  
among other things: PHOEUPBGS (moings)  
amount: APLT (amt)  
analogy: TPHALG (nalg)  
analogous: TPHALGS (nalgs)  
analysis: TPHAULS (nauls)  
analyst: TPHAULT (nault)  
analyze: TPHAULZ (naulz)  
anatomy: TPHAPLT (namt)  
TPHAOPLT: anonymity  
ancient: AEURBT  
anesthesia: THAOERB (thaoesh)  
anesthesiology: THAOERBLG  
anesthesiologist: THAOERBLGS  
anesthetic: THEBGT (thekt)  
angle: APBG (ang)  
AEPBG: angel  
ankle: A\*PBG (ank)0  
anniversary: AERPBS (aerns)  
announce: TPHOUPBS (nouns)  
announcement: TPHOUPLT (noumt)  
annoy: TPHOEU (noi)  
annoyance: TPHOEUPBS (noins)  
anonymity: TPHAOPLT (naomt)  
anonymous: TPHAOPLS (naoams)  
answer: APBS (ans)  
answers to interrogatories: AEUPBZ (ainz)  
anticipate: AEP  
anticipation: AEPGS  
antiinflammatory: AEFL  
anxiety: AEUPBGT (aingt)  
anxious: AEUPBGS (aings)  
anything like that: TPHEULT (nilt)  
apart: PAURT  
separate and apart: SPRART

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## Shortcuts for Common Words and Phrases

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apartment: APT  
A\*PT: apt  
apologize: POLGZ  
apology: POELG  
POLG: polling  
apparatus: PRATS  
apparent: PAERPBT (paernt)  
apparently: PAERPBL (paernl)  
appeal: PAEL  
appellant: PAEPBLT (paentl)  
PEPBLT: penalty  
appear: AP  
disappear: STKAP (dsap)  
appearance: APS  
APZ: appears  
first appearance: TPAPS (faps)  
apply: PHREU (pli)  
PHRAOEU: reply (plaoi)  
PHRAO\*EU: ply (plao\*i)  
applicant: PHREUBGT (plikt)  
application: PHREUBGS (pliks)  
PHREUBGZ: milks  
appoint: POEU (poi)  
appointment: POEUPLT (point)  
appraisal: PRAEUFL (praisl)  
appraise: PRAEUF (praif)  
PRAEUZ: praise (praiz)  
appreciate: PRAOERBT  
appreciable: PRAOERBL  
appreciation: PRAOERBGS  
approach: PROEFP  
appropriate: PROEPT  
appropriated: PROEPD  
appropriation: PROEPGS  
approve: PRAO\*UF  
disapprove: STKPRAO\*UF  
PRAOF: proof  
PRAOUF: prove  
approval: PRAOUFL  
approximate: P-  
approximated: P-D  
April: PREUL (pril)  
architect: TEBGT (tekt)  
architecture: TERBGT (terkt)  
architectural: TERBLGT (terklt)  
argument: ARGT  
argumentative: TKPWAOUF (gaouf)  
argumentatively: TKPWAOUFL (gaoufl)  
Arizona: AEURPBZ (airnz)  
Arkansas: ARPBS (arns)  
APBS: answer  
arraign: WRAEUPB (wrain)  
arraignment: WRAEUPLT (wraimt)  
arrange: ARPBG (arnng)  
arrangement: ARPLT (arnt)  
arrhythmia: R\*EUPLT (r\*imt)  
REUPLT: rhythm  
arson: ARZ  
artery: AERT  
arthritis: THRAOEUTS (throaits)  
arthritic: THREUBGT (thrikt)  
as a matter of: SPHAF (smaf)  
as a matter of fact: SPHAFBG (smafk)  
as a result: SARLT  
Asia: A\*EURB (a\*ish)  
Asian: A\*EUGS (a\*igs)  
as I mentioned: SPHEUPBGS (smings)  
as opposed to: SP-PT  
S-PT: so to speak  
as you sit here today: STAO\*UD  
as we sit here today: STAO\*ED  
sitting here today: STO\*EGD  
as we can see: SWEBGZ (swekz)  
asked and answered: STPHARD (snard)  
aspect: SPABG (spak)  
aspirin: SPREUPB (sprin)  
assemble: SAEFRPL  
assert: SAERT  
assess: SAES  
asset: SAET  
assign: STPHAOEUPB (snaoin)  
assignment: STPHAOEUPLT (snaoint)  
associate: SOET  
SOEUT: society  
association: SOEGS  
assume: SAOUPL (saoum)  
assumes facts not in evidence: SA\*FD  
assumption: SAOUPLGS or SUPLGS  
assure: SHAUR  
assurance: SHAURPBS (shaurns)  
astound: STOUPLD (stound)  
astounding: STOUPLBGD (sounding)  
Atlanta: HRAPBT (lant)  
at least: THRAOES (tlaes)  
at some point: SPOEUPLT (spoint)  
at that point in time: TAPT  
at the end of the day: TEFPLD (tefnd)  
at what time: TWHAT  
at what times: TWHATS  
attach: TAFP  
attack: TAEBG  
attacker: TAERBG

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attacking: TAEG  
attend: TAEPBD (taend)  
attention: TAEPBGS (taengs)  
    call your attention: KAUPBGS (kaungs)  
    direct your attention: TKREPBGS (drengrs)  
    draw your attention: TKRAUPBGS (draungrs)  
    pay attention: PAEUNBGS (paingrs)  
attitude: TAOUD  
attorney: TOERP  
    TORPB: torn  
attorney general: TOERG  
attorney/client privilege: THREUF  
attract: TRAEBGT (traekt)  
attractive: TRAF  
attribute: TRAEBT  
audit: AUD  
auditor: AURD  
August: AUGT  
Austin: A\*US  
Australia: A\*ULS  
Australian: A\*UPBLS  
author: THOR  
    THOER: thorough  
    authors: THORS  
    THORZ: authorize  
authority: THORT  
authorize: THORZ  
    THORS: authors  
auto: AO  
automatic: AOBG  
automation: AOGS  
automobile: AOBL  
available: SRAEUBL (vaibl)  
    availability: SRAEUBLT (vaiblt)  
avoid: SRAOD (vaod)  
    SRAOUD: viewed  
avoidable: SRAOBL (vaobl)  
avoidance: SRAOPBS (vaons)  
away: WAE  
    WRAE: right away  
award: WAURD  
    reward: RAURD  
aware: WAER  
awful: AUFL

### - B -

back and forth: PWAORT (baort)  
background: PW-BGD (b-kd)  
backup: PWUP (bup)

back yard: PWR-D (br-d)  
    TPR-D: front yard  
bacteria: PWAERBGT (baerkt)  
baggage: PWAEPBLG (baej)  
bailiff: PWHREUF (blif)  
balance: PWAL (bal)  
    KPWAL: imbalance (imbal)  
balanced: PWALD (bald)  
    PWA\*ULD: bald  
    PWAULD: balled  
ball: PWAUL (baul)  
    PWA\*UL: bawl  
baseball: PW\*BL (b\*bl)  
basketball: PW-BL (b-bl)  
football: TP-BL (f-bl)  
volleyball: SROBL (vobl)  
ballistic: PWHREUFBG (blisk)  
ballot: PWALT (balt)  
ballpark: PWAUP (baup)  
bank account: PWAEUBGT (baikt)  
    PWABGT: back the  
bare: PWA\*EUR (ba\*ir)  
    PWAEUR: bear  
barely: PWA\*EURL (bairl)  
bargain: PWA\*RG (ba\*rg)  
    PWARG: barring  
barrel: PWARL (barl)  
    PWHRARL: bilateral (blarl)  
barricade: PWAEURBGD (bairkd)  
baseball: PW\*BL (b\*bl)  
based upon a reasonable degree of:  
PWORLD  
    WARLD: within a reasonable degree of  
basement: PWAEUFPLT (baismt)  
basic: PWAEUFBG (baisk)  
basically: PWAEFBG or PWAEUFL  
basis: PWAZ (baz)  
basketball: PW-BL (b-bl)  
bathroom: PWARPL (barm)  
    PW-RPL: bedroom (b-rm)  
Baton Rouge: PW-R (b-r)  
bear: PWAEUR (bair)  
    PWA\*EUR: bare  
    bear in mind: PWAEURPLD (bairmd)  
    bearing in mind: PWAEURPLG (bairmg)  
bearable: PWAEURBL (bairbl)  
beautiful: PWAOUFL (baoufl)  
because: PWAUS (baus)  
because of: PWAUF (bauf)  
because of the: PWAUFT (bauft)  
become: PW-BG (b-k)

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bedroom: PW-RPL (b-rm)  
before: PWR (br-)  
before the: PWR-T (br-t)  
behalf: PWHAFF (bhaf)  
    PWHAUF: behave  
behalf of the: PWHAFT (bhaft)  
behave: PWHAUF (bhaif)  
behavior: PWHAUFR (bhaivr)  
beige: PWAEUPBLG (bajj)  
Beijing: PWA\*EUPBLG (ba\*ij)  
believe it or not: PWHRAOFRPBT (blaofrnt)  
bench: PWEFRPBLG  
    PW\*EFRPBLG: beverage  
beneath: TPHA\*OET (na\*oet)  
    TPHAOET: neat  
beneficiary: PWEURB (bish)  
beneficial: PWEURBL (bishl)  
benefit: PWEUPBT (bint)  
between: TWAOEPB (twaoen)  
between the: TWAOEPBT (twaoent)  
    in between the: TPHAOEPBT (naoent)  
better: PWERT (bert)  
better than: PWERPB (bern)  
better than the: PWERPBT (bernt)  
beverage: PW\*EFRPBLG (bevrj)  
    PWEFRPBLG: bench  
beyond the scope: KWROEP (yoep)  
bilateral: PWHRARL (blarl)  
billion: PW-L (b-l)  
billion dollars: PW-LDZ (b-l dz)  
{bio^}: PWAO\*  
biography: PWAOEUFG (baoifg)  
biographer: PWAOEUFRG (baoifrg)  
biological: PWHROL (blol)  
biology: PWHROLG (blolg)  
biomedical: PW-PL (b-m)  
birth: PW\*EURT (b\*irt)  
    PWEURT: bitter  
birthday: PW-RD (b-rd)  
blatant: PWHRAPBT (blant)  
blatantly: PWHRAL (blal)  
blockage: PWHROPBLG (bloj)  
blood: PWHRAOD (blaod)  
blood cell: PWHRAO\*FL (blaosl)  
blood clot: PWHRAOBT (blaokt)  
blood pressure: PWHRAOP (blaop)  
blood vessel: PWHRAOFL (blaovl)  
blueprint: PWHRAOUP (blaoupt)  
blurb: PWHR\*URB (bl\*urb)  
blush: PWHRURB (blush)  
blunder: PWHRURPBD (blurnd)

board of directors: PWRERS (brers)  
    TKRER: director (drer)  
bone: PWOPB (bon)  
bony: PWOEPP (boen)  
bonus: PWOEPPS (boens)  
booklet: PWAOBGT (baokt)  
borrow: PWAUR (baur)  
Boston: PWO\*S (bo\*s)  
bottom: PWOT (bot)  
bought: PWAUT (baut)  
boundary: PWOURPBD (bournd)  
boyfriend: PWOEUF (boif)  
    girlfriend: TKPWOEUF (goif)  
bra: PWRAU (brau)  
    PWRA: vertebra (bra)  
brake: PWRAEBG (braek)  
    PWRAEUBG: break (braik)  
brake light: PWR-LT (br-lt)  
Brazil: PWRAFL  
breakfast: PWREBG (brek)  
breakthrough: PWR\*T (br\*t)  
    PWR-T: before the (br-t)  
breathalyzer: PWRA\*LZ (bra\*lz)  
brilliance: PWREUPBLS (brinsl)  
brilliant: PWREUPBLT (brinlt)  
bring: PWREU (bri)  
bring the: PWREUT (brit)  
    PWR\*EUT: Brit  
broadcast: PWRAUBG (brauk)  
broaden: PWRAUPBD (braund)  
brochure: PWROERB (broesh)  
    PWROEFP: broach  
broke: PWROEBG (broek)  
    broker: PWROERBG (broerk)  
    brokerage: PWROERPBLG (broerj)  
broken: PWROEPB (broen)  
bronchitis: PWROPBGTS (bronkts)  
brother: PWROER (broer)  
brotherly: PWROERL (broerl)  
budget: PWUPLBGT (bujt)  
Buick: PWAOUBG (baouk)  
building: -BLG  
bullet: PWULT (bult)  
bulletin: PWUPBLT (bunlt)  
burden: PWURD (burd)  
burden of proof: PWURP (burp)  
    PW\*URP: burp  
bureau: PWAOUR (baour)  
bureaucracy: PWAOURBG (baourk)  
bureaucrat: PWAOURBGT (baourkt)  
burglar: PWHRAR (blar)

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burglary: PWHRAER (blaer)  
PWHRAEUR: blare  
burgle: PWURLG (burlg)  
burse: PWURS (burs)  
disburse: SPWURS  
burst: PW\*URS (b\*urs)  
business: PWEUS (bis)  
PWEUZ or -BZ: busy  
course of business: KOURBS  
place of business: PHRAEUBS (plaibs)  
business address: PWADZ (badz)  
button: PWUPBT (bunt)  
by and large: PWHRARPBLG (blarj)  
by the same token: PWOEBG (boek)  
by the way: PWAU (bau)

### - C -

cabinet: KABT  
cafeteria: KAEFT  
calamity: KHRAPLT (klamt)  
calculate: KALT  
calculation: KALGS  
calendar: KHREPBD (klend)  
California: KAEFL  
callous: KALS  
KAUL: call  
calls for a legal conclusion: KA\*ULZ  
calls for speculation: KAUFBS (kaufks)  
call your attention: KAUPBS (kaungs)  
calorie: KA\*ERL  
camera: KARPL (karm)  
campaign: KPAEUPB (kpain)  
camps: KAFRPZ  
campus: KAFRPS  
Canada: KA\*PBD (ka\*nd)  
Canadian: KA\*EPBD (ka\*end)  
cancel: KAEL  
cancellation: KAELGS  
cancer: KAERP (kaern)  
candidate: K-D  
candor: KARPBD (karnd)  
candy: KAEPBD (kaend)  
KAEUPBD: contained  
capable: KAEUPBL  
capability: KAEUPBLT  
capacity: KPAFT  
KPAUFT: exhaust  
capital: KAEP  
capitulate: KAEPT  
caption: KAPGS  
closed-captioning: KHROEPG (kloepg)

capture: KAURPT  
carat: KA\*EURT  
KAEURT: indicator  
carbon: KARP (karn)  
KAERP: cancer  
H-BGD: hydrocarbon  
carbon dioxide: KA\*RBD  
KARBD: cashed  
cardiac: KA\*RBG (kark)  
cardinal: KARPBLD (karnld)  
cardiovascular: KR-F (c-f)  
{cardio^}: KRAO\*  
KRAOU: crew  
careful: KAEUFL  
carefully: KAE\*UFL  
cargo: KAORG  
carouse: KROUZ  
carpal: KA\*RPL  
KARPL: camera  
carpal tunnel: KA\*RPLT  
carpet: KARPT  
carry: KAER  
carrier: KA\*ER  
cartilage: KARPBLG (karj)  
carton: KARPBT (karnt)  
caseworker: KWOERBG (kwoerk)  
casino: KA\*EPBS (ka\*ens)  
cassette: KAFT  
cast: KA\*S  
casual: KARBL (kashl)  
casualty: KARBLT (kashlt)  
catalog: KAG  
catalyst: KA\*LT  
KALT: calculate  
catastrophe: KAEFS  
catastrophic: KAEFBG (kaefk)  
category: TKPWOER (goer)  
TKPWOR: gore  
TKPWO\*ER: gory  
categoric: TKPWOERBG (goerk)  
categorical: TKPWOERL (goerl)  
cathedral: KA\*RLD  
catwalk: KWAUBG (kwauk)  
caucus: KA\*UBGS (ka\*uks)  
cautious: KAURBS (kaushs)  
cavity: KA\*FT  
KAFT: cassette  
ceiling: SAO\*ELG  
SAOELG: sealing  
celebrate: SPWRAEUT (sbrait)  
celebrity: SEBLT

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cell: KR-L  
KREL: correctly  
cellar: KRERL  
cellular: KR-RL  
cement: SPHEPBT (sment)  
cent: KREPBT  
SEPBT: cent  
S\*EPBT: scent  
center: STR  
ST-R: sister  
center lane: SHRAPB (slan)  
SHRAEUPB: slain  
centerpiece: STR-PS  
centimeter: SPHAOERT (smaoert)  
central: STRAL  
centralize: STRALZ  
centrifugal: STR-FLG  
centrifuge: STR-FG  
century: STPHREU (snri)  
cereal: SAO\*ERL  
SAOERL: serial  
cerebellar: SPWERL (sberl)  
cerebellum: SPWHRUPL (sblum)  
cerebral: SPWRAL (sbral)  
{cerebro^}: SPWRO\* (sbro\*)  
cerebrum: SPWRUPL (sbrum)  
ceremony: SAEURPL (sairm)  
certain: SERPB (sern)  
certainly: SERPBL (sernl)  
certainty: SERPBT (sernt)  
certify: SER  
certificate: SERT  
certification: SERGS  
challenge: KHALG  
chairman: KHAEURPL (khairm)  
chairman of the board: KHAEUB  
chairperson: KHAEURP (khairp)  
chamber: KHAEUFRP  
Chamber of Commerce: KHERS  
champ: KHAFRP  
champion: KHA\*FRP  
chapter: KHARPT  
character: KARBG (karkt)  
characterization: KA\*RBGS (ka\*rks)  
characterize: KA\*RBGT (ka\*rkt)  
mischaracterize: PHEUFBGT (miskt)  
characterized: KA\*RBGD (ka\*rkd)  
characteristic: KARBG (kark)  
KA\*RBG: cardiac  
charge: KHARPBLG (kharj)  
discharge: SKHARPBLG (skharj)  
charity: KHAEURT  
check: KHEBG (khek)  
checking account: KHEBGT (khekt)  
checkout: KHOUT  
checkup: KHUP  
chemical: KHEPL (khem)  
chemicals: KHEPLZ (khemz)  
chemistry: KHEPLS (khems)  
Chevrolet: SH\*EFRLT  
chic: SHAOEBG  
SHA\*EUBG: sheik  
Chicago: SHEU  
child abuse: KHAUB  
child support: KHORT  
China: KHAEUEPB (khaoin)  
Chinese: KHAEUEPBZ (khaoinz)  
chiropractor: KPRAR (kprar)  
chiropractic: KPRARBG (kprark)  
chocolate: KHOBGT (khokt)  
chord: KHO\*RD  
KHORD: change order  
KORD: corresponded  
chrome: KROEPL (kroem)  
chromosome: KROEPLS (kroems)  
chronic: KRO\*PBG (kro\*ng)  
KROPBG: correct me if I'm wrong  
chronological: KROPBL (kronl)  
chronology: KROPBLG (kronlg)  
Christ: KRAOEUFT (kraoift)  
Jesus Christ: SKWR-BG (j-k)  
Christian: KHEPB (khen)  
Christianity: KHEPBT (khent)  
Christmas: KPHAS (kmas)  
KPHAZ: commas  
Chrysler: KRAOEURLS (kroairls)  
cigar: STKPWAR (sgar)  
cigarette: STKPWRET (sgret)  
Cincinnati: STPHAET (snaet)  
circle: SKHR (skl)  
circular: SKHR\*AR (skla\*r)  
SKHRAR: scholar  
SKHROR: discolor  
circulation: SEURGS  
circumstance: SEURBG (sirk)  
facts and circumstances: TPEURBGS (firks)  
under the circumstances: UTS  
circumstantial: SEURBL  
circumstantial evidence: SKEFD  
cite: KRAOEUT  
citizen: SEPB (sen)

# Steno Tips

## Shortcuts for Common Words and Phrases

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citizenship: S\*EPBS (s\*ens)  
SEPBS: sense  
city: STEU  
city limit: STHREUPLT (stlimt)  
civic: S\*EUFBG (sivk)  
civil: S\*EUFL (s\*ivl)  
SEUFL: sizzle  
civilian: S\*FL (s\*vl)  
civilization: S\*EUFLGS  
claim: KHRAEUPL (klaim)  
disclaim: STKHRAEUPL (dsklaim)  
exclaim: SKHRAEUPL (sklaim)  
claimant: KHRAEUPLT (klaimt)  
clamor: KHRARPL (klarm)  
clan: KHRAPB (klan)  
clandestine: KHRA\*PBS (kla\*ns)  
clarify: KHRAEUFL (klaif)  
clarification: KHRAEUFLBGS (klaifks)  
classic: KHRAFBG (klask)  
classical: KHRAFBLG (klaskl)  
classroom: KHR-RPL (kl-rm)  
KHRARPL: clamor  
classify: KHRAFR (klafr)  
classification: KHRAFRGS  
cleanup: KHRUP (klup)  
clemency: KHREPLS  
clement: KHREPLT  
Cleveland: KHRAOEFLD (klaoeffld)  
clinic: KHR\*EUPBG (kl\*ink)  
clinical: KHREUPBL (klinl)  
clinician: KHREUPBGS (klings)  
clod: KHRO\*D (klo\*d)  
KHROD: enclosed  
closed-captioner: KHROERP (kloerp)  
closed-captioning: KHROEPG (kloepg)  
close: KHROES (kloes)  
disclose: SKHROES (skloes)  
enclose: KHRO (klo)  
closure: KHROER  
enclosure: KLORB  
clot: KHROT (klot)  
blood clot: PWHRAOBGT (blaokt)  
cloth: KHRO\*T (klo\*t)  
cluster: KHRUFR (klusr)  
clutter: KHRURT (klurt)  
coagulate: KAOLGT  
coalition: KOELGS  
cocaine: KOEUBG (koik)  
crack cocaine: KROEUBG (kroik)  
cognizance: KOGS  
cognizant: KOGT  
coin: KOEUPB  
coins: KOEUPBZ  
coincidence: KOEUPBS  
coincident: KOEUPBT  
collaborate: KHRABT (klabt)  
collaboration: KHRAGS (klags)  
collapse: KHRAPS (klaps)  
KHRAPZ: claps  
collateral: KHRARL  
collide: KHRAOEUD (klaoid)  
KHRAO\*EUD: Clyde  
color: KHROR (klor)  
discolor: SKHROR (sklor)  
colorful: KHROFRL (klofrl)  
colorless: KHRORLS (klorls)  
colossal: KHROFL (klosl)  
Columbia: KHR\*UPL (kl\*um)  
column: KHRUPL (klum)  
columns: KHRUPLZ (klumz)  
KHRUPLS: clumsy (klums)  
combat: KPWAT (kbat)  
combatant: KPWAPBT (kbant)  
combine: KPWAOEUPB (kbaoin)  
combination: KPWEUPBGS (kbing)  
combustion: KPWUGS (kbugs)  
combustible: KPWUFBL (kbusbl)  
comfort: K-FRT  
discomfort: SK-FRT  
comfortable: K-FRBL  
uncomfortable: UFRBL  
comma: KPHA (kma)  
commas: KPHAZ  
KPHAS: Christmas  
command: KPHAPBD (kmand)  
commander: KPHARPBD (kmarnd)  
commandment: KPHAPLT (kamnt)  
commerce: KPHERS (kmers)  
commercial: KPHERBL  
commingle: KPHEUPBLG (kminlg)  
PHEUPBLG: mingle  
commit: KPHEUT (kmit)  
committee: KPHET or K\*E  
commodore: KPHOED (kmoed)  
commodity: KPHOT (kmot)  
common: KPHOPB (kmon)  
commoner: KPHORPB (kmorn)  
commonly: KPHOPBL (kmonl)  
commotion: KPHOEGS (kmoegs)  
commune: KPHAOUPB (kmaoun)  
communicate: KPHAOUBGT (kmaoukt)  
community: KPHAOUPBT (kmaount)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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commute: KPHAOUT (kmaout)  
compact: KPA\*BGT (kpa\*kt)  
    KPABGT: exact  
companion: KPAPB (kpan)  
company: K-P  
    K\*P: kidnap  
    K-PD: accompanied  
    K-PG: accompanying  
compare: KPAEUR (kpair)  
    comparable: KPAEURBL  
compares: KPAEURZ  
comparison: KPAEURS  
compass: KPAS  
compassion: KPAGS  
compassionate: KPARBT (kpasht)  
compatible: KPABL  
    KAEUPBL: capable  
    compatibility: KPABL  
compel: KPEL  
    KP\*EL: excel  
    SKPEL: expel  
compensate: KPEPBT (kpent)  
compensation: KPEPBGS (kpengs)  
competent: KPE  
    competence: KPEPBS (kpens)  
compile: KPAOEUL  
    compilation: KPAOEULGS  
complacent: KPHRAEPBT (kplaent)  
    complacency: KPHRAEPBS  
complain: KPHRAEUPB (kplain)  
complainant: KPHRA\*EUPBT (kpla\*int)  
complaint: KPHRAEUPBT (kplaint)  
complement: KPHREPLT (kplemt)  
    KPHREUPLT: compliment  
complete: KPHRAOET (kplaoet)  
complex: KPHREBGS (kplex)  
    complexion: KPHREBGZ  
complexity: KPHREBGT (kplekt)  
compliance: KPHRAOEUPBS (kplaoins)  
complicate: KPHREUBGT (kplikt)  
    KPHREBGT: complexity  
complication: KPHREUBGS (kpligs)  
complicit: KPHREUFT (kpligt)  
    SKPHREUFT: explicit  
    KPWHREUFT: implicit (impligt)  
compliment: KPHREUPLT (kplimt)  
comply: KPHRAOEU (kplaoi)  
    compliance: KPHRAOEUPBS (kplaoins)  
    compliant: KPHRAOEUPBT (kplaoint)  
component: KPOEPBT (kpoent)  
compose: KPOES  
    composed: KPOEFD  
    composing: KPOEFG  
composer: KPOEFR  
    composure: KPOERB  
    SKPOERB: exposure  
composite: KPOFT  
composition: KPOGS  
compost: KPOEFT  
compound: KPOUPBD (kpound)  
comprehend: KPREPBD (kprend)  
comprehension: KPREPBGS (kprengs)  
comprehensive: KPR\*EPBS  
comprise: KPRAOEUZ  
    comprised: KPRAOEUFD  
    comprising: KPRAOEUFG  
compromise: KPROPLS (kproms)  
compulsion: KPULGS  
compunction: KPUPBGS (kpuings)  
compute: KPAOUT  
computer: KPAOURT  
conceal: SKAOEL  
conceive: SKAOEF  
    conceivable: SKAOEFBL  
concentrate: KOPBS  
    K\*OPBS: cons  
concentration: KOPBGS  
concept: SKEPT  
concern: KERPB  
concert: SKERT  
conclude: K-BG (k-k)  
condemn: KEPL (kem)  
    KHEPL: chemical  
condemnation: KEPLGS  
condition: K-PB  
    terms and conditions: TERBGZ (terks)  
condom: KOPLD (komd)  
condominium: KPHEUPL (kmim)  
conduct: KUBGT (kukt)  
conductor: KURBGT  
    SKURBGT: semiconductor  
confer: K-FR  
conference: K-FRPBS (k-frns)  
conference room: K-RPL (k-rm)  
confide: KWAOEUD  
confident: K-FT  
    K\*FT: confidant  
confidential: K-FLT  
configure: KWEUG  
confirm: KWEURPL (kwirm)  
confiscate: K-FBGT (k-ftk)

# Steno Tips

## Shortcuts for Common Words and Phrases

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conflict: KWHREUBGT (kwlikt)  
conflict of interest: KWHREUPBT (kwlint)  
conform: KWORPL (kworm)  
confront: KROPBT (kront)  
confrontation: KROPBGS (krongs)  
confuse: KWAOUZ  
confused: KWAOUFD  
congratulate: TKPWRA\*T (gra\*t)  
congratulation: TKPWRA\*GS (gra\*gs)  
congress: TKPWRES (gres)  
    TKPWRAOES: grease (graoes)  
    TKPWRAOE: degree (graoe)  
    TKPWRAE: agree (grae)  
conjunction: KUPBGS (kungs)  
connect: KEBGT (kekt)  
connected: KEBGD (kekD)  
connection: KEBGS  
    K\*EBGS: context  
    in connection with: TPH-BGS (n-x)  
Connecticut: K\*T  
conquer: KO\*RPBG (ko\*rng)  
conscience: SHEPBS (shens)  
conscientious: SHEPBGS  
conscious: KR-RBS  
consecutive: SK-F  
consensus: SKEPBS (skens)  
consent: SKEPBT (skent)  
consequence: KWEPBS (kwens)  
    SKWEPBS: sequence  
consequences: KWEPBZ (kwenz)  
consequent: KWEPBT (kwent)  
    consequential: KW\*ERBL (kw\*eshl)  
conserve: KEFRB  
consider: K-R  
    take into consideration: TAEURGS  
    took into consideration: TAORGS  
considerate: K-RT  
consist: K-S  
consistent: SKEUPBT (skint)  
    SK-PBT: significant  
consolidate: SKOLT  
consolidation: SKOLGS  
    SKO\*LGS: psychologist  
consortium: SKORPL (skorm)  
conspicuous: SPEUBGS (spiks)  
conspiracy: SPREU  
conspirator: SPROR  
conspiratorial: SPRORL  
constable: STABL  
    STAEUBL: stable

constant: STAPBT (stant)  
    STPHAPBT: instant (snant)  
    STPHAEUPBT: insanity (snaint)  
constitute: STU  
    institute: STPHAOT  
    substitute: STAOT  
constituted: STUD  
    ST\*UD: stud  
constitution: STUGS  
constitutional: STUL  
constitutionality: STULT  
constrain: SKRAEUPB (skrain)  
constraint: SKRAEUPBT  
constrict: SKREUBGT (skrikt)  
constricted: SKREUBGD (skrikd)  
construct: KRUBGT (krukt)  
constructed: KRUBGD (krukd)  
consult: KULT  
    K\*ULT: cult  
consume: KAOUPL (kaoum)  
consummate: KAOUPLT (kaoumt)  
consumption: KUPLGS (kumgs)  
contact: KABGT (kakt)  
contain: KAEUPB (kain)  
contaminate: KAPLT (kamt)  
contamination: KAPLGS  
contemplate: KPHRAEUT (kplait)  
contemporary: KRAER  
    KROER: contrary  
contemporaneous: KRAEPBS (kraens)  
    contemporaneously: KRAEPBLS (kraenls)  
    contemporaneity: KRAEPBT (kraent)  
contempt: KEPLT (kemt)  
contempt of court: KOFBGT (kofkt)  
contend: KEPBD  
content: KEPBT (kent)  
    K\*EPBT: Kent  
contention: KEPBGS (kengs)  
contentious: KERBGS (keshs)  
contest: KEFT  
context: K\*EBGS (k\*ex)  
    KEBGS: connection  
continent: KO\*PBT (ko\*nt)  
    continental: KOPBLGTS  
contingent: KEUPBLG (kij)  
contingency: KEUPBLGS (kij)

# Steno Tips

## Shortcuts for Common Words and Phrases

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continue: T-PB (t-n)  
  continual: T-PBL (t-nl)  
  continuation: T-PBGS (t-ngs)  
  continues: T-PBZ (t-nz)  
  continuous: T-PBS (t-ns)  
{contra^}: KRA  
contract: KR-T  
  subcontract: SKR-T  
  contractor: KR-RT  
contraction: KR-BGZ  
  KR-BGS: contribution  
contradict: KREUBGT (krikt)  
contrary: KROER  
  KRAER: contemporary  
contrast: TRA\*S  
contribute: KR-BT  
  contributed: KR-BD  
  contributions: KR-BGS  
  contributor: KR-RBT  
contributory negligence: TREG  
control: KROL  
controlled substance: KRUB  
controversy: KROFRS  
  controversial: KROFRL  
convene: KWAOEPB (kwaoen)  
  KWAO\*EPB: queen  
convenient: KWAOEPBT (kwaoent)  
convention: KWEPBGS (kwengs)  
converge: KWERPBLG (kwerj)  
conversation: K-FRGS  
conversion: KWERGS  
convert: KWERT  
convex: KWEBGS (kwex)  
convey: KWAEU  
  KWA\*EU: quay  
convict: KWEUBGT (kwikt)  
convicted: KWEUBGD (kwikd)  
convince: KWEUPBS (kwins)  
convulse: KWULS  
convulsion: KWULGS  
cooperate: KAOPT  
cooperation: KAOPGS  
coordinate: KAORPBT (kaort)  
coop: KAOP  
cope: KO\*EP  
copy: KOEP  
  copier: KOERP  
copyright: KP-RT  
core: KOER  
  KOR: correspond  
  corporate: KORPT  
  incorporate: KOERT  
corps: KO\*RPS  
corpse: KORPS  
correct: KREBGT (krekt)  
  TREBGT: true and correct (trekt)  
correctly: KREL  
  KR-L: cell  
correct me if I'm wrong: KROPBG (krong)  
  KRO\*PBG: chronic  
correlate: KRELT  
correspond: KOR  
  KOER: core  
correspondence: KORS  
correspondent: KORT  
  KOURT: court  
corroborate: KROBT  
corrode: KROED  
  KRO\*ED: crowd  
corrupt: KRUP  
cost: KOFT  
cost of living: KHREUFG (klivg)  
council: KO\*UPBS (ko\*uns)  
counsel: KOUPBS (kouns)  
count: KOUPBT (kount)  
  countless: KOUPBLS (kounls)  
counter: KOURPBT (kourt)  
  KO\*URPBT: {counter^}  
counterfeit: KOUFT  
counterpart: KOUPT  
country: KUPB (kun)  
county: KOUPB (koun)  
  KO\*UPB: County  
couple: KUPL (kopl)  
  KOPL: come (kom)  
  couple of days: KUPLDZ  
  couple of times: KUPLTS  
courage: KURPBLG (kurj)  
  KERPBLG: encourage  
  SKURPBLG: discourage  
course of business: KOURBS  
court: KOURT  
  KORT: correspondent  
  in open court: TPHOURT (nourt)  
  district court: TKROURT (drount)  
  superior court: SPROURT  
  Supreme Court: SKOURT  
  trial court: TRAOEUBGT (traoikt)  
court file: KRAOEUL  
Court finds: KRAOEUPBDZ  
Court find: KRAOEUPBD

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# Steno Tips

## Shortcuts for Common Words and Phrases

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court hearing: KR-RG  
court of appeal: KOURL  
courthouse: KHOUS  
courtroom: KOURPL (kourm)  
court supervision: KR-FRGS  
cousin: KUFPPB (kusn)  
covenant: KOPFBT (kovnt)  
covet: KO\*FT (ko\*vt)  
coward: KOURD  
cowboy: KOUB  
cranial: KRAEUPBL (krainl)  
cranium: KRAEUPL (kram)  
crater: KRAEURT (krairt)  
    KAEURT: indicator  
crazy: KRAEZ  
create: KRAET  
    KRAEUT: crate (krait)  
creature: KRAOEPF  
credence: KRAOEPBS (kroens)  
credential: KRERBL (kreshl)  
credible: KREBL  
    KR\*EBL: incredible  
    credibility: KREBLT  
credit: KREUT  
    SKREUT: discredit  
credit card: KRARD  
criminal: KREUPL (krim)  
cripple: KR\*EUPL (kr\*ipl)  
criteria: KRAOEURT (kroairt)  
criterion: KRAOEURPB (kroairn)  
critic: KREUBG (krik)  
critical: KREUL (kriil)  
    criticality: KREULT (kriilt)  
criticize: KREU (kri)  
    criticism: KREUFPL (krism)  
critique: KRAOEBGT (kroekt)  
cross-examine: KROG  
cross-examination: KROGS  
crosswalk: KRAUBG (krauk)  
cruel: KRAOUL  
cruelty: KRAOULT  
cruel and unusual punishment: KRAO\*URB  
crux: KR\*UBGS (kr\*ux)  
crystal: KREUFL (krisl)  
cubic: KAOUBG (kaouk)  
cultivate: KU\*FLT (ku\*vlt)  
culture: KURLT  
    subculture: SKURLT  
cumulative: KAO\*UFPLT (kao\*ufmt)

curious: KAOURS  
    curiosity: KAO\*URS  
    KAOURZ: cures  
curiously: KAOURLS  
currency: KREPBS (krens)  
current: KURPBT (kurmt)  
    KURPBS: occurrence  
curriculum: KREUPBLG  
curriculum vitae: KR\*EUFT  
custody: KUD  
custodial parent: KUPT  
custom: KUFPL (kusm)  
customary: KPHAER (kmaer)  
customarily: KPHAERL (kmaerl)  
customer: KPHER (kmer)  
cylinder: SEURLD

### - D -

damage: TKAPBLG (daj)  
danger: TKAEURPBG (dairng)  
    endanger: SPWAEURPBG  
dangerous: TKAEURPBGS (dairngs)  
    TKAEURPBGZ: dangers (dairngz)  
data: TKAT (dat)  
    TKAEUT: date  
database: TK-B (d-b)  
date of birth: TK\*B (d\*b)  
day or so: TKAEURS (dairs)  
    TKAEURZ: dares (dairz)  
day or two: TKAEURT (dairt)  
daylight: TKAEULT (dailt)  
daytime: TKAEUPLT (daimt)  
dazzle: TKAFLL (dasl)  
deaf: TKAEF  
    TKEF: defy  
deal: TKAOEL (daoel)  
dealer: TKHRER (dler)  
dealership: TKHRERP (dlerp)  
death: TKAET (daet)  
death penalty: TKP-T (dp-t)  
    TK-PT: department  
debate: TKAEBT (daebt)  
debilitate: TK-BLT (d-blt)  
debit: TKEBT  
    TKET: debt  
debris: PWRAOE (braoe)  
    PWRAO\*E: Brie  
debt: TKET (det)  
    TKAET: death (daet)  
    TKAEUT: date (dait)

# Steno Tips

## Shortcuts for Common Words and Phrases

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decade: TKEBGD (dekd)  
TK\*EBGD: decked

decay: TKAE (dae)  
TKAEU: day  
TKA\*E: district attorney

decease: STKAOES (dsaoes)  
STKAOEZ: disease (dsaoez)

decedent: STKAO\*EPBT (dsao\*ent)

deceit: STKAOET (dsaoet)

deceive: STKAOEF (dsaoef)

December: STKEPL (dsem)

decent: STKAOEPBT (dsaoent)  
indecent: SPWAOEPBT

decently: STKAOEPBLT (dsaoentl)

deception: STKEPGS (dsepgs)

decide: STKAOEUD (dsaoeid)

decimal: STKPHAL  
STKPHA\*L: dismal  
{DECIMAL}: POEUPB (poin)

decipher: STKAOEUFR (dsaoifr)

decision: STKEUGS (dsigs)

decisive: STKAOEUFB

declare: TKHRAEUR (dlair)  
TKHRAR: dollar  
declaration: TKHRARGS (dlargs)

decline: TKHRAOEUPB (dlaoin)

decrease: TKRAOES (draoes)  
TKRAOEZ: decrees

decreased: TKRAOEFD

decree: TKRAOE

deduct: TKUBGT (dukt)  
TK\*UBGT: duct

deducted: TKUBGD

defame: TKWAEUPL (dwaim)

default: TKWAULT (dwault)

defeat: TKWAOET (dwaoet)

defect: TKWEBGT (dwekt)

defector: TKWERBGT (dwerkt)

defective: TKWEFB

defend: TKWEPBD (dwend)

defendant: TK-FT (d-ft)

Defendant's Exhibit: TK-BT (d-bt)  
Government Exhibit: TKPW-BT (g-bt)  
People's Exhibit: P-BT  
Plaintiff's Exhibit: PHR-BT (pl-bt)  
State's Exhibit: S-BT

defense: TKWEPBS (dwens)  
STKWEPBS: self-defense

defenseless: TKWEPBLS (dwenls)

defer: TKWER (dwer)

deficit: TKWEUT (dwit)

deficiency: TKWEURBS (dwishs)

deficient: TKWEURBT (dwisht)

define: TKWAOEUPB (dwaoin)  
TKWAO\*EUPB: divine

definite: TKWEPBT (dwent)  
TKWEUPBT: divinity

definition: TKWEPBGS (dwengs)

deflect: TKWHREBGT (dwlekt)

deform: TKWORPL (dworm)

defraud: TKWRAUD (dwraud)

defunct: TKWUPBGT (dwunkt)

defy: TKEF (def)  
TKAEF: deaf

degenerate: TKAOEPBLGT (daoejt)

degree: TKWRAOE (graoe)  
TKWRAE: agree (grae)  
bachelor's degree: PW-FPD

Delaware: TKWAEUR (dwair)

delay: TKHRAEU (dlai)

delegate: TKELGT (delgt)

delete: TKHRAOET (dlaoet)

deliberate: TKHREUBT (dlibt)

deliberation: TKHREUBGS (dlibgs)

delicate: TKHRABGT (dlakt)  
TKHREUBGT: deliberating

delicious: TKHREURBS (dlishs)

delight: TKHRAOEUT (dlaoit)

delinquency: TKHREUPBGS (dlings)

delinquent: TKHREUPBGT (dlinkt)

delinquent minor: TKHR-PL (dl-m)

delirious: TKHRAOERS (dlaers)

delirium: TKHRAOERPL (dlaorm)

deliver: TKHREUFR (dlivr)

delivery: TKHRAEFR (dlaevr)

delivery room: TKHR-RPL (dl-rm)

delta: TKAELT (daelt)

delude: TKHRAOUD (dlaoud)

deluxe: TKHRUBGS (dlux)

delve: TK\*EFL (d\*evl)  
TK\*EUFL: devil

demand: TKPHAPBD (dmand)

demean: TKPHAOEPB (dmaoen)

demeanor: TKPHAOERP (dmaoern)  
misdemeanor: PH-RPL (m-rm)

demise: TKPHAOEUZ (dmaoiz)

demo: TKPHO (dmo)  
TKPO: depo

democracy: TKEPLS (dems)

Democrat: TKEPL (dem)

democratic: TKEPLT (demt)

# Steno Tips

## Shortcuts for Common Words and Phrases

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demolish: TKPHORB (dmosh)  
PHORB: admonish  
demolition: TKPHOLGS (dmolgs)  
Denver: TK\*EFRPB (d\*efrn)  
dep: TKEP (dep)  
depo: TKPO (dpo)  
department: TK-PT (d-pt)  
Department of Corrections: TKORBGS (dorks)  
deponent: TKPOEPBT (dpoent)  
depose: TKPOES (dpoes)  
deposed: TKPOEFD  
deposing: TKPOEFG  
deposit: TKPOFT (dpoft)  
deposition: TKPOGS (dpogs)  
STKPOGS: disposition  
depreciate: TKPRAOERBT (dpraesht)  
depress: TKPRES (dpres)  
depression: TKPREFGS (dprefgs)  
deprive: TKPRAOEUF (dpraouif)  
depth: TK\*EPT (d\*ept)  
deputy: TKEPT (dept)  
derive: TKRAO\*EUF (draouif)  
TKRAOEUF: drive  
derogate: TKROGT (drogt)  
derogatory: TKROEGT (droegt)  
descend: STKEPBD (dsend)  
describe: STKRAOEUB (dsraoib)  
describing: STKRAOEUG  
description: STKEUPGS (dsripgs)  
SKRUPGS: subscription  
deserve: STKEFRB (dserv)  
design: STKAOEUPB (dsaoib)  
designate: STKEUGT (dsigt)  
desire: STKAOEUR (dsaoir)  
desirable: STKAOEURBL (dsaoirbl)  
desperate: STKPRAEUT (dsprait)  
despicable: STKPEUBL (dspibl)  
despise: STKPAOEUZ (dspaoiz)  
despite the fact: STKPAOEUBGT (dspaoikt)  
destination: STPHAEUGS  
destroy: STROEU (stroie)  
destruction: STKRUBGS (sdruX)  
detach: TKAFP (dach)  
TAFP: attach (tach)  
detail: TKAEUL (dail)  
detect: TKAOEBGT (daoekt)  
detective: TKEBGT (dekt)  
detergent: TKERPBLGT (derjt)  
deteriorate: TKR-RT (dr-rt)  
distribute: TK-RT (d-rt)  
determine: TKERPL (derm)

develop: TKWOP (dwop)  
development: TKWOPLT (dwomt)  
deviate: TKAOEFT (daoeft)  
device: TKWAOEUS (dvaouis)  
TKWAOEUS: defies  
devil: TK\*EUFL (d\*ivl)  
TK\*EFL: delve  
devious: TKAO\*EFS (daoevs)  
devote: TKWOET (dwoet)  
devour: TKWOUR (dwour)  
devout: TKWOUT (dwout)  
diabetes: TKAOEBTS (daoebts)  
diabetic: TKAOEUBT (daoibt)  
diagonal: TK-L (d-l)  
diagram: TK-PL (d-m)  
dialogue: TKHROG (dlog)  
dial: TKAOEUL  
dials: TKAOEULZ  
dialysis: TKAOEULS  
diameter: TKAOEURPLT (daoirmt)  
diaper: TKAOEURP (daoirp)  
diaphragm: TKAOEUFPL (daoifm)  
dichotomy: TKAOEUBGT  
dictate: TKEUBGT (dikt)  
dictator: TKEURBGT (dirkt)  
dictionary: TKAERBGZ (daerkz)  
did there: TKHR  
did there come a time: TKROBGT (drokt)  
did there ever come a time: TKROFRBGT (drofrkt)  
did you or did you not: TKURPBT (durmt)  
diesel: TKAOEFL (daoesl)  
diet: TKAO\*EUT (dao\*it)  
TKAOEUT: indict  
difference: TKEUFRPBS (difrns)  
different: TKEUFRPBT (difrnt)  
difficult: TKEUL (dil)  
difficulty: TKEULT (dilt)  
diffract: TKWRABGT (dwrakt)  
diffuse: TKWAOUS (dwaous)  
digest: TK-PBLG (d-j)  
TKAPBLG: damage  
digit: TKEUPBLG (dij)  
digital: TK\*EUPBLG (d\*ij)  
dignity: TK\*EUGT (d\*igt)  
dignitary: TKAERGT (daergt)  
dilapidated: TKHRAPD (dlapd)  
dilate: TKAOEULT  
dilemma: TKHREPL (dlem)  
dimension: TKPHEPBGs (dmengs)  
diminish: TKPHEURB (dmish)  
diminution: TKPHAOUPLBGs (dmaoungs)

## Steno Tips

### Shortcuts for Common Words and Phrases

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dining room: TK-RPL (d-rm)  
diploma: TKPHROEPL (dploem)  
diplomat: TKPHROEPLT (dploemt)  
diplomatic: TKPHRABG (dplak)  
direct: TKREBGT (drekt)  
    directly: TKREL (drel)  
    direct your attention: TKREPBGS (drensg)  
    TREBGT: true and correct  
direct evidence: TKR\*EFD (dr\*efd)  
    TKREFD: dressed  
direct examination: TKREGS  
    TKR\*EGZ: dregs  
director: TKRER (drer)  
    PWRERS: board of directors (brers)  
dirty: TKAERT (daert)  
disability: STKABLT (dsabl)  
disable: STKAEUBL (dsaibl)  
disagree: STKRAE (sgrae)  
disadvantage: STKRAPBG (dsrang)  
    SRAPBG: advantage  
disappear: STKAP (dsap)  
disappoint: STKPOEU (dspo)  
disapprove: STKPRAO\*F (dsprao\*v)  
    STKPRAOUF: disprove  
disarm: STKARPL (dsarm)  
disarrange: STKARPBG (dsarng)  
disassociate: STKOET (dsoet)  
disaster: STKAFR (dsافر)  
disastrous: STKAFRS (sdafrs)  
    STKAFRZ: disasters (sdafrz)  
disburse: SPWURS (sburs)  
discern: STKERPB (dsern)  
discharge: SKHARPBLG (skarj)  
disciple: STKAOEUPL (dsaoipl)  
discipline: STKPHREUPB (dsplin)  
disclose: SKHROES (skloes)  
disclosure: SKHROER (skloer)  
    full and complete disclosure: TP\*BGD (f\*kd)  
    full, complete and accurate disclosure: TPA\*BGD  
discolor: SKHROR (sklor)  
disconnect: SKEBGT (skept)  
discount: SKOUPBT (skount)  
discourage: SKURPBLG (skurj)  
    SKOURPBLG: scourge  
    courage: KURPBLG (kurj)  
    encourage: KERPBLG (kerj)  
discover: SKOFR  
discredit: SKREUT (skrit)  
discreet (prudent): SKRAOET  
    discrete (distinct): SKRAO\*ET  
discrepancy: SKREP  
discriminate: SKREUPLT (skrimt)

discuss: SKUS  
discussing: SKUFG  
    SK\*UFG: scuffing  
disease: STKAOEZ  
    STKAOES: decease  
disgorge: STKPWORPBLG (sgorj)  
disgrace: STKPWRAEUS (dsgrais)  
disgruntled: STKPWRUPBLD (sgrunld)  
disguise: STKPWAOEUZ (sgaoiz)  
disgust: STKPWUFT (sguft)  
dishonest: STKHOPBS (dshons)  
    STKHOPBZ: dishonors (dshonz)  
dishonor: STKHOPB (dshon)  
disk: TKEUFBG (disk)  
diskette: TKEUFBGT (diskt)  
dislike: STKHRAOEUBG (dslaoik)  
dislodge: STKHROPBLG (dsloj)  
dismal: STKPHA\*L (dsma\*l)  
    STKPHAL: decimal  
dismiss: STKPHEUS (dsmis)  
disorder: STKORD (dsord)  
disorganized: STKORGD (dsorg)  
disorient: STKOERPBT (dsoernt)  
disparage: STKPARPBLG (dsparj)  
dispatch: STKPAFP (dspach)  
dispel: STKPEL (dspel)  
dispense: STKPEPBS (dspens)  
disperse: STKPERS (dspers)  
displace: STKPHRAEUS (dsplais)  
    STKPHRAEUZ: displays  
display: STKPHRAEU (dsplai)  
displease: STKPHRAOES (dsplaoes)  
dispose: STKPOEZ (dspoez)  
    disposal: STKPOEFL (dsपोesl)  
disposition: STKPOGS (dspogs)  
    TKPOGS: deposition (dpogs)  
dispositive: STKPO (dspo)  
disproportion: STKPRORPGS (dsprorpgs)  
disproportionate: STKPRORBT (sdprosht)  
displeasure: STKPHRER  
dispute: STKPAOUT  
disqualify: SKWAUFL  
disquiet: SKWAO\*EUT  
disregard: STKRARD (dsrard)  
disrupt: STKRUPB (dsrupt)  
dissatisfy: STKAE  
dissect: STKEBGT (dspekt)  
disseminate: STKEPLT (dsemt)  
distance: STKAPBS (dsans)  
distant: STKAPBT (dsant)  
distinct: STKEUPBGT (dsinkt)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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distort: STKORT (dsort)  
STORT: extort  
distribute: TK-RT (d-rt)  
distribution: TK-RGS (d-rgs)  
district: STKREUBGT (dsrikt)  
STREUBGT: strict  
district attorney: TKA\*E (da\*e)  
disturb: STURB  
disturbance: STURPBS (sturns)  
diver: TKAOEUFR (daoirv)  
diverge: TKWERPBLG (dwerj)  
diverse: TKWERS (dwers)  
diversity: TKW\*ERS  
divest: TKWEFT or TKW\*ES  
dividend: TKW\*EPBD (dw\*end)  
TKWEPBD: defend (dwend)  
divide: TKWAOEUD (dwaoid)  
divine: TKWAO\*EUPB (dwao\*in)  
TKWAOEUPB: define  
division: TKWEUGS  
subdivision: SWEUGS  
divorce: TKWORS or SRORS  
divulge: TKWULG (dwulg)  
dizzy: STKEU (dsi)  
doctor: TKR (dr-)  
doctorate: TKR-T (dr-t)  
TK-RT: distribute (dr-rt)  
document: TKOUPLT (dount)  
documentation: TKOUPLGS (doutmgs)  
documented: TKOUPLD (doutmd)  
-page document: POUPLT (pount)  
documentary: TKOURPLT (dourt)  
do me a favor: TKAOFR (daofr)  
domestic: TKPHEFBG (dmesk)  
domestically: TKPHEFBLG (dmeskl)  
domestic abuse: TKAUB (daub)  
donate: TKO\*EPBT (do\*ent)  
TKOEPBT: don't  
donation: TKOEPBGS (doengs)  
donor: TKOERP (doern)  
dormant: TKORPLT (dormt)  
dormitory: TKOERPLT (doermt)  
doubt: TKOUBT (doubt)  
doubtful: TKOUFL (doufl)  
doubtless: TKOULS (doulz)  
TKOULZ: dowels (doulz)  
Dow Jones: TKOUPBLG (doutj)  
downstairs: TKO\*UPBZ (do\*unz)  
upstairs: \*UPZ  
downtown: TKOUPBT (dout)  
do you agree: TKOURG (dourg)  
TKURG: during (durg)  
do you recognize: TKOURZ (dourz)  
drama: TKRAUPL (draum)  
dramatic: TKRAUBG (drauk)  
drastic: TKRAFGB (drask)  
dreadful: TKREFL (dreful)  
driver's license: TKHR-PBS (dl-ns)  
driveway: TKROEU (droi)  
drizzle: TKREUFL (drifl)  
drug abuse: DRAUB  
drugstore: TKROR (dror)  
dual: TKWAL (dwal)  
due: TKAO\*U (dao\*u)  
due diligence: TK-D (d-d)  
due to the fact: TKABGT (dakt)  
duplex: TKPHREBGS (dplex)  
duplicate: TKPHREUBGT (dplikt)  
duration: TKURGS (durgs)  
during: TKURG (durg)  
during that time: TKRAT (drat)  
during the time: TKRET (dret)  
during this time: TKREUT (drit)  
DVD: TK\*FD (d\*f)d  
dynamic: TK-BG

**- E -**

EBITDA: EBT  
e-mail: AOEPL (aoem)  
each and every: KHEFR  
each and every day: KHEFRD  
each of us: AOEFPS  
each other: KHOER  
eager: AO\*ERG  
AOERG: earring  
eagle: AOELG  
early: ERL  
earlier: KWRAERL (yaerl)  
earliest: KWRAERLS (yaerls)  
earth: ERT  
earthquake: ERBG (erk)  
east: AOEFT  
eastbound: AOEBD  
eastern: AOERP  
easterly: AOERL  
easy: EZ  
easily: ELZ  
echo: KHO  
echocardiogram: KHO\*G (kho\*g)  
economic: KPHEBG (kmek)  
economical: KPHEL (kmel)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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economically: KPH\*EL (km\*el)  
economist: KPHEUFT (kmist)  
economy: KPHE (kme)  
edit: TK\*EUT  
edition: TK\*EUGS  
    TKEUGS: digs  
editor: TK\*EURT (d\*irt)  
editorial: TK\*EURLT (d\*irtl)  
educate: KAET  
education: KAEGS  
    KAEUGS: indication  
educational: KAERB  
    KAEURBL: occasional  
    KAEURB: occasion  
Edward: TKWARD (dward)  
effect: TPEBGT (fekt)  
    TPAEBGT: affect (faekt)  
    into effect: SPWAOFBGT  
    something to that effect: STKPWEBGT  
effective: TPEF (fef)  
effectively: TPEFL (fefl)  
efficient: TPEURBT (fisht)  
egregious: TPKWRAOEPBLGS (graoejs)  
Egypt: SKWREUPT (jipt)  
Egyptian: SKWREUPGS (jipgs)  
either: AOERT  
eject: SKWRAEBGT (jaekt)  
    SKWRABGT: jacket  
    reject: R-PBLG (r-j)  
elaborate: HRAEBT (laebt)  
elapse: HRAEPS (laeps)  
elbow: \*EBL  
elder: ERLD  
elect: HR-BGT  
election: HR-BGS  
electric: HREBG  
electricity: HREBGT  
electrician: HREBGS  
electrical: HRAL  
electrically: HRAEL  
electrode: TROED  
electromagnetic: HR\*PL (l\*m)  
electron: TROPB (tron)  
electronic: TROPBG (trong)  
electronically: TROPBL (tronl)  
element: HR-PLT (l-mt)  
elementary: HR-RPLT (l-rmt)  
elevate: SRAEUT (vait)  
elevator: SRAEURT (vairt)  
eligible: SKWREUBL (jibl)  
    SKWR\*EUBL: ineligible  
eliminate: ELT  
elimination: ELGS  
elite: HRAET (laet)  
embark: KPWARBG (embark)  
embarrass: KPWARS (embars)  
embarrassing: KPWAFRG  
embarrassment: KPWAFRPLT (embafmrt)  
embassy: KPWAES (embaes)  
embed: KPWED (embed)  
embezzle: KPWEFL (embesl)  
embezzler: KPWEFR (embesr)  
emblem: KPWHREPL (emblem)  
embrace: KPWRAEUS (embrace)  
embroider: KPWROEURD (embroidr)  
embryo: KPWRO (embro)  
embryology: KPWROLG (embrolg)  
embryonic: KPWRO\*PBG (embro\*nk)  
emerge: PH\*ERPBLG (m\*erj)  
    PHERPBLG: merge  
emergency: PH-PBLG (m-j)  
emergency room: E-RPL (erm)  
emission: AOEPLGS  
emit: AOEPLT  
emotion: PHOERB (moesh)  
    PHOEGS: motion  
emotional: PHOERBL (moeshl)  
emphasis: EFPLS (emps)  
emphasize: EFPLZ (empz)  
empire: KPWAOEUR (empaoir)  
empiric: KPWAOERBG (empaerck)  
empirical: KPWAOERBLG (empaerckl)  
employ: PHROEU (ploi)  
    PHRO\*EU: ploy  
employee: PHROE (ploe)  
employment: PHROEUPLT (ploimt)  
    unemployment: PHRO\*EUPLT (plo\*imt)  
empower: KPWOUR (empour)  
emporium: KPWORPL  
empty: PH-T (m-t)  
enable: TPHAEBL  
enact: TPHABGT (nakt)  
encephalitis: STPHEFLTS (nseflts)  
{encephalo^}: STPHEFL (nsefl)  
enclose: KHRO (klo)  
    KHRO\*D: clod  
close: KHROES (kloes)  
disclose: SKHROES (skloes)  
encourage: KERPBLG (kerj)  
    courage: KURPBLG (kurj)  
discourage: SKURPBLG (skurj)  
endanger: SPWAEURPBG (endairng)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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endeavor: SPWEFR  
    SPW-FR: interfere

endorse: SPWORS (endors)  
    endorsement: SPWOPLT (endomt)

endow: SPWOU (endou)  
endowment: SPWOUPLT (endoumt)

endure: SPWAOUR (endaor)  
enemy: PHAEPB (maen)  
energy: TPH-RG  
energetic: TPH-RBGT  
enforce: TPOERS (foers)  
    TPORS: force

engage: TPKWAEPBLG (gaej)  
    TKPWAEUPBLG (gaij)

engine: SKWREUPB (jin)  
engineer: SKWRER (jer)  
England: TKPWHREPBD (glend)  
English: TKPWHREURB (glish)  
enjoy: SKWRAOEU (jaoi)  
enormous: TPHORPLS (norms)  
    TPHORPLZ: norms

enough: TPHUF (nuf)  
ensure: STPHUR  
    SHUR: insure  
    SHAOUR: sure

entail: SPWAEUL (entail)  
enter: SPWER  
enterprise: EPZ  
entertain: SPW-PB (ent-n)  
entertainment: SPW-PLT (ent-mt)

enthuse: THUZ  
enthusiasm: THUFPL (thusm)  
enthusiastic: THU  
enthusiastically: THUL  
entire: SPWAOEUR or TEUR  
entity: \*EPBT (\*ent)  
entrepreneur: PREUR or SPWREP  
    PRAOEUR: prior  
    entrepreneurial: PREURL or SPWRERL

enumerate: TPHAOUPLT (naoumt)  
envelope: TPH-FL (n-fl)  
environment: SRAOEURPLT (vaairmt)

envy: SRAEPB (vaen)  
    SRAEUPB: vain

epilepsy: HREPS (leps)  
epileptic: HR\*EPT (l\*ept)

equal: KWAL  
equality: KWAELT  
equate: KWAET  
equilibrium: PWRUPL (brum)

equip: KWEUP (kwip)  
equipment: KWEUPLT (kwimt)

equity: EBGT (ekt)  
equivalence: KWEUFLS (kwifls)  
equivalent: KWEUFLT (kwiflt)  
equivocate: KWEUFBGT (kwifkt)

erect: AOERBGT (aoerkt)  
error: ROR  
    RO\*ER: roar

erroneous: ROEPBS (roens)  
    RAOEPBZ: reasons

erupt: RUPT  
    RURPT: rupture

escalate: SKHRAEUT (sklait)  
escape: SKAEUP (skaip)  
escort: SKORT  
    SKOURT: Supreme Court

escrow: SKROE  
esophagus: SOFGS  
especially: EP or SPAEL  
essence: STPHEPBS (snens)  
essential: SERBL (seshl)  
    essentially: SAERBL (saeshl)

establish: STAEB  
establishment: STAEBT or STAEPLT  
estate: STAET  
esthetic: STHEBGT (sthekt)  
estimate: STEUPLT (stimt)

estrangle: STRAEPBG (straeng)  
eternal: TERPBL (ternl)  
eternity: TERPBT (ternt)  
ether: AO\*ERT  
ethic: \*EBGT (\*ekt)  
    EBGT: equity

ethical: \*EBLGT (\*eklt)  
eulogy: AOULG  
Europe: AOURP  
evade: SRAED (vaed)  
evaluate: SRAELT (vaelt)  
evaluation: SRAELGS (vaelgs)  
evaporate: SRAPT (vapt)  
evaporation: SRAPGS (vapgs)  
even: AOEPB (aoen)  
evening: AOEPBG (aoeng)  
event: SRAOEPBT (vaoint)  
    KWAOEPBT: convenient  
eventually: SRAOEPBLT (vaoint)

# Steno Tips

## Shortcuts for Common Words and Phrases

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evidence: EFD  
circumstantial evidence: SKEFD  
direct evidence: TKR\*EFD (dr\*efd)  
TKREFD: dressed  
forensic evidence: TPREFD (frefd)  
in evidence: TPHEFD (nefd)  
into evidence: SPWEFD (intefd)  
physical evidence: TPEFD (fefd)  
substantial evidence: STEFD

evident: EFT

evoke: AO\*EFBG (ao\*efk)

evolution: EFGS

exact: KPABGT (xakt)  
KP\*ABGT: compact

exactly: KPAL

exaggerate: KPAPBLG (xaj)  
exaggeration: KPA\*GS  
KPAGS: compassion

exalt: KPALT

examine: KP

examination: KP-GS  
physical examination: TP-GS (f-gs)

example: KPAFRPL (xampl)  
for example: TPRAFRPL (frampl)  
exemplary: KPAEFRPL

exasperate: KPAPT

exasperation: KPAPGS

exceed: KPAOED (xaoed)

excel: KP\*EL (x\*el)  
KPEL: compel

except: KPEPT (xept)

exception: KPEPGS (xepgs)

excerpt: KPERPT (xerpt)

excess: KPES (xes)

excessive: KPE\*FS

exchange: SKHAEUPBG (skhaing)

excise: KPAOEUZ (xaoiz)

excite: KPAOEUT (xaoit)

excitement: KPAOEUPLT (xaoimt)

exclaim: SKHRAEUPL (sklaim)

exclude: SKHRAOUD (sklaoud)

exclusive: SKHRAOUF (sklaouf)

excrement: SKREPLT (skremt)

exculpatory: SKUP

excursion: SKURGS

excuse: SKAOUS

excuse me: SKAOUPL (skaoum)  
KAOUPL: consume

execute: SKAOUT

exemplary: KPAEFRPL

exemplify: KPEFRPL  
KPAFRPL: example

exempt: KPEPLT (xemt)

exhibit: KPEUBT (xibt)  
People's Exhibit: P-BT  
State's Exhibit: S-BT  
Government Exhibit: TKPW-BT (g-bt)  
Plaintiff's Exhibit: PHR-BT (pl-bt)  
Defendant's Exhibit: TK-BT (d-bt)  
Petitioner's Exhibit: PE-BT  
Respondent's Exhibit: R-BT

exhibit number: KP\*UB

exist: KPEUFT (xist)

existence: KPEUPBS (xins)

expect: KP-P

expend: SKPEPBD (xpend)

expenditure: SKPEFP (xpech)

expensive: SPEFPBS (spfnbs)

experience: SPERPBS (sperns)

experiment: SPERPLT (spermt)

expert: SPERT  
expert report: SPRORT

expertise: SPAOES or SP\*ERT

expire: SKPAOEUR (xpaoir)

explain: SPHRAEUPB (splain)

explanation: SPHRAPBGS (splangs)

explicit: SKPHREUFT (xplist)  
KPWHREUFT: implicit

explode: SPHROED (sploed)

explosive: SPHROEFB

exploit: SPHROEUT (sploit)

explore: SPHROER (sploer)

exponent: SKPOEPBT (xpoent)

export: SKPOERT (xport)  
KPWOERT: import

expose: SKPOES (xpoes)

exposure: SKPOERB (xpoesh)

expound: SKPOUPBD (xpound)

express: SPRES

expressway: SPROEU

expulsion: SKPULGS (xpulgs)

exquisite: SKWEUFT

extemporaneous: STRA\*EPBS (stra\*ens)

extend: STEPBD (stend)

extent: STEPBT (stent)

exterior: STAOR or STR-R  
interior: SPWAOR or SPWR-R

exterminate: STERPLT (stermt)

# Steno Tips

## Shortcuts for Common Words and Phrases

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external: STERPBL (sternl)  
ST\*ERPBL: sternal  
internal: SPWERPBL (spwernl)  
extinguish: STEURB (stish)  
extort: STORT  
STKORT: distort  
extortion: STORGS  
extract: STRABGT (strakt)  
STR-BGT: subtract  
extraneous: STRAEPBS (straens)  
STRAEUPBS: strains  
extraordinary: KPRAOERD  
extraordinarily: KPRAOERLD  
extrapolate: STRAPT  
extravagance: STRAFGS  
extravagant: STRAFGT  
extreme: STRAOEPL (straoem)  
STRAO\*EPL: stream  
extremity: STREPLT (stremt)  
extrinsic: STREUPBS (strins)  
STREPZ: strengthens  
extrinsically: STREUPBLS (strinls)  
extrovert: KPROEFRT (xroefrt)  
extrude: STRAOD  
STRAO\*UD: strewed  
exuberance: KPAOUPBS (xaouns)  
exuberant: KPAOUPBT (xaount)  
exude: KPAOD  
eyewitness: AOEUPBS  
AO\*EUPBZ: ions

### - F -

fabricate: TPABT (fabt)  
fabricated: TPABD (fabd)  
fabricator: TPABT (farbt)  
TPARBGT: factor  
fabulous: TPABLS (fabls)  
TPAEUBLZ: fables  
face: TPAEUS  
facial: TPAEURBL  
TPARBL: fascial  
facilitate: TPAELT (faelt)  
facility: TPEULT (filt)  
fact of the matter: TPAERT  
TPAER: father  
fact of the matter is: TPAERTS (faerts)  
TPAEURTS: fair to say (fairts)  
faculty: TPULT (fult)  
facts and circumstances: TPEURBGS (firks)

factor: TPARBGT (farkt)  
TPARBT: fabricator  
factory: TPAERBGT (faerkt)  
factual: TPABLGT (faktl)  
fail to appear: TPAEUP (faipt)  
failure: TPAURL (faurl)  
fair: TPAEUR (fair)  
fairness: TPAEURPBS (fairns)  
fair to say: TPAEURTS (fairts)  
is it fair to say: STPAEURS  
it is a fair statement: STPAEURPLT  
would it be fair to say: WAEURS  
fair and accurate: TPRAT (frat)  
fair and reasonable: TPARL (farl)  
fair enough: TPRUF (fruf)  
faith: TPA\*EUT  
TPAEUT: fate  
good faith: TKPW-F (g-f)  
faithful: TPAEUFL (faifl)  
fall: TPAUL (faul)  
fallen: TPAUPBL (faunl)  
fallacy: TPAELS (faels)  
fallacious: TPHRAEURBS (flaishs)  
false: TPALS (fals)  
familiar: TPAPL (fam)  
familiarity: TPAPLT (famt)  
family: TPAEPL (faem)  
family room: TP-RPL (f-rm)  
front room: TPR-RPL (fr-rm)  
fame: TPAEUPL (faim)  
famous: TPAEUPLS (faims)  
fan: TPAPB (fan)  
fanatic: TPA\*PBGT (fa\*nkt)  
fancy: TPAEPBS (faens)  
fantastic: TPAPBT (fant)  
fantasy: TPAEPBT (faent)  
TPAEUPBT: faint (faint)  
farce: TPARS  
TPA\*RS: faster  
farm: TPARPL (farm)  
farmer: TPAERPL (faerm)  
fart: TPART (fart)  
farther: TPA\*RT (fa\*rt)  
fashion: TPAGS  
TPAGZ: fags  
fascia: TPARB (fash)  
fascial: TPARBL (fashl)  
TPAEURBL: facial  
fascinate: TPAFT (faft)  
fascination: TPAFGS

# Steno Tips

## Shortcuts for Common Words and Phrases

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fast: TPA\*S (fa\*s)  
faster: TPA\*RS  
fastest: TPA\*ES  
fasten: TPAFPB (fasn)  
fatal: TPAEULGTS (faitl)  
fatality: TPALT (falt)  
TPEULT: facility  
father: TPAER (faer)  
father-in-law: TPAERPBL (faernl)  
fathom: TPA\*PLT  
TPAPLT: familiarity  
fatigue: TPAEG (faeg)  
fatty: TPAET (fatty)  
faucet: TPAUFT (faust)  
faux: TPA\*U (fa\*u)  
favor: TPAEUFRR (faivr)  
TKAOFRR: do me a favor  
favorable: TPAEUFRRBL  
favorite: TPAEUFRT (faivrt)  
faze: TPA\*EUZ (fa\*iz)  
TPAEUZ: phase  
fear: TPAOER (faer)  
fearful: TPAOERFL (faoerfl)  
fearless: TPAOERLS (faoerls)  
feasible: TPAOEFBL (faoesbl)  
feasibility: TPAOEFBLT (faoesblt)  
feast: TPAOEFT (faest)  
feat: TPAO\*ET (fao\*et)  
TPAOET: feet  
feather: TP\*ERT (f\*ert)  
feature: TPAOEFP (faoech)  
February: TPEB (feb)  
federal: TPERL (ferl)  
Federal Express: TP\*EBGS (f\*eks)  
FedEx: TPEBGS (fex)  
feeble: TPAOEBL (faoebl)  
feedback: TPAOEBD (faoebd)  
feel: TPAOEL (fael)  
feel like: TPHRAOEUBG (flaoik)  
feels like: TPHRAOEUBGZ (flaoikz)  
felt like: TPHREBGT (flekt)  
feign: TPAEUPB (fain)  
fellow: TPHROE (floe)  
TPHRO: flow  
fellowship: TPHROEP (floep)  
felon: TPHROPB (flon)  
felony: TPHROEPB (floen)  
TPHRO\*EPB: flown  
felonious: TPHROEPBS (floens)  
female: TPAOEPL (faem)  
femur: TPAOERPL (faerm)

fender: TPERPBD (fernd)  
ferment: TPERPLT (fermt)  
ferocious: TPROERBS (froeshs)  
fertile: TPERLGTS (fertl)  
fertility: TPERLT (ferlt)  
fetal: TPAOELGTS (faoetl)  
fetus: TPAOETS (faoets)  
feud: TPAOUD (faoud)  
feudal: TPAOULGDZ (faoudl)  
few: TPAOU (faou)  
few minutes: TPAOUPPTS (faoumpts)  
few of the: TPAOUFT (faouft)  
fiancé: TPAOEPBS (faoens)  
fiancée: TPAO\*EPBS (fao\*ens)  
fiasco: TPAOEFBG (faoesk)  
fiber: TPAOEURB (faoirb)  
fibrous: TPAOEURBS (faoirbs)  
TPAOEURBZ: fibers  
fiberglass: TP\*G (f-g)  
fibrillation: TPR-LGS  
fiche: TPAOERB  
fiction: TP\*EUBGS (f\*ix)  
TPEUBGS: fix  
fidelity: TP\*ELD (f\*eld)  
fiddle: TPEULGDZ (fidl)  
fidget: TPEUPBLGT (fijt)  
fiduciary: TPAOURB (faoush)  
fiend: TPAOEPBD (faoend)  
fierce: TPAOERS (faoers)  
TPAOERZ: fears  
figment: TP\*EUGT (f\*igt)  
figure: TPEUG (fig)  
TP\*EUG: fig  
filament: TPEUPLT (fimt)  
film: TPHREUPL (flim)  
filter: TPEURLT (firlt)  
fin: TPEUPB (fin)  
final: TPAOEUPBL  
finally: TPAO\*EUPBL  
finality: TPAOEUPBLT  
finance: TP-PBS (f-ns)  
financial: TP-PBL (f-nl)  
financially: TP\*PBL (f\*nl)  
find: TPAOEUPBD  
fined: TPAO\*EUPBD  
fine: TPAOEUPB  
finest: TPAO\*EUPBS  
finger: TPEUPBG (fing)  
fingerprint: TPEUPT (fipt)  
finish: TPHEURB (nish)  
TPHEURBL: initial

# Steno Tips

## Shortcuts for Common Words and Phrases

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finite: TPAOEUPBT (faoint)  
infinite: TPEUPBT (fint)  
fire: TPAOEUR (faoir)  
firearm: TPRARPL (farm)  
fire department: TPAOEURPT (faoirpt)  
firefighter: TPAOEUFRT (faoirft)  
fireman: TPAOEURPL (faoirm)  
firemen: TPAO\*EURPL (fao\*irm)  
fireplace: TPAOEURPS (faoirps)  
fire station: TPAOEURGS (faoirgs)  
first: TPEURS  
TPEURZ: firs  
first apperance: TPAPS (faps)  
APS: appearance  
first degree: 1-GD  
firsthand: TPRAPBD (frand)  
secondhand: SKRAPBD  
first of all: TPRAUL (fraul)  
second of all: SKAUL  
first time: TP\*EURT (f\*irt)  
TPEURT: fitter  
fiscal: TP\*L (f\*)  
TP-L: physical  
fission: TPEUGS  
TPEUGZ: figure  
fist: TP\*EUS  
TPEUS: physician  
fit: TPEUT  
fitness: TPEUPBS  
TPEUPBZ: fins  
flack: TPHRABG (flak)  
flair: TPHRAEUR (flair)  
flare: TPHRAER (flaer)  
flash: TPHRARB (flash)  
flashlight: TPHRARBLT (flashlt)  
flat: TPHRAT (flat)  
flatten: TPHRAPBT (flant)  
flattery: TPHRAERT (flaert)  
flavor: TPHRAEUFR (flaivr)  
flaw: TPHRAU (flau)  
flawless: TPHRAULS (flauls)  
flax: TPHRABGS (flax)  
TPHRABGZ: flacks  
flea: TPHRAO\*E (flao\*e)  
flee: TPHRAOE (flaoe)  
fleece: TPHRAOES (flaoes)  
TPHRAOEZ: flees  
flesh: TPHRERB (flesh)  
flew: TPHRAOU (flaou)  
TPHRAO\*U: flue  
TPHR\*U: flu  
flex: TPHREBGS (flex)  
TPHREBGZ: flecks  
flexible: TPHREBL (flebl)  
flexibility: TPHREBLT (fleblt)  
flinch: TPHREUFRPBLG  
fling: TPHREUPBG  
flip: TPHEUP (flip)  
float: TPHROET (floet)  
flock: TPHROBG (flock)  
flog: TPHRO\*G (flo\*g)  
TPHROG: flowing  
flood: TPHRAOD (flaod)  
TPHROD: flowed  
floor: TPHRAOR (flaor)  
floral: TPHRORL  
Florida: TPHROR  
floss: TPHROS  
TPHROZ: flows  
flounder: TPHROURPD  
flour: TPHRO\*UR  
TPHROUR: flower  
flourish: TPHROURB  
flown: TPHRO\*EPB (flo\*en)  
TPHROEPB: felony  
flu: TPHRU\* (fl\*u)  
TPHRU: influence  
fluctuate: TPHRUBGT (ffukt)  
flue: TPHRAO\*U (flao\*u)  
fluency: TPHRAOUPBS (flaouns)  
fluent: TPHRAOUPBT (flaount)  
fluid: TPHRAOUD (flaoud)  
flunk: TPHR\*UPBG (flu\*nk)  
fluorescence: TPHRAOURPBS (flaourns)  
fluorescent: TPHRAOURPBT (flaournt)  
flurry: TPHRUR (flur)  
flush: TPHRURB (flush)  
flutter: TPHRURT (flurt)  
flux: TPHRUBGS (flux)  
foal: TPO\*EL (fo\*el)  
focus: TPOE (foe)  
focal: TPOEL (foel)  
foe: TPO\*E (fo\*e)  
foible: TPOEUBL (foibl)  
fold: TPOELD (foeld)  
TPOLD: followed (fold)  
folder: TPOERLD (foerld)  
follow: TPOL (fol)  
foment: TPOEPLT (foemt)  
fond: TPOPBD (fond)  
fondle: TPOPBLGDZ (fondl)  
fool: TPAOL (faol)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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foolish: TPAORB (faosh)  
TPAOURB: fiduciary  
football: TP-BL (f-bl)  
footprint: TPAOPT (foopt)  
force: TPORS (fors)  
TPOERS: enforce (foers)  
forced: TPOFRD (fofrd)  
forceful: TPOFRL (fofrl)  
for crying out loud: TPHROUD (floud)  
ford: TPO\*RD (fo\*rd)  
Ford: TPORD (ford)  
forecast: TPOERBG (foerk)  
TPORBG: fork (fork)  
foreclose: TPHROES (floes)  
TPHROEZ: flows  
foreclosed: TPHROEFD (floefd)  
foreclosure: TPHROER (foer)  
foreign: TPORPB (forn)  
foreigner: TPOERPB (foern)  
foreman: TPOERPL (foerm)  
TPORPL: form (form)  
foremen: TPO\*ERPL (fo\*erm)  
forensic: TPREPBS (frens)  
TPREUPBS: for instance  
forensic evidence: TPREFD (frefd)  
EFD: evidence  
forest: TPO\*RS (fo\*rs)  
forever: TPOFR  
forfeit: TPOFRT (fofrt)  
forge: TPORPBLG (forj)  
forgery: TPOERPBLG (foerj)  
forget: TPORGT (fortg)  
forgot: TPO\*RGT (fo\*rgt)  
forgive: TPREUF (fr\*iv)  
forgave: TPRAEUF (fra\*iv)  
forgiven: TPREUFPB (fr\*ivn)  
forgiveness: TPREUFPBS (fr\*ivns)  
fork: TPORBG (fork)  
forklift: TPHREUFT (flift)  
formal: TPORL (forl)  
formally: TPOERL (foerl)  
format: TPORPLT (formt)  
formation: TPORPLGS (formgs)  
former: TPRORPL (form)  
formerly: TPROERPL (froerm)  
formula: TPHRORPL  
forward: TPWARD (fward)  
fort: TPORT (fort)  
forth: TPO\*RT (fo\*rt)  
forthright: TPOERT (foert)  
for the: TPOT (fot)  
for the most part: TPOPT (fopt)  
fortunate: -FRT  
unfortunate: UFRT  
fortunately: -FRL  
fortune: TPORPBT (fornt)  
forum: TPOURPL (fourm)  
fossil: TPOFL (fosl)  
foster: TPR\*  
foster home: TPRO\*EPL (fro\*em)  
found: TPOUPBD  
foundation: TPOUPBGS  
fountain: TPOEPBT (foent)  
fraction: TPRABGS (fraks)  
fracture: TPRAUR (fraur)  
fragile: TPRALG (fralg)  
fragment: TPRAGT  
franchise: TPRAFRPBLG (franch)  
fraternity: TPRARPBT (framt)  
fraud: TPRAUD  
defraud: TKWRAUD (dwraud)  
fraudulent: TPRAULT (frault)  
freedom: TPRAOEPLD (fraelmd)  
freedom of choice: TPRAOEFPS (fraelchs)  
freedom of speech: TPRAOEF (fraelch)  
freedom of the press: TPRAOEPS (fraelps)  
freelance: TPRAOELS (frael)  
freeway: TPROEU (froi)  
freeze: TPRAOEZ (fraelz)  
freezing: TPRAOEF (fraelz)  
freezer: TPRAOEF (fraelz)  
frenzy: TPRAEPBZ (fraelz)  
frequency: TPREBGS (freaks)  
frequent: TPREBG (freak)  
frequented: TPREBGD (freakd)  
frequently: TPREL (frel)  
freshman: TPRAPL (fram)  
freshmen: TPREPL (frem)  
friction: TPREUBGS (freaks)  
friend: TPREPBD (frend)  
boyfriend: PWOEUF (boif)  
girlfriend: TKPWOEUFRLD (goif)  
friendly: TPREPBLD (frenld)  
friendship: TPREUP (frip)  
frighten: TPRAOEUPBT (fraelnt)  
frivolous: TPREU\*FLS (fr\*ivls)  
frolic: TPROLG (frolg)  
from now on: TPRO\*UPB (fro\*un)  
from time to time: TPREUPLT (fritm)  
front: TPROPBT (front)  
frontal: TPROPBLGTS (frolgts)  
front door: TPRAOR (fraor)

# Steno Tips

## Shortcuts for Common Words and Phrases

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front end: TPROEPBD (froend)  
frontier: TPRORPBT (frotn)  
front seat: TPROET (froet)  
front yard: TPR-D (fr-d)  
    PWR-D: back yard  
frugal: TPRAOLG (fraolg)  
frugality: TPRAOLGT (fraolgt)  
fruit: TPRAOUT (fraout)  
    fruitful: TPRAOUFL (fraoufl)  
    fruitless: TPRAOULS (fraouls)  
fruition: TPRAOUGS (fraougs)  
frustrate: TPRUT (frut)  
    frustration: TPRUGS (frugs)  
fulfill: TP\*UFL (f\*ufl)  
full and complete disclosure: TP\*BGD (f\*kd)  
full, complete and accurate disclosure: TPA\*BGD  
fundamental: TP-D (f-d)  
fundamentalism: TP\*UFPL (fu\*fm)  
fundamentalist: TP\*UFT (fu\*ft)  
funeral: TPAOURPBL (faournl)  
furious: TPAOURS (faours)  
furnace: TPURPBS (furns)  
    TPURPBZ: furnishes  
furnish: TPURPB (furn)  
furniture: TPURPBT (furnt)  
further: TPURT (furt)  
futile: TPAOULGTS (faoutl)  
futility: TPAOULT (faoult)  
future: TPAOUFP (faouch)

### - G -

gadget: TKPWAPBLGT (gajt)  
gainful: TKPWAEUFL (gaifl)  
galactic: TKPWHRABGT (glakt)  
galaxy: TKPWABGS (gax)  
gallant: TKPWAPBLT (ganlt)  
gallery: TKPWAERL (gaerl)  
gallon: TPKWAPBL (ganl)  
game: TKPWAEUPL (gaim)  
gamma: TKPWAEPL (gaem)  
gamut: TKPWAPLT (gamt)  
garage: TKPWRAPBLG (graj)  
garbage: TKPWARPBLG (garj)  
garden: TKPWARPBD (garnd)  
gargle: TKPWARLG (garlg)  
garment: TKPWARPLT (garmt)  
garrulous: TKPWAEURLS (gairls)  
gasket: TKPWAFBGT (gafkt)

gasoline: TKPWHRAOEPB (glaoen)  
    TKPWHRAO\*EPB: glean  
gas station: TKPWAGS  
    TKPWAGZ: gags  
gasp: TKPWAFP (gasp)  
gastric: TKPWREUBG (grik)  
gather: TKPWAER (gaer)  
    TKPWA\*ER: Gary  
gauge: TKPWAUEPBLG (gaij)  
    TKPWAEPBLG: engage  
gender: SKWRERPBD (jernd)  
gene: SKWRAO\*EPB  
    genetic: SKWR-BGT (j-kt)  
    genetics: SKWR-BGTS (j-kts)  
    genetically: SKWR-BLGT  
general: SKWREPBL (jen)  
generally: SKWREPBL (jenl)  
generality: SKWREPBLT (jenlt)  
generalize: SKWR-LZ (j-lz)  
generalization: SKWR-LGS (j-lgs)  
generate: SKWREPBT (jernt)  
generation: SKWREPBG (jerngs)  
generic: SKWRAEURBG (jairk)  
    TKPWAEURBG: geriatric  
generous: SKWRERPBS (jerns)  
generously: SKWRERPBS (jernls)  
    SKWRURPBLZ: journals  
genital: SKWR\*EPBLGTS (j\*entl)  
    SKWREPBLGTS: gentle (jentl)  
genius: SKWRAOEPBS (jaoens)  
    SKWRAO\*EPBZ: genes (jao\*enz)  
genus: SKWRAO\*EPBS (jao\*ens)  
geography: TKPWAOEF (gaoef)  
    geographic: TKPWAOEFBG (gaoefk)  
geology: SKWRAOELG (jaoelg)  
    geological: SKWRAOL (jaol)  
    SKWRAOUL: jewel (jaoul)  
geometry: SKWR-PL (j-m)  
    geometric: SKWR\*PL (j\*m)  
Georgia: SKWRAERPBLG (jaerj)  
George: SKWRORPBLG (jorj)  
geriatric: TKPWAEURBG (gairk)  
    SKWRAEURBG: generic  
germane: TKPWAEURPL (gairm)  
    SKWRAEURPL: Jeremy  
gesture: SKWREFP (jech)  
giant: SKWRAOEUPBT (jaoit)  
gigantic: SKWRAOEUBGT (jaoikt)  
giggle: TKPWWEULG (gilg)  
girlfriend: TKPWOEUF (goif)  
    boyfriend: PWOEUF (boif)



# Steno Tips

## Shortcuts for Common Words and Phrases

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give me a moment: TKPWOPLT (gomt)  
give or take: TKPWAEUBG (gaik)  
glacier: TKPWHRAEURB (glaish)  
glacial: TKPWHRAEURBL (glaishl)  
glamour: TKPWHRARPL (glarm)  
glamorous: TKPWHRARPLS (glarms)  
glass: TKPWHRAS (glas)  
glasses: TKPWHRAFS (glafs)  
glaucoma: TKPWHRAUBG (glauk)  
glimmer: TKPWHREURPL (glirm)  
glimpse: TKPWHREUFRPS (glimps)  
glitter: TKPWHREURT (glirt)  
gloat: TKPWHROET (gloet)  
glory: TKPWHROER (gloer)  
glorify: TKPWHROEFR (gloefr)  
glorious: TKPWHROERS  
TKPWHROERZ: glories  
glucose: TKPWHRAOUBG (glaouk)  
glutton: TKPWHRUPBT (glunt)  
gluttony: TKPWHR\*UPBT (gl\*unt)  
gluttonous: TKPWHRUPBS (gluns)  
goggle: TKPWOLG (golg)  
gold: TKPWOELD (goeld)  
golden: TKPWOEPBLD (goenld)  
gold medal: TKPWOELGDZ (goedl)  
golf: TKPWOFL (gofl)  
golfer: TKPWOFRL (gofrl)  
gonad: TKPWOEPBD (goend)  
good: TKPWAOD (gaod)  
goodness: TKPWAOPBS (gaons)  
TKPWAOPBZ: goons  
good afternoon: TKPWAFPB (gafn)  
goodbye: TKPW-B (g-b)  
good evening: TKPWAOEPBG (gaoeng)  
good faith: TKPW-F (g-f)  
good luck: TKPWHRUBG (gluk)  
good morning: TKPWORPBG (gorng)  
good night: TKPWAOEUT (gaoit)  
goodwill: TKPW-L (g-l)  
gore: TKPWOR (gor)  
Gore: TKPWO\*R (go\*r)  
gory: TKPWO\*ER (go\*er)  
gorge: TKPWORPBLG (gorj)  
SKWRORPBLG: George  
gorgeous: TKPWORPBLGS (gorjs)  
TKPWORPBLGZ: gorges  
gourmet: TKPWORPLT (gormt)  
govern: TKPWOFRPB (gofrn)  
governance: TKPWOFRPBS (gofrns)  
TKPWOFRPBZ: governs  
government: TKPWOF (goft)

Government Exhibit: TKPW-BT (g-bt)  
governor: TKPWOF (gof)  
grace: TKPWRAEUS (grais)  
graced: TKPWRAEUFD (graifd)  
graceful: TKPWRAEUFL (graifl)  
TKPWRAEFL: grateful  
gracious: TKPWRAEURBS (graishs)  
gradual: TKPWRAL (gral)  
gradually: TKPWRAEL (grael)  
graduate: TKPWRAUT (graut)  
graduation: TKPWRAUGS (graugs)  
grammar: TKPWRARPL (gram)  
grandchild: TKPWR-FP (gr-ch)  
grandchildren: TKPWR-FPZ (gr-chz)  
granddaughter: TKPWR-D (gr-d)  
grandfather: TKPWR-FR (gr-fr)  
grand jury: TKPW-PBLG (g-j)  
grand larceny: TKPW-LS (g-ls)  
grandmother: TKPWR-PL (gr-m)  
grandma: TKPWRAEPL (graem)  
grandpa: TKPWRAEP (graep)  
grandparent: TKPWR-P (gr-p)  
grandson: TKPWR-S (gr-s)  
granite: TKPWAEPBT (graent)  
granted: TKPWR-PBD (gr-nd)  
granule: TKPWRAPBL (granl)  
graph: TKPWRAF (graf)  
graphic: TKPWRAFGB (grafk)  
graphically: TKPWRAEFGB (graefk)  
{^graphy}: TKPWRAEF  
TKPWRA\*EF: gravy  
grasp: TKPWRAFP (grafp)  
grate: TKPWRAET (graet)  
grateful: TKPWRAEFL (graefl)  
TKPWRAEUFL: graceful  
gratitude: TKPWRAOUT (graout)  
great: TKPWRAEUT (grait)  
greater: TKPWRAEURT (grairt)  
greatly: TKPWRAEULT (grailt)  
greatest: TKPWRAEUFT (graift)  
greenhouse: TKPWRAOEPBS (gaoens)  
greens: TKPWRAOEPBZ  
green light: TKPWR-LT (gr-lt)  
grenade: TKPWREPBD (grend)  
grief: TKPWREF (gref)  
grieve: TKPWRAOEF (gaoef)  
grievance: TKPWRAOEFZ  
TKPWRAOEFZ: grieves  
grievant: TKPWRAOEFZ  
grimace: TKPWREUPLS (grims)  
grocery: TKPWROERB (groesh)

# Steno Tips

## Shortcuts for Common Words and Phrases

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grocery store: TKPWROER (gror)  
TKPWROER: grower  
groom: TKPWRAOPL (graom)  
gross: TKPWROES (groes)  
TKPWROEZ: grows  
grossly: TKPWROEFL (groefl)  
grotesque: TKPWROEFBG (groefk)  
ground: TKPWROUPBD (ground)  
groundless: TKPWROUPBLS (grounls)  
gruesome: TKPWRAOUPLS (graoums)  
grooms: TKPWRAOPLZ  
guarantee: TKPWAEURPBT (gairnt)  
guaranty: TKPWA\*EURPBT (ga\*irnt)  
guard: TKPWAURD (gaurd)  
guardian: TKPWA\*URD (ga\*urd)  
guardian at litem: TKPW\*L (g\*I)  
TKPW-L: goodwill  
guardianship: TKPWEUP (gip)  
gubernatorial: TKPWUBT (gubt)  
guerilla: TKPWERL (gerl)  
TKPWEURL: girl  
guilt: TKPWEULT (gilt)  
guilty: TKPW-LT (g-lt)  
guilty plea: TKPW-P (g-p)  
guilt or innocence: TKPWEURPBS (girms)  
guiltless: TKPWEULS (gils)  
TKPWEULZ: gills  
guidance: TKPWAOEUPBS (gaoins)  
guideline: TKPWHRAOEUPB (glaoin)  
gulf: TKPWUFL (gufl)  
gulp: TKPWHRUP (glup)  
gun: TKPWUPB (gun)  
gunfight: TKPWUFT (guft)  
gunfire: TKPWUFR (gufr)  
gunman: TKPW\*UPL (g\*um)  
TKPWUPL: gum  
gunshot: TKPWURBT (gusht)  
gutter: TKPWURT (gurt)  
gynecology: TKPWAOEULG (gaoilg)  
gynecological: TKPWAOEUBG (gaoik)  
gynecologist: TKPWAOEULGS (gaoilgs)

### - H -

habit: HABT  
habitat: HA\*BT  
habitual: HABLT  
haggle: HALG  
hair: HAEUR  
haircut: HAEURBGT  
hamburger: HARG

hammer: HAERPL (haerm)  
HARPL: harm  
handcuff: HAUF  
handgun: HAUG  
handicap: HA\*EP  
handprint: H-PT  
handwriting: HARPBG (harnng)  
handwritten: HARPB (harnd)  
handwritten document: HARPBD (harnd)  
handwritten letter: HARPBL (harml)  
hand you what has been marked: HOEBGD  
hand you what has been marked as: HOEBGDZ  
happiness: HAEPS  
happier: HAERP  
harbor: HAORB  
hardly: HARLD  
hardship: H\*EUP  
hardware: H-R  
software: SW-R  
hardy: HAERD  
harmless: HARLS  
harmonious: HARPLS (harms)  
HARPLZ: harms (harmz)  
harness: HARPBS (harns)  
harsh: HAFRPB  
harshly: HAFRPBL  
hateful: HAEUFL (haifl)  
Hawaii: HAU  
hazard: HAFRD  
hazardous: HAFRS  
headache: HAEUBG (haik)  
headlight: H-LT  
headline: HEPBLD (henld)  
headquarter: HEBGT  
heal: HAOEL  
heel: HAO\*EL  
he'll: AOEL  
health: HELT  
healthy: HAELT  
hear: HAER  
HAOER: here  
hear about: HAERB  
hereby: H-RB  
hears: HAERZ  
hearsay: HAERS  
heart: HAERT  
sweetheart: SWHAERT  
heavy: HEF  
heavier: HEFR  
heaviest: HEFS  
heavyweight: H-BGT (h-kt)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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heel: HAO\*EL  
    HAOEL: heal  
hefty: HAEFT  
height: HAOEUT (haoit)  
heighten: HAOEUPBT (haoint)  
heinous: HAEUPBS (hains)  
heir: A\*EUR  
helicopter: HERPT  
he'll: AOEL  
hello: H-L  
helmet: HEPLT (hemt)  
help: HEP  
helpful: HEFL  
helpless: HELS  
    HELZ: hells  
hem: H\*EPL (h\*em)  
hemisphere: HEPLS (hems)  
hemispheric: HE\*PLS  
    H\*EPLZ: hems  
hemorrhage: H-PBLG (h-j)  
he or she: HORB (hosh)  
    HEURB: his or her  
herald: HERLD  
    HAEURLD: Harold  
hereafter: HAOEFR  
hereby: H-RB  
    thereby: THR-B  
heredity: H-RT  
    hereditary: H-RD  
heritage: HERPBLG (herj)  
hernia: HERPB (hern)  
hernial: HERPBL (hernl)  
hero: HAOR  
    heroine: HAORPB (haorn)  
heroin: HAEURPB (hairn)  
    HAEURPBS: inheritance  
hesitate: HES  
    hesitant: HEPBT  
heterosexual: HERL  
    homosexual: H-FL  
heterosexuality: HERLT  
hiatal: HAOEULGTS (haoilgts)  
hidden: H\*EUPBD (h\*ind)  
    HEUPBD: behind  
highjack: HEUPBLG (hij)  
highlight: HAOEULT (haoilt)  
high school: H-S  
highway: HOEU (hoi)  
hilarious: HEURLS (hirls)  
hinder: HEURPBD (hirnd)  
hindrance: HEURPBS (hirns)  
his or her: HEURB  
    he or she: HORB  
Hispanic: HAEUP (haip)  
history: HOER  
    historic: HOERBG (hoerk)  
    historical: HOERL  
    HORL: holler  
hitherto: HEUFRT  
hoarse: HAORS  
    HAORZ: heroes  
hole: HOEL  
holiday: HO\*ELD  
holler: HORL  
    HOERL: historical  
hollow: HOL  
holster: HO\*LS  
holy: HO\*EL  
homeowner: HOERPL (hoerm)  
hometown: HOEPLT (hoemt)  
homework: H-RBG (h-rk)  
homicide: HOPLDZ (homdz)  
homosexual: H-FL  
homosexuality: H-FLT  
Honda: HO\*PBD (ho\*nd)  
hone: HO\*EPB (ho\*en)  
honest: HOPBS (hons)  
    HOPBZ: honors (honz)  
dishonest: STKHOPBS (dshons)  
honesty: HOEPBS (hoens)  
honey: HOEPB (hoen)  
honor: HOPB (hon)  
    dishonor: STKHOPB (dshon)  
    Your Honor: URPB (urn)  
    thank you, Your Honor: THURPB (thurn)  
honorable: HOERBL  
hormone: HORPL (horm)  
horror: HOR  
    horrible: HORBL  
    horrify: HOEUFR (hoifr)  
    horrific: HOEUFRBG (hoifrk)  
    horrendous: HORBPDZ (horndz)  
hospital: HOPT  
hospital record: HORD  
    HAORD: horde  
hostage: HOPBLG (hoj)  
hostile: HOFL  
hour or so: HOURS  
    HOURZ: hours  
hour or two: HOURT  
household: HOUFLD  
human: HAOUPL (haoum)

# Steno Tips

## Shortcuts for Common Words and Phrases

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human being: HAOUBG (haouk)  
humanitarian: HAOURPLT (haourmt)  
humanity: HAOUPLT (haoumt)  
humiliate: HAO\*UPLT (hao\*umt)  
humiliation: HAOUPLGS (haoumgs)  
humor: HAOURPL (haourm)  
humorous: HAOURPLS (haourms)  
hunger: HURPBG (hurng)  
hungry: HAURPBG (haurng)  
hurricane: HURBG  
hurry: HUR  
    hurried: HURD  
husband: HUS  
    you and your husband: HAUPB (haun)  
    you and your wife: WAUPB (waun)  
husband and wife: HEUF (hif)  
hustle: HUFL  
hydrocarbon: HAOEUB (haoib)  
hydrochloric: HAOEURBGD (haoirkd)  
hydrochloric acid: HAOEURBGDZ (haoirkdz)  
hydrogen: HAOEUPBLGD (haoijd)  
hygiene: HAOEUPBLG (haoij)  
    hygienic: HAO\*EUPBLG (hao\*ij)  
hygienist: HAOEUPBLGS (haoijs)  
hypocrisy: HAOEUPS (haoips)  
hypocrite: HEUPT (hipt)  
hypodermic: HAOEURPD (haoirpd)  
hypothesis: HAO\*EUPT (hao\*ipt)  
hypothetical: HAOEUPT (haoipt)

### - I -

I beg your pardon: EU-BD (i-bd)  
Idaho: TKHO (dho)  
identify: AOEUF (aoif)  
    AO\*EUUF: I've  
identical: AOEUBG (aoeuk)  
identity: AOEUFT (aoift)  
idle: AOEULGDZ (aoidl)  
idol: AO\*EULGDZ (ao\*idl)  
if anything: -FG  
ignition: TPHEUGS (nigs)  
ignorance: TPKWORPBS (gorns)  
ignorant: TKPWORPBT (gornt)  
ignore: TKPWOERP (goern)  
ill: \*EUL (\*il)  
    illness: \*EUPBLS (\*inls)  
illegal: HRAO\*EL (lao\*el)  
    HRAOEL: legal  
illegitimate: HR\*EPBLGT (I\*ejt)  
    HREPBLGT: legitimate

Illinois: TPHOEUS (nois)  
    TPHOEUZ: annoys  
illustrate: \*EULS (\*ils)  
    \*EULZ: ills  
illustration: \*EULGS (\*ilgs)  
image: EUPBLG (ij)  
imagine: PHAPBLG (maj)  
imagination: PHAEPBLG (maej)  
imbalance: KPWAL  
    PWAL: balance  
imbibe: KPWAOEUB  
imbue: KPWAOU  
immediate: PHAOED (maoed)  
immediately: PHAOELD (maoeld)  
immigrant: TKPWREUPBT (grint)  
immigration: TKPWREUPBGS (grings)  
I'm just saying: AO\*EUPBLGS (ao\*ijs)  
immunity: PHAOUPBT (maount)  
impact: KPWABGT (kpwakt)  
impair: KPWAEUR (kpwair)  
impale: KPWAEUL (kpwail)  
impanel: KPWAPBL (kpwanl)  
impart: KPWART (kpwart)  
impartial: KPWARBL (kpwashl)  
impartiality: KPWARBLT (kpwashlt)  
impatience: KPWAEURBS (kpwaishs)  
impatient: KPWAEURBT (kpwaisht)  
impeach: KPWAOEFP (kpwaoech)  
impede: KPWAOED (kpwaoad)  
    impedance: KPWAOEPBS (kpwaoads)  
impediment: KPWEPLT (kpwemt)  
impel: KPWPEL  
impend: KPWEPPD (kpwend)  
imperative: KPWEFRT  
imperfect: KPWER  
imperfection: KPWERGS  
imperfectly: KPWERL  
    KPWAEURL: imperil  
imperial: KPWAOERL  
imperialist: KPWAOERLS  
imperious: KPWAOERS  
impermanence: KPWERPLS (kpwerms)  
impermanent: KPWERPL (kpwerml)  
impersonal: KPWERPBL (kpwerl)  
impersonate: KPWERPBT (kpwernt)  
impertinence: KPW\*ERPBS (kpw\*erns)  
impertinent: KPW\*ERPBT (kpw\*ernt)  
impervious: KPWEFRBS  
impetus: KPWETS  
impinge: KPWEUPBG (kpwing)  
impious: KPWAOEUS (kpwaois)

# Steno Tips

## Shortcuts for Common Words and Phrases

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implant: KPWHRAPBT (kpwlant)	impugn: KPWAROUPB (kpwoun)
implausible: KPWHRAUFBL (kpwlauf)	impunity: KPWAROUPBT (kpwoun)
implement: KPWHREPLT (kpwlemt)	impulse: KPWULS
implementation: KPWHREPLGS	impure: KPWAOUR
implicate: KPWHREUBGT (kpwlikt)	impurity: KPWAOURT
implication: KPWHREUBGS	impute: KPWAOUT
implicit: KPWHREUFT (kpwlist)	I'm sorry: AO*EUPLS (ao*ims)
implode: KPWHROED (kpwloed)	I'm not sure: AO*EUPLTS (ao*imts)
implosion: KPWHROEGS (kpwloegs)	in absentia: TPHAERB (naerb)
implore: KPWHROER (kpwloer)	inadvertent: SRERPBT (vernt)
imply: KPWHRAOEU (kpwlaoi)	inadvertently: SRAERPBT
impolite: KPWOLT	in and of itself: TPHAFTS (nafts)
polite: POLT	in and of themselves: TPHAfZ (nafz)
import: KPWORD	inasmuch as: TPHAfPS (nachs)
importance: KPWORDPBS or PORPBS	inaudible: TPHAUBL (naubl)
important: KPWORDPBT or PORPBT	inaugural: TPHAURL (naurl)
impose: KPWOEZ	inaugurate: TPHAUGT (naugt)
imposing: KPWOEFG	inauguration: TPHAUGS (naugs)
imposition: KPWOGS	Inc.: AO*EPBG (ao*eng)
impossible: KPWOB	AO*EUPBG: ink
impossibly: KPWOEB	incentive: STPHEFB (nsefv)
impossibility: KPWOBLT	inception: STPHEPGS (nsepgs)
impotent: KPWOEPBT (kpwont)	incidence: EUPBS (ins)
impotence: KPWOEPBS (kpwonts)	incident: EUPBT (int)
impound: KPWOUPBD (kpwound)	incidental: EUPBLT (intl)
impractical: KPWRABG (kpwraek)	incision: STPHEUGS (snigs)
practical: PRABG (prak)	incite: STPHAO*EUT (snao*it)
impractically: KPWRABEG (kpwraek)	STPHAOEUT: insight
impracticality: KPWRABGT (kpwraekt)	include: KHRU (klu)
impregnable: KPWREBL	inclusion: KHRUGS (klugs)
impregnate: KPWREGT	inclusive: KHRAOUF (klaouf)
impress: KPWRES	exclusive: SKHRAOUF
impressed: KPWREFD	incompetent: KP*E
imprint: KPWREUPBT (kpwrint)	KPE: competent
imprison: KPWRPOP (kpwron)	incompetence: KP*EPBS (kp*ens)
prison: PROPB	KPEPBS: competence
imprisonment: KPWRPOPBT (kpwromt)	incomplete: KPHRAO*ET (kplao*et)
improbable: KPWRPBL	KPHRAOET: complete
improbably: KPWRPBL	incorporate: KOERPT
improper: KPWRPOP	KORPT: corporate
improperly: KPWRPOP	incorporated: KOERP
impropriety: KPWRPOP (kpwroit)	incorporation: KOERP
improve: KPWRPOP	increase: KRES
improvement: KPWRPOP (kpwraouf)	increased: KREFD
imprudent: KPWRPOP (kpwraouf)	incredible: KR*EBL
imprudence: KPWRPOP (kpwraouf)	KREBL: credible
impudent: KPWAO*UPBT (kpwao*unt)	increment: KREPLT (kremt)
KPWAOUPBT: impunity	incriminate: KREUPLT (krimt)
impudence: KPWAOUPBS (kpwraouf)	incumbent: PWAEPBT (baent)
KPWAOUPBZ: impugns	incumbency: PWAEPBS (baens)

# Steno Tips

## Shortcuts for Common Words and Phrases

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Indian: EUPBD (\*ind)  
Indiana: A\*EPBD  
Indianapolis: EUPLS  
indecent: SPWAOEPBT  
    STKAOEPBT: decent  
    indecent: SPWAOEPBS (spwaoens)  
indeed: SPWAOED  
independence: EUPS  
independent: EUPD  
indent: SPW\*EPBT (spw\*ent)  
    SPWEPBT: intent  
index: SPWEBGS (spwex)  
indicate: KAEUT (kait)  
indication: KAEUGS (kaigs)  
    KAEURB: occasion  
indict: TKAOEUT (daoit)  
indigent: \*EUPBLG (\*ij)  
    EUPBLG: image  
individual: SREUD (vid)  
    individually: SREULD (vild)  
individuality: SREULT (vilt)  
indoctrinate: SPWO\*BGT (spwo\*kt)  
    SPWOBGT: intoxicate  
induce: SPWAOUS  
inducement: SPWAOUFT  
induct: SPWUBGT (spwukt)  
induction: SPWUBGS (spwuks)  
indulge: SPWULG  
indulgence: SPWULGS  
indulgent: SPWULGT  
industry: STREU  
    industrial: STREUL  
ineligible: SKWR\*EUBL (j\*ibl)  
    SKWREUBL: eligible  
inertia: TIPHERB (nesh)  
inertial: TIPHERBL (neshl)  
    TPHEURBL: initial  
in essence: TPHEPBS (nens)  
inevitable: TPHEFBL (nefbl)  
    inevitably: TPHAEFBL (naefbl)  
inevitability: TPHEFBLT (nefblt)  
in fact: TPHAFBGT (nafkt)  
infant: TPH-FPBT (n-fnt)  
infancy: TPH-FPBS (n-fns)  
infect: TPH-FBGT (n-fkt)  
infection: TPH-FBGS (n-fks)  
infer: TPH-FR (n-fr)  
inference: TPH-FRPBS (n-frns)  
inferior: TPHR-FR (nr-fr)  
    superior: SPR-R  
inferiority: TPHR-FRT (nr-frt)

infinite: TPEUPBT (fint)  
    finite: TPAOEUPBT (faoint)  
infinity: TP\*EUPBT (f\*int)  
inflict: TPHREUBGT (flikt)  
influence: TPHRU (flu)  
influential: TPHRUL (flul)  
inform: TPH-F (n-f)  
infrastructure: TPRUBG (fruk)  
infringe: TPREUG  
    infringer: TPREURG  
infringement: TPR\*EUPLT  
    TPREUPLT: from time to time  
in general: TPH-G (n-g)  
ingestion: SKWREGS (jega)  
ingredient: TKPWRAOEPBT (graont)  
inhabit: TPHABT (nabt)  
inhabitant: TPHAPBT (nant)  
inherent: HERPBT (hernt)  
inherently: HERPBLT (hernlt)  
inherit: HAEURPBT (hairnt)  
inheritance: HAEURPBS (hairns)  
    HAEURPB: heroin  
initial: TPHEURBL (nishl)  
initiate: TPHEURBT (nish)  
initiation: TPHEURBGS (nishgs)  
    TPHEUGS: ignition  
inject: SKWREBGT (jekt)  
injunction: TPHUPBGS (nunks)  
injure: SKWR-UR (jur)  
injurious: SKWR-URS (jurs)  
injury: SKWR-R (j-r)  
ink: AO\*EUPBG (ao\*ink)  
    AO\*EPBG: Inc.  
innocence: TPH-PBS (n-ns)  
innocent: TPH-PBT (n-nt)  
inoculate: TPHOBGT (nokt)  
inoculation: TPHOBGS  
    TPHOBGZ: knocks  
in open court: TPHOURT (nourt)  
innovate: TPHOEFT (noeft)  
innovation: TPHOEFGS (noefgs)  
innovator: TPHOEFRT (noefrt)  
inquire: KWAOEUR (kwaoir)  
    KWAER: acquire  
inquisition: SKWEUGS  
insane: STPHAEUPB (nsain)  
insanity: STPHAEUPBT (nsaint)  
    STPHAPBT: instant  
insect: STPHEBGT (nsekt)  
insert: STPHERT (nsert)  
insertion: STPHERGS (nsergs)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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inside: STPHAOEUD (nsaoid)  
STPHAO\*EUD: snide  
insight: STPHAOEUT (nsaoit)  
insist: STPHEUFT (nsift)  
insistence: STPHEUPBS (nsins)  
insistent: STPHEUPBT (nsint)  
inspect: TPH-P (n-p)  
install: STPHAUL (nsaul)  
installment: STPHAUPLT (nsaumt)  
instance: STPHAPBS (nsans)  
instant: STPHAPBT (nsant)  
instantaneous: STPHAEPBS (nsaens)  
instinct: ST\*EUPBGT  
institute: STPHAOUT (nstaout)  
institution: STPHAOUGS (nstaougs)  
institutional: STPHAOURL (nsaoushl)  
instruct: STRUBGT (strukt)  
instruct the witness not to answer: STRAPBS  
instrument: STRU  
instrumental: STRUL  
insulate: STPHAOULT (nsaoult)  
insulation: STPHAOULGS (nsaoulgs)  
insure: SHUR  
SHAOUR: sure  
STPHUR: ensure (nsur)  
insurance: SHURPBS (shurns)  
insurance company: SHURBG (shurk)  
intact: SPWABGT (spwakt)  
integrate: SPWEGT  
integration: SPWEGS  
integrity: SPW\*EGT  
intellect: SPWHREBGT (spwlekt)  
intellectual: SPWHREL (spwlel)  
intelligence: SPWELGS  
intelligent: SPWELGT  
intelligible: SPWEBL  
intend: SPWEPBD (spwend)  
intense: SPWEPBS (spwens)  
intensity: SPW\*EPBS (spw\*ens)  
intent: SPWEPBT (spwent)  
interact: SPWRABGT (spwrakt)  
interaction: SPWRABGS (spwraks)  
intercept: SPWREPT  
intercourse: SPWR-BG (spwr-k)  
interest: SPW  
interest rate: SPW-RT  
interfere: SPW-FR (int-fr)  
SPWR-FR: interview  
interference: SPW-FRPBS (spw-frns)  
interim: SPWREUPL (spwrim)  
interior: SPWAOR or SPWR-R  
intermediate: SPWERPLD (spwermd)  
interment: SPWERPLT (spwermt)  
intermittent: SPWRERPLT (spwremt)  
intermittence: SPWRERPLTS  
in terms of: TIPHERPLZ (nermz)  
intern: SPWERPB (spwern)  
internist: SPWERPBS  
SPWERPBZ: interns  
internal: SPWERPBL (spwernl)  
internally: SPWAERPBL (spwaernl)  
Internal Revenue: \*EUF  
Internal Revenue Service: \*EUFRS  
international: SPWERPBLT (spwernlt)  
interpolate: SPWERPT  
SPWREPT: intercept  
interpret: TERP  
interpreter: T\*ERP  
interrogate: TERG  
interrogation: TERGS  
interrogatory: TROG  
interrogatory number: KWR\*UB  
interrupt: TRUPT  
intersect: SPWERBGT (spwerkt)  
intersected: SPWERBGD (spwerkd)  
intersection: SPWERBGS (spwerks)  
interstate: SPWERS  
SPWERZ: enters  
interval: SPWEFRL  
intervene: SPWRAOEPB (spwraoen)  
intervention: SPWREPBGS (spwrengs)  
interview: SPWR-FR  
SPW-FR: interfere  
intestine: SPWEFPB (spwesn)  
intestinal: SPWEFPBL (spwesnl)  
in the meantime: TPHAOEPLT (naoemt)  
intimate: SPWEUPLT (spwimt)  
intimidate: TEUPLT (timt)  
into: SPWAO  
intolerant: SPWORPBLT (spworntl)  
tolerant: TORPBL (tornl)  
intolerance: SPWORPBL (spworntl)  
intone: SPWOEPB (spwoen)  
intoxicate: SPWOBGT (spwokt)  
SPWO\*BGT: indoctrinate  
intoxicated: SPWOBGD (spwokd)  
intoxication: SPWOBGS (spwox)  
intravenous: SPWRAFPBS (spwrafns)  
intrepid: SPWREPD  
intricacy: SPWREUBGS  
intricate: SPWREUBGT (spwrik)  
intrigue: SPWRAOEG

# Steno Tips

## Shortcuts for Common Words and Phrases

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intrinsic: TREUPBS (trins)  
intrinsically: TREUPBL (trinl)  
introduce: SPWRAOUS  
introduced: SPWRAOUFD  
introduction: SPWRUBGS  
introvert: SPWROFRT  
intrude: SPWRAOUD  
intrusion: SPWRAOUGS  
intubate: SPWAOUBT  
intubation: SPWAOUBGS  
intuit: SPWAOUT  
    SPWAOT: into the  
intuition: SPWAOUGS  
invade: SRAEUD (vaid)  
invasion: SRAEUGS (vaigs)  
invent: SR\*EPBT (v\*ent)  
    SREPBT: vent  
invention: SR\*EPBGS (v\*engs)  
inventory: TOEUR (toir)  
invest: SREF (vef)  
investigate: SREFT (veft)  
investigation: SREFGS (vefgs)  
invisible: SR\*EUFBFL (v\*ifbl)  
    visible: SREUFBL  
invite: SRAOEUT (vaoit)  
invoice: SROEU (voi)  
invoiced: SROEUD (void)  
    SRO\*EUD: void  
invoke: SROEBG (voek)  
involve: SROLF (volf)  
in your own words: TPHURPBS (nurns)  
Iowa: WOEU (woi)  
Iowan: WOEUPB (woin)  
Iran: RAUPB (raun)  
Iraq: RAUBG (rauk)  
Iraqi: RAEBG (raek)  
ire: AOEUR (aoir)  
    irate: AOEURT (aoirt)  
Ireland: AOEURLD (aoird)  
Irish: AOEURB (aoish)  
irrelevant: \*EUFRLT or \*EUR  
    irrelevance: \*EUFRLS  
Islam: SHRA\*PL (sla\*m)  
Islamic: SHRA\*BG (sla\*k)  
Israel: SRAO\*EL  
Israeli: SRA\*EL  
Italy: EULT  
Italian: \*EULT

### - J -

Jackson: SKWRAEBGS (jaeks)  
janitor: SKWRAORPBT (jaornt)  
January: SKWRAPB (jan)  
Japan: SKWRAP (jap)  
Japanese: SKWRAEP (jaep)  
jealous: SKWRELS (jels)  
    SKWRELZ: gels  
jealousy: SKWRAELS (jaels)  
Jefferson: SKWREFRS (jefrs)  
jeopardy: SKWREPD (jepd)  
jeopardize: SKWREPDZ (jepdz)  
jewel: SKWRAOUL (jaoul)  
jewelry: SKWRAERL (jaerl)  
jiggle: SKWREULG (jilg)  
jitter: SKWREURT (jirt)  
jobs: SKWROBZ (jobz)  
job site: SKWROBS (jobs)  
jobless: SKWROBLS (jobls)  
joint venture: SKWR-F (j-f)  
Jewish: SKWRAOURB (jaoush)  
judicial: SKWRAOURBL (jaoushl)  
journal: SKWRURPBL (jurnl)  
journalism: SKWRUFPL (jufm)  
journalist: SKWRURPBLS (jurnls)  
journey: SKWRAERP (jaern)  
jovial: SKWROEFL (joefl)  
joviality: SKWROEFLT (joeflt)  
joy: SKWROEU (joi)  
    SKWRAOEU: enjoy  
joyous: SKWROEUS (jois)  
judge: SKWR (j)  
Judge, I object: SKWREUBT (jibt)  
judicial: SKWRAOURBL (jaoushl)  
judiciary: SKWRAERB (jaesh)  
judicious: SKWRAOURBS (jaoushs)  
juggle: SKWRULG (julg)  
junction: SKWRUPBGS (jungs)  
juncture: SKWRURPBT (jurnt)  
jungle: SKWRUPBL (junl)  
junior: SKWRAORPB (jaorn)  
junction: SKWRUPBGS (jungs)  
jurisdiction: SKWR-RD (j-rd)  
jurisdictional: SKWR-RLD (j-rld)  
jurisprudence: SKWR-PS (j-ps)  
juror: SKWRAOR (jaor)  
    prospective juror: PR-PBLG (pr-j)  
jury: SKWREUR (jir)  
just in time: SKWRAOEUPL (jaoim)



# Steno Tips

## Shortcuts for Common Words and Phrases

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justice: SKWRUS (jus)  
justify: SKWRUF (juf)  
justification: SKWRUFGS (jufgs)  
juvenile: SKWRAOUFL (jaoufl)  
juxtapose: SKWRUBGT (jukt)  
juxtaposed: SKWRUBGD (jukd)  
juxtaposition: SKWRUBGS (juks)

### - K -

Kansas: KAEPBS (kaens)  
keep in mind: KAOEPLD (kaoemd)  
Kentucky: KAEPBT (kaent)  
keyboard: KAOEBD  
kidnap: K\*P  
K-P: company  
kidney: KEUPBD (kind)  
kilogram: K-LG  
kilometer: KHRORPLT (klormt)  
kilter: KEURLT  
kindness: KAOEUPBS (kaoins)  
kingdom: KEUPBGD (kingd)  
kiss: KEUS  
kissed: KEUFS  
kitchen: KEUFP (kich)  
know: TPHOE (noe)  
new: TPHAOU (naou)  
knowingly: TPHOELG (noelg)  
knowledge: TPHOPBLG (nuj)  
knuckle: TPHULG (nulg)  
Korea: KRAE  
SKRAE: South Korean  
Korean: KRAEPB (kraen)  
SKRAEPB: South Korean  
Kroger: KROERG  
Kuwait: KWAEUT

### - L -

laboratory: HRABT (labt)  
labor: HRAEUB (laib)  
lacerate: HRARGT (largt)  
laceration: HRARGS (largs)  
lacks foundation: HROUBGS (loux)  
ladder: HRARD (lard)  
ladies and gentlemen: HRAEUPBLG (laj)  
ladies and gentlemen of the jury: HRAEURPBLG  
lament: HRAPLT (lamt)  
landlord: HR-LD (l-ld)  
language: HRAPBG (lang)  
launder: HRAURPBD (laurnd)

laps: HRAPZ (lapz)  
lapse: HRAPS (laps)  
laptop: HRAPT (lapt)  
large: HRARPBLG (larj)  
PWHRARPBLG: by and large  
larger: HRAERPBLG (laerj)  
largest: HRAERPBLGS (laerjs)  
largesse: HRARPBLGS (larjs)  
last: HRAFT (laft)  
lastly: HRAFLT (laflt)  
Las Vegas: HRAFGZ (lafgz)  
lately: HRAEULT (laitl)  
lateral: HRARL (larl)  
bilateral: PWHRARL (blarl)  
collateral: KHRARL (klarl)  
laterally: HRAERL (laerl)  
Latin: HRAEPBT (laent)  
Latino: HROEPBT (loent)  
laugh: HRAF (laf)  
laughter: HRAFRT (lafrt)  
law enforcement: HRAUFRT (laufrt)  
lawless: HRAULS (lauls)  
lawsuit: HRAUT (laut)  
lawyer: HRAUR (laur)  
leader: HRAOERD (laoerd)  
leadership: HRERP (lerp)  
leakage: HRAO\*EPLG (lao\*ej)  
leather: HR\*ERT (l\*ert)  
lecture: HRERBGT (lerkt)  
ledge: HREPBLG (lej)  
ledger: HRERPBLG (lerj)  
left hand: HR-PBD (l-nd)  
left-hand side: HR-PBDZ (l-ndz)  
left side: HR-DZ (l-dz)  
legal: HRAOEL (laoel)  
illegal: HRAO\*EL (lao\*el)  
paralegal: PHRAOEL (plaoel)  
legality: HRAOELT (laoelt)  
legalization: HRAOELGS (laoelgs)  
legend: HR\*EPBLGD (l\*ejd)  
legion: HRAOEPBLG (laoej)  
legislate: HR-PBLG (l-j)  
legislative: HR-FPBLG (l-fj)  
legislator: HR-RPBLG (l-rj)  
legislature: HR-PBLGT (l-jt)  
legitimate: HREPBLGT (lejt)  
length: HREPBLG (lengt)  
length: HRA\*EPBGT (la\*engt)  
HRAEPBGT: a long time ago  
length of time: HR\*EPBGT (l\*engt)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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let me: HREPL (lems)  
let me ask: HREPLS (lems)  
let me tell you: HREPLT (lemt)  
    HR-PLT: element  
let me tell you this: HREPLTS (lemts)  
let's see: SHRETS (slets)  
letter: HRERT (lert)  
    HRAERT: alert  
let the record reflect: HRERBG (lerk)  
    HRERBGT: lecture  
liability: HRAOEUBLT (laoiblt)  
liable: HRAOEUBL (laoibl)  
libel: HRAO\*EUBL (lao\*ibl)  
libelous: HRAO\*EUBLS (lao\*ibls)  
libels: HRAOEUBLZ (laoiblz)  
liberal: HREUBL (libl)  
liberate: HR\*EUBT (\*ibt)  
liberty: HREUBT (libt)  
library: HRAERB (laerb)  
license: HR-PBS (l-ns)  
    driver's license: TKHR-PBS (dl-ns)  
license plate: HRAOEUPT (laoipt)  
lieutenant: HRAOUPBT (laount)  
lifeless: HRAOEFULS  
life span: HRAOEUFP (laoifp)  
lifestyle: HRAOEUFS (laoifs)  
lifetime: HRAOEUFT (laoift)  
ligament: HREUGT (ligt)  
light: HRAOEUT  
    brakelight: PWR-LT (br-lt)  
    daylight: TKAULT (dailt)  
    flashlight: TPHRARBLT (flashlt)  
    green light: TKPWR-LT (gr-lt)  
    headlight: H-LT  
    highlight: HAOEULT (haoilt)  
    moonlight: PHAOPBLT (maonlt)  
    signal light: STPHALT (snalt)  
    spotlight: SPOLT  
    stoplight: ST-LT  
    street light: STR-LT  
    taillight: T-LT  
    twilight: TWAOEULT (twaoilt)  
    yellow light: KWR-LT (y-lt)  
lighten: HRAOEUPBT (laoint)  
lighter: HRAOEURT (laoirt)  
lighting: HRAOEUGT (laoigt)  
lightning: HRAO\*EUGT (lao\*igt)  
likewise: HROEUS (lois)  
    HROEUZ: alloys  
limit: HREUPLT (limt)  
limitation: HREUPLGS (limgs)  
limousine: HREUPLS  
    HREUPLZ: limbs  
Lincoln: HRO\*EPBG (lo\*eng)  
liquid: KWEUD (kwid)  
liquor: HREURBG (lirk)  
literal: HREURLT (lirt)  
literature: HRURT (lurt)  
litigate: HR\*EUGT (\*igt)  
litigator: HR\*EURGT (\*irgt)  
    litigant: HR\*EUPBT (\*int)  
litigation: HREUGS (ligs)  
Little Rock: \*LGTS  
live: HRAO\*EUF (lao\*if)  
livelihood: HRAOEUFLD (laoifld)  
living room: HR-RPL (l-rm)  
loan: HROEPB (loen)  
lo and behold: HROEBLD (loebld)  
lobe: HRO\*EB (lo\*eb)  
lobby: HROEB (loeb)  
lobbyist: HROEBS (loebs)  
    HROEBZ: lobbies (loebz)  
local: HROL (lol)  
locality: HROLT (loIt)  
location: HROEBGS (loeks)  
locate: HROEBGT (loekt)  
located: HROEBGD (loekd)  
lock: HROBG (lok)  
locker: HRORBG (lorlk)  
locomotion: HRO\*EGS (lo\*egs)  
logic: HR\*OPBLG (lo\*j)  
    HROPBLG=lodge  
logical: HR-L (l-l)  
logistics: HRO\*PBLGS (lo\*js)  
loiter: HROEURT (loirt)  
London: HROPBD (lond)  
lone: HRO\*EPB (lo\*en)  
lonesome: HRO\*EPBS (lo\*ens)  
long-distance: HRAOPBS (loans)  
look like: HRAOL (laol)  
    looking like: HRAOLG (laolg)  
    looks like: HRAOLZ (laolz)  
lookout: HROUT (lout)  
    lout: HRO\*UT (lo\*ut)  
Los Angeles: HRAEUPBGS (laings)  
loud: HRO\*UD  
    allowed: HROUD  
Louisiana: HRAOUPBZ (laounz)  
loyal: HROEUL (loil)  
loyalty: HROEULT (loilt)  
lubricate: HRAOBT (laobt)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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luck: HRUBG (luk)  
luckily: HRUBLG (lukl)  
luggage: HRUPBLG (luj)  
lumber: HRURPL (lurm)  
lunacy: HRAOUPBS (laouns)  
lunar: HRAOURPB (laourn)  
luscious: HRURBS (lushs)  
lyric: HRAOERBG (laoerk)

### - M -

machine: PH-PB (m-n)  
machinery: PH-RPB (m-rn)  
machinist: PH\*PBS (m\*ns)  
macro: PHAORBG (maork)  
Macintosh: PHA\*BG T (ma\*kt)  
madam: PHAPLD (mamd)  
magazine: PHAG (mag)  
magic: PHA\*PBLG (ma\*j)  
magnet: PHAPBGT (mangt)  
magnetic: PHA\*PBGT (ma\*ngt)  
magnificence: PH-FPBS (m-fns)  
magnificent: PH-FPBT (m-fnt)  
mail: PHAEUL (mail)  
    PHAEL: male  
    voice mail: SROEUL (voil)  
mailbox: PH-B  
Manhattan: PHAPBT (mant)  
Maine: PHA\*EPB (ma\*en)  
mainframe: PHAEUFPL (maifm)  
mainstream: PHA\*EUPBS (ma\*ins)  
Main Street: PHA\*EPBS (ma\*ens)  
maintain: PHAEUPBT (maint)  
maintenance: PHAEUPBS (mains)  
    PHAEUPBZ: mains  
major: SKWROR (jor)  
majority: SKWRORT (jort)  
make sure: PHAEURB (maish)  
makeup: PHUP (mup)  
male: PHAEL (mael)  
    PHAEUL: mail  
malefactor: PHAFRLT (mafrlt)  
malicious: PHALGS (malgs)  
malignant: PHALGT (malgt)  
malpractice: PHAPT (mapt)  
manage: PH-G (m-g)  
management: PH-GT (m-gt)  
maneuver: PHAOUFR (maoufr)  
manifold: PHAFLD (mafld)  
manipulate: PHEUPT (mipt)  
manipulation: PHEUPLGS (mipgs)

manner: PHARPB (marn)  
manslaughter: PHAPBS (mans)  
manufacture: PH-F (m-f)  
manufacturer: PH-FR (m-fr)  
marble: PHABL (mabl)  
Margaret: PHARGT (margt)  
margin: PHARPBLG (marj)  
marijuana: PHAEURPB (mairn)  
marine: PHAERP B (maern)  
Marine: PHA\*ERP B (ma\*ern)  
Marine Corps: PHA\*ERBG (ma\*erk)  
marital: PHAEURLGTS (mairtl)  
mark: PHARBG (mark)  
marker: PHAERBG (maerk)  
marry: PHAER (maer)  
marriage: PHAERPBLG (maerj)  
Martin: PHARPBT (marnt)  
Martin Luther King: PHR-BG (mr-k)  
marvel: PHAFRL (mafrl)  
Maryland: PHAEURLD (mairld)  
Massachusetts: PHAFPS  
massage: PHAUPBLG (mauj)  
material: TERL  
materiality: TERLT  
materiel: T\*ERL  
maternity: PHAERPBT (maernt)  
matter: PHAERT (maert)  
Matthew: PHA\*UT (ma\*ut)  
mature: PHAUR (maur)  
maturity: PHAURT (maurt)  
maverick: PHAFR BG (mafkr)  
max: PHA\*BGS (ma\*x)  
maximum: PHABGS (max)  
meager: PHAOERG (maoerg)  
meander: PHAOERPBD (maoernd)  
meantime: PHAOEPLT (maoemt)  
measles: PHAOEFL (maoefl)  
measure: PHER (mer)  
measurement: PHERPLT (mer)  
mechanic: PHEBG (mek)  
mechanism: PHEUFPL (mism)  
medal: PHELGDZ (medl)  
meddle: PH\*ELGDZ (m\*edl)  
media: PHAED (maed)  
medical: PHEL (mel)  
medical record: PHORD (mord)  
Medicaid: PH\*EBGD (m\*ekd)  
Medicare: PHEBGD (mekd)  
medication: PHAEUGS (maigs)  
medicine: PHED (med)  
medium: PHAOEPLD (maoemd)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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meeting: PHAOEGT (maoegt)  
member: PHEB (meb)  
member of the jury: PH\*EPBLG (m\*ej)  
membership: PHERP (merp)  
membrane: PH\*B (m\*b)  
membranous: PH\*BS (m\*bs)  
memo: PHOEPL (moem)  
memoir: PHOEURPL (moirm)  
memoranda: PHEPLD (memd)  
memorandum: PHEPL (mem)  
memorial: PHERL (merl)  
memory: PHERPL (memory)  
men: PHEPB (men)  
    men and women: PHEPBL (menl)  
menace: PHEPBS (mens)  
menial: PHAOEPBL (maoenl)  
mental: PHEPBLGTS (mentl)  
merchandise: PH-DZ (m-dz)  
merchant: PH-FPT (m-cht)  
mercy: PHERS  
merciless: PHERLS  
    PHERLZ: memorials  
merits: PHAEURTS  
meritorious: PHOEURTS (moirts)  
message: PHEPBLG (mej)  
metabolism: PWHREUFPL (blism)  
metal: PHELGTS (metl)  
metaphor: PH-FRT  
metaphoric: PH-FRBGT (m-frkt)  
meter: PHAOERT (maoert)  
method: THOD  
methodic: THOBG (thok)  
methodically: THOBLG (thokl)  
Mex: TPH\*EBGS  
Mexico: PHEBGS (mex)  
    PHEBGZ: mechanics  
Mexican: PH\*BGS (m\*x)  
Michigan: PHEURB (mish)  
microphone: PHAOEUF (maoif)  
microprocessor: PH-P (m-p)  
microscope: PH-BG (m-k)  
midget: PHEUPBLGT (mijt)  
midnight: PHEUPBD (mind)  
    PHAOEUPBD (maoind)  
migrate: PHAOEURGT (maoigt)  
    migrant: PHAOEURPBGT (maoirngt)  
migration: PHAOEURGS (maoirgs)  
mileage: PHAOEUPBLG (maoij)  
mile an hour: PHEUR (mir)  
miles an hour: PHEURS (mirs)  
miles per hour: PHEURPS (mirps)  
milestone: PHAOEULS  
    PHAOEULZ: miles  
militant: PHEUPBLT (minlt)  
military: PHEULT (milt)  
    militarily: PHEURLT (mirlt)  
milk: PHREUBG (mlik)  
millennium: PH\*EPL (m\*em)  
milligram: PH-LG (m-lg)  
milliliter: PH-LT (m-lt)  
millimeter: PH-PLT (m-mt)  
mill: PHEUL (mil)  
mil: PH\*EUL (m\*il)  
million: PH-L (m-l)  
million dollars: PH-LDZ (m-ldz)  
mindless: PHAOEUPBLS (maoinls)  
mine: PHAOEUPB (maoin)  
miner: PHAO\*EURPB (mao\*irn)  
    PHAOEURPB: minor  
mineral: PHEURPBL (mirnl)  
mingle: PHEUPBLG (minlg)  
    KPMEUPBLG: commingle  
miniature: PHEURPBT (mirnt)  
minimal: PHEUPBL (minl)  
minimum: PHEUPB (min)  
minister: PH\*EUPBS (m\*ins)  
Minneapolis: PHEUPS (mips)  
Minnesota: PHAEPBS (maens)  
minor: PHAOEURPB (maoirn)  
    PHAO\*EURPB: miner  
minority: PHAOEURPBT (maoirnt)  
minus: PHAOEUPBS  
    PHAOEUPBZ: mines  
    PHRUPBS: plus or minus  
miracle: PHAOERBG (maoerk)  
miraculous: PHAOERBGS (maoerks)  
    PHAOERBGZ: miracles  
Miranda rights: PHEURTS (mirts)  
mirror: PHAO\*ER (mao\*er)  
mischaracterize: PHEUFBGT (miskt)  
mischaracterization: PHEUFBGS (mifks)  
misdemeanor: PH-RPL (m-rm)  
    PHERPL: memory  
misery: PHEURS (mirs)  
    miserable: PHEUFRBL  
misrepresentation: PHEUFGS (mifgs)  
missile: PHEUFL (misl)  
Missouri: PHOURS (mours)  
mistake: PH-S (m-s)  
    PH-S PH-S: make no mistake about it  
    PH-Z: Ms.

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# Steno Tips

## Shortcuts for Common Words and Phrases

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mistaken: PH-PBS (m-ns)  
PH-PBS PH-PBS: if I'm not mistaken

mitigate: PHEUGT (migt)

mobile: PHOEBL (moabl)

Mobile: PHO\*EBL

mobility: PHOEBLT (moabl)

mobilization: PHOEBLGS (moablgs)

moderate: PHORT (mort)  
PHOERT: motor

modest: PHODS  
PHODZ: mods

modern: PHORPB (morn)  
PHO\*RPB: morn

modify: PHOEUF (moif)

modification: PHOEUFGS (moifgs)

module: PHAOULD (maould)

modular: PHAOURLD (maourld)

moist: PHOEUFT (moift)

moisture: PHOEUFRT (moifrt)

molar: PHOERL (moerl)  
PHORL: moral

molecule: PHOELG (moelg)  
molecular: PHOERLG

molest: PHOELS (moels)  
PHOELZ: moles

molestation: PHOELGS (moelgs)

moment: PHOEPLT (moemt)

momentum: PHO\*EPLT (mo\*emt)

monitor: PHORPBT (mornt)

monk: PHO\*PBG (mo\*nk)

monkey: PHO\*EPBG (mo\*enk)

monopoly: PHR-P (ml-p)

monopolize: PHR\*P (ml\*p)

monopolization: PHR\*PGS (ml\*pgs)

month: PHO (mo)  
six-month date: SPH-D  
six-month period: SPH-P

month ago: PHOG (mog)

months ago: PHOGS (mogs)  
PHOEGS: motion

monthly: PHOL (mol)

moon: PHAOPB (maon)  
PHAOUPB: immune

moonlight: PHAOPBLT (maonlt)

Montana: PH-PBT (m-nt)

moral: PHORL (morl)  
PHOERL: molar

more: PHOR (mor)  
PHOER: mother (moer)

more or less: PHOERLS (moerls)

more than: PHOERP (moern)

more than likely: PHORPBL (mornl)

morning: PHORPBG (morng)  
good morning: TKPWORPBG (gorng)

mortgage: PHORPBLG (morj)

mosquito: PHOEBGT (moekt)

motel: PHOELGTS (moetl)  
PHOLGTS: mottle (motl)

mother: PHOER

mother-in-law: PHOERPBL (moernl)  
PHORPBL: more than likely

motion for summary judgment: PHUPLT (mumt)

motive: PHOEFB  
motivate: PHOEFBT  
motivation: PHOEFBGS

motor: PHOERT (moert)  
PHOER: mother (moer)  
motor vehicle: PHOERBG (moerk)

motorcycle: PHOEUBG (moik)

mountain: PHOEPBT (moent)

move: PHAOF (maof)

movement: PHAOFPLT (maofmt)

mover: PHAOFR (maofr)  
PHAOUFR: maneuver (maoufr)

movie: PHAEF (maef)

muffle: PH\*UFL (m\*uf)

PHUFL: muscle

muffler: PH\*UFRL (m\*ufrl)

multi^: PHULT (mult)

multiple: PHEUPL (mipl)

multiply: PHUPT (mupt)  
PH\*UPT: muppet

multiplication: PHUPLGS

multiplier: PHURPT

mumble: PHUFRPL

mump: PHUFRP

munch: PHUFRPBLG

municipal: PHUPBL (munl)

municipality: PHUPBLT (munlt)

munition: PHAOUFBGS (maoungs)

murder: PHURD (murd)

murderer: PHURURD (mrurd)

muscle: PHUFL

museum: PHAOUPL (maoum)

music: PHAOUFBG (maousk)

musical: PHAOFBLG (maouskl)

musician: PHAOUGS (maougs)

mutter: PHURT (murt)

# Steno Tips

## Shortcuts for Common Words and Phrases

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mutual: PHAOUFP (maouch)  
my: PHEU (mi)  
my recollection: PHEUBGZ  
PHEUBGS: mix  
my understanding: PHEUPBGD

### - N -

naive: PHAOEUFB  
TPHAEUFB: native  
naivety: PHAOEUFBT  
narc: TPHARBG (nark)  
narcotic: TPHARBGT (narkt)  
narrate: TPHAEURT (nairt)  
narration: TPHAEURGS (nairgs)  
narrow: TPHAEUR (nair)  
nation: TPHAEUGS (naigs)  
national: TPHAT (nat)  
nationally: PHAET (naet)  
nationality: PHAELT (naelt)  
natural: TPHAL (nal)  
supernatural: SPR-PBL (spr-nl)  
naturally: PHAEL (nael)  
naturalization: PHALGS (nalgs)  
nature: PHAEUT (nait)  
native: PHAEUFB  
TPHAEUFB: naive  
nausea: PHAURB (naush)  
nauseous: PHAURBS (naushs)  
naval: PHAFL (navl)  
navel: PHA\*EUFL (na\*ivl)  
TPHAEUFL: nasal (naisl)  
navy: PHAEF (naef)  
nearby: PHAOERB (naoerb)  
neatly: PHAOELT (naoelt)  
Nebraska: PHEB (neb)  
nebulous: PHEBLS (nebls)  
necessary: PHES (nes)  
necessity: PHE (ne)  
nefarious: PHEFRS (nefrs)  
negate: PHEGT (negt)  
negative: PHEF (nef)  
negatively: PHEFL (nefl)  
neglect: PHEG (neg)  
negligence: PHEPBLGS (nejs)  
negligent: PHEPBLG (nej)  
negotiate: PH-GT (n-gt)  
negotiator: PH-RGT (n-rgt)  
negotiation: PH-GS (n-gs)  
negro: PHERG (nerg)

neighbor: PHAEUB (naib)  
neighborhood: PHAEUBD (naibd)  
nephritis: PHEFRS (nefrts)  
nerve: PHEFRB (nerv)  
nerves: PHEFRBZ (nervz)  
nervous: PHEFRBS (nervs)  
network: PHERBG (nerk)  
neural: PHAOURL (naurl)  
neurologist: PHAOURLGS (naourlgs)  
neurological: PH-RL (n-rl)  
neurology: PHAOURLG (naourlg)  
neuron: PHAOURPB (naourn)  
neuronal: PHAOURPBL (naournl)  
neurosis: PHAOURS (naours)  
neurotic: PHAOURBGT (naourkt)  
neuter: PHAOURT (naourt)  
neutral: PHAOURLT (naourlt)  
neutron: PHAOURPBT (naournt)  
Nevada: PH\*EF (n\*ef)  
never mind: PHEFRPLD (nefrmd)  
nevertheless: PHEFRLS (nefrls)  
Newark: PHAOURBG (naourk)  
New England: PHAOUGD (naougd)  
New Hampshire: HAFRPS (hamps)  
New Jersey: PH-PBJG (n-j)  
New Mexico: PH-PL (n-m)  
TPH\*PL: nickname  
New Orleans: PHORLS  
new: PHAO (nao)  
knew: PHAOU (naou)  
newspaper: PHAOP (naop)  
newsroom: PHAORPL (naorm)  
New York: PHORBG (nork)  
New York Times: PHORBGTS  
next: PHEBGS (nex)  
next time: PHEBGT (nekt)  
nice: PHAOEUS (naois)  
nicely: PHAOEFL (naoifl)  
nicer: PHAOEURS (naoirs)  
nickel: PHEULG (nilg)  
nickname: PH\*PL (n\*m)  
nicotine: PHEUBGT (nikt)  
niece: PHAOES (naoes)  
TPHAEUZ: knees  
night: PHAOEUT (naoit)  
night of the: PHAOEUFT (naoift)  
nightclub: PHAOEUBL (naoibl)  
nightmare: PHAOEUPLT (naoimt)  
nighttime: PHEUPLT (nimt)  
nimble: PHEUFRPL (nimbl)

# Steno Tips

## Shortcuts for Common Words and Phrases

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nobility: TPHOEBLT (noeblt)  
noble: TPHOEBL (noebl)  
nobody: TPHOB (nob)  
nobody else: TPHOBLS (nobls)  
no doubt about it: TPHOUBT (noubt)  
no further questions: TPHOFBGS (nofks)  
no matter what: TPHAORT (naort)  
noise: TPHO\*EUZ  
    TPHOEUZ: annoys  
nominate: TPHOPLT (nomt)  
nomination: TPHOPLGS (nomgs)  
nominee: TPHAEP (naem)  
non^: TPHOPB (non)  
none of the: TPH-FT (n-ft)  
nonetheless: TPHOPBLS (nonls)  
nonprofit: TPH\*P (n\*p)  
nonresponsive: TPHORP (norps)  
no objection: TPHOEBGS (noeks)  
no one: TPH-PB (n-n)  
no one else: TPH-PBLS (n-nls)  
no question about it: TPHOEBT (noebt)  
normal: TPHORL (norl)  
normality: TPHORLT (norlt)  
north: TPHOERT (noert)  
    northbound: TPHOERBD (noerbd)  
    northerly: TPHOERL (noerl)  
    northern: TPHOERP (noern)  
    northeast: TPH\*D (n\*d)  
    northwest: TPH\*Z (n\*z)  
    northeastern: TPHAOERP (naoern)  
    northeasterly: TPHAOERPBL (naoernl)  
    northwestern: TIPHERP (nern)  
    northwesterly: TIPHERPBL (nernl)  
North Carolina: TPHOERBG (noerk)  
North Dakota: TPH-D (n-d)  
North Korea: TPH\*BG (n\*k)  
not at the present time: TPHEPT (nept)  
notebook: TPHOEB (noeb)  
not guilty: TPH\*G  
nothing: TPHOG (nog)  
nothing further: TPHOFG (nofg)  
    no further questions: TPHOFBGS (nofks)  
notice: TPH-TS (n-ts)  
notify: TPHOEU (noif)  
    notification: TPHOEUFBGS (noifks)  
not offhand: TPHOFD (nofd)  
not that I remember: TPHAEURPL (nairm)  
not to mention: TPHEPBGS (nengs)  
not to mention the fact: TPHEFBGT (nefkt)  
not to my knowledge: TPHEUPBLG (nij)  
not to my understanding: TPHEUPBGD (ningd)  
notorious: TPHORTS (norts)  
notwithstanding: TPHAPBG (nang)  
nourish: TPHAOURB (naoursh)  
November: TPHOEF (noef)  
nowhere: TPH-R (n-r)  
nuance: TPHAOURB (naours)  
nuclear: TPHUBG (nuk)  
nucleus: TPHAOURBGS (naourks)  
    TPHAOURBGZ: nukes  
nude: TPHAOURD (naour)  
    TPHAOURD: understood  
nugget: TPHUGT (nugt)  
nuisance: TPHAOURFPBS (naourfns)  
numb: TPHUPL (num)  
number: TPHUB (nub)  
    exhibit number: KP\*UB  
    interrogatory number: KWR\*UB  
    question number: KW\*UB  
numeral: TPHAOURPL (naourm)  
numerator: TPHAOURPLT (naourmt)  
numerous: TPHAOURPLS (naourms)  
    TPHAOURPLZ: numerals  
nun: TPH\*UPB (n\*un)  
    TPHUPB: none (nun)  
nurture: TPHURT (nurt)  
nutrient: TPHAOURPBT (naournt)  
nutrition: TPHAOURGS (naourgs)  
nutritious: TPHAOURBS (naourshs)  
nuzzle: TPHUFL (nuf)

Visit [KVincent.com](http://KVincent.com) for the latest Steno Tips, including dictionary & RTF files.

# Steno Tips

## Shortcuts for Common Words and Phrases

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### -- Objections

"Object" phrases: J+

"Object as" phrases: JA+

"Object to the" phrases: JE+

"Objection" phrases: JO+

"Objection to the" phrases: JOE+

Object. Form. SKWR-FPL (j-fm)

Object. Leading. SKWR-LG (j-lg)

Object. Nonresponsive. SKWR-PBS (j-ns)

Object. Form of the question.

SKWR-FPLGS (j-fmgs)

Object. Sidebar. SKWR-BS (j-bs)

Object as to form. SKWRAFPL (jafm)

Object as leading. SKWRALG (jalg)

Object as nonresponsive. SKWRAPBS (jans)

Object to the form. SKWREFPL (jefm)

Object to the responsiveness. SKWREPBS (jens)

Object to the form of the question.

SKWREFPLGS (jefmgs)

Object to the sidebar. SKWREBS (jeps)

Objection. Form. SKWROFPL (jofm)

Objection. Leading. SKWROLG (jolg)

Objection. Nonresponsive. SKWROPBS (jons)

Objection. Form of the question.

SKWROFPLGS (jofmgs)

Objection. Sidebar. SKWROBS (jobs)

SKWROBZ: jobs

Objection, Your Honor. SKWRORPBS (jorns)

Object to the form. SKWROEFPL (joefm)

Object to the form of the question.

SKWROEFPLGS (joefmgs)

Object to the sidebar. SKWROEBS (joeps)

Judge, I object: SKWREUBT (jibt)

THE COURT: Overruled. TKPWHR~~O~~FRPBLGTS

THE COURT: Sustained. TKPWHR~~U~~FRPBLGTS

### - O -

obedience: OEBS

disobedience: STKOEBS

obedient: OEBS

disobedient: STKOEBS

obey: O\*EB

OEB: observe

disobey: STKO\*EB

object: OB

objection: OBGS

O\*BGS: ox

objective: OFB

objectivity: OFBT

oblige: PWHRAOEUPBLG (blaoij)

obligation: PWAEUGS or OGS

obscene: OBS

OBZ: objects

obscenity: O\*BS

observe: OEB

observer: OERB

obsolete: OBLTS

obstacle: O\*BL

obtain: OBT

obvious: OUB

obviously: OUBL

occasion: KAEURB (kaish)

KAEUGS: indication

occasional: KAEURBL (kaishl)

occupancy: OUPS

occupant: OUPT

occupation: OUPGS

occupational: OUPPLGS

occupy: OUP

occur: KUR

occurrence: KURPBS (kurns)

ocean: OEGS

October: OBGT

odor: O\*ERD

OERD: ordinary

offend: OFPBD (ofend)

offender: OFRPBD (ofrend)

offense: OFPBS (ofns)

offer: OFR

office: OFS

officer: STPER (sfer)

official: TPEURBL (fishl)

offhand: OFD (ofd)

not offhand: TPHOFD (nofd)

right offhand: ROFD

off and on: TPAUPB (faun)

off the top of my head: TPOPD (fopd)

Ohio: HAE

oil and gas: OEUG

oil field: OEUFLD

ointment: OEUPLT (oimt)

okay: OBG (ok)

Oklahoma: OEBLG (oekl)

old: OLD

older: ORLD

oldest: O\*LDZ

Oliver: O\*FRL

ominous: O\*PLS (o\*ms)



# Steno Tips

## Shortcuts for Common Words and Phrases

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omission: OEPLGS (oemgs)  
omit: OEPLT (oemt)  
on and off: TPHAUF (nauf)  
on behalf of: PWAOF (baof)  
on behalf of the: PWAOFT (baoft)  
once and for all: WUFRL  
once in a while: WUPBLS (wunls)  
one another: WURPB (wurn)  
one half: WHAF  
one of the things: WUFTS  
one way or another: WAOURPB (waourn)  
one way or the other: WAOURPBT (waourn)  
online: O\*PBL (o\*n)  
only: OPBL (onl)  
on or about: TPHAUB (naub)  
on the other hand: OERPBD (oernd)  
on the part of: TPHOP  
    on the part of the: TPHOPT  
open: OEP  
operable: PRABL  
operate: PRAEUT (prait)  
    operator: PRAEURT (prairt)  
operation: PRAEUGS (praigs)  
operational: PRAEURBL (praishl)  
opinion: P-PB  
opponent: POEPBT (poent)  
opportune: TAO\*UPB (tao\*un)  
    TAOUPB: tune  
opportunist: TAO\*UPBS (tao\*uns)  
opportunity: TAOUPBT (taount)  
oppose: OP  
opposite: OPS  
optimism: OEFPL (oefm)  
    pessimism: PEFPL (pefm)  
optimist: OEFPLS (oefms)  
optimistic: OEFBG (oefk)  
    pessimistic: PEFBG (pefk)  
option: OPGS  
orbit: ORBT  
orbital: ORBLT  
order: ORD  
    change order: KHORD  
    purchase order: PRORD  
    so ordered: SORD  
ordinary: OERD  
    ordinarily: OERLD  
Oregon: OERG  
organ: TPHORG (norg)  
organic: TPHO\*RG (no\*rg)  
organize: ORG  
    disorganize: STKORG  
organization: ORGS  
orgasm: TKPWAFPL (gasm)  
orient: OERPBT (oernt)  
oriental: OERPBLT (oernlt)  
orientation: OERPBGs (oerngs)  
orifice: OEUFRS (oifrs)  
original: ORPBLG (orj)  
originate: ORPBLGT (orjt)  
orphan: OFRPB (ofrn)  
orthopedic: ORP  
orthopedist: ORPS  
osmosis: SPHOES (smoes)  
osmotic: SPHOBGT (smokt)  
other: OER  
other than: OERPB (oern)  
    ORPB: owner  
otherwise: OEUS  
    likewise: HROEUS (lois)  
ought to be: AUBT  
outage: OUPBLG (ouj)  
outbound: OUBD  
outcome: OUBG (ouk)  
outfit: OUFRT  
outlet: OULT  
outline: OUL  
    O\*UL: owl  
outrage: OURPBLG (ourj)  
outrageous: OURPBLGS (ourjs)  
outside: OUDZ  
outstanding: OUG  
over: OEFR  
overage: OEFRPBLG (oefrj)  
overcome: OEFRBG (oefrk)  
overhead: OEFRD  
overnight: OEFRPBT (oefrnt)  
overrule: OEFRD  
overt: O\*EFRT  
overtime: OEFRT  
ovulate: O\*FLT  
ovulation: O\*FLGS  
owe: OE  
own: OEPB (oen)  
    disown: STKOEPP (dsoen)  
    wholly-owned: WHOEPB (whoen)  
    wholly-owned subsidiary: WHOEPBD

# Steno Tips

## Shortcuts for Common Words and Phrases

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owner: ORPB  
ownership: O\*RP  
    ORP: orthopedic  
oxygen: STKPWEPB (sgen)

### - P -

pace: PAEUS (pais)  
    PAEUZ: pays (paiz)  
paces: PAEUZ (paifz)  
Pacific: PA\*FBG (pa\*fk)  
package: PAPBLG (paj)  
packet: PABGT (pakt)  
    PA\*BGT: pact  
pageant: PAPBLGT (pajt)  
-page document: POUPLT (poumt)  
pain and suffering: PAEUFRG  
painful: PAEUFL  
painkiller: P-BG (p-k)  
painless: PAEUPBLS  
pair: PAEUR  
    PA\*EUR: repair  
    PEAR: pear  
palace: PALS  
    PALZ: pals  
    palatial: PHRAEURBL (plaishl)  
palate: PA\*LT  
    palatability: PA\*BLT  
pallet: PALT  
pander: PA\*RPBD (parnd)  
    PARPBD: partnered  
panic: PA\*PBG (pa\*nk)  
paper: PAEURP (pairp)  
    piece of paper: PO\*P  
    sheet of paper: SHO\*P  
paperwork: PAEURBG (pairk)  
parade: PRAED  
    PRAEUD: prayed  
paragraph: PRAF  
paralegal: PRAOEL  
    legal: HRAOEL  
parallel: PARL  
paralysis: PR-LS  
paralyze: PR-L  
paralyzer: PR-RL  
paramedic: PARPLD (parmd)  
parameter: PRARPLT (parmt)  
paramount: PAEURPLT (pairmt)  
paranoid: PAEURPBD (pairnd)  
paraphernalia: PAEUFRPB (paifrn)  
parasite: PAEUFRP (paifrt)

pardon: PARD  
pardon me: PARPL (parm)  
paren: PREPB (pren)  
parent: PARPBT (parnt)  
parental: PARPBLT (parnlt)  
parity: PAEURT  
park: PARBG  
parking: PARG  
parking lot: P-LT  
parliament: PAPLT (pamt)  
parochial: PROEBLG (proekl)  
    PROEBG: protocol  
parole: PROEL  
parrot: PA\*EURT (pa\*irt)  
part: PART  
    partly: PARLT  
partial: PARBL (pashl)  
partiality: PARBLT (pashlt)  
participant: PARPT  
participate: PARP  
particle: P-RL  
particulate: P-RLT  
particular: TEUBG (tik)  
    in particular: TPHEUPT (nipt)  
particularly: TEUBLG (tikl)  
partly cloudy: P-BGD  
partly cloudy skies: P-BGDZ  
partner: PARPB (parn)  
partnership: PEUP (pip)  
party: PAERT  
pass: PAS  
    passing: PAFG  
passage: PAFPBLG (pasj)  
passenger: PAEPBG (paeng)  
passion: PAGS  
passionate: PARBT (pasht)  
    KPARBT: compassionate  
passive: PA\*FS  
passively: PA\*FLS  
passport: PAPT  
password: PAFRD  
paste: PAEUFT (paift)  
patch: PAFP  
path: PA\*T  
patent: PAEBT (paent)  
pathological: PHROL  
pathologist: PHROLG  
pathology: PHROLG  
{^pathy}: PA\*ET  
patience: PAEURBS (paishs)  
patient: PAEURBT (paisht)

# Steno Tips

## Shortcuts for Common Words and Phrases

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patio: PAOT  
PA\*OT: poot  
patrol: TROL  
patrolman: TROPL (trom)  
patrolmen: TREPL (trem)  
pattern: PAERP (paern)  
pauper: PAURP  
pause: PAUS  
PAUZ: paws  
pave: PA\*EUF (paiv)  
pavement: PA\*EUFPLT (paivmt)  
pay: PAEU (pai)  
take-home pay: TH-P  
payable: PAEUBL (paibl)  
paycheck: PAEUF (paich)  
payment: PAEUPLT (paimt)  
payroll: PROL  
peace: PAES  
peaceful: PAEFL  
peacefully: PA\*EFL  
peal: PA\*EL  
PAEL: appeal  
PAOEL: peel  
peanut: PA\*EPBT (pa\*ent)  
PAEPBT: patent  
pear: PAER  
PAEUR: pair  
PA\*EUR: repair  
pearl: PAERL  
peasant: PEFPBT (pesnt)  
peculiar: PHRAR (plar)  
peculiarity: PHRART (plart)  
pecuniary: P-PBG  
pedal: PELGDZ  
peddle: P\*ELGDZ  
pedestrian: PED  
pediatric: TR\*EUBG  
pediatrician: TR\*EUGS  
peel: PAOEL  
PAEL: peal  
peer: PAOER  
peerless: PAOERLS  
peeve: PAO\*EF  
pellet: P\*ELT  
pelt: PELT  
pelvis: PEFLS  
penal: PAOEPBL (paoenl)  
penalize: PAOEPBLZ (paoenlz)  
penalty: PEPBLT (penlt)  
penetrate: P-PBT  
penetration: P-PBGS  
penis: PAOEPBS (paoens)  
pension: PEPBGS (pengs)  
penitentiary: P\*ERPBT (p\*ernt)  
PERPBT: pertinent (pernt)  
Pennsylvania: PAEPBS (paens)  
PAEPBZ: pianos  
pentagon: PEPBGT  
Pentagon: P\*EPBGT  
penultimate: P-PBLT (p-nlt)  
PEPBLT: penalty  
people: PAOEPL  
People's Exhibit: P-BT  
pepper: PERP  
per: P\*ER  
PER: perfect  
per capita: P-BGT  
perceive: PAOEFR  
percent: PERS  
percentage: P\*ERPBLG (p\*erj)  
perception: PERPGS  
peremptory: PRERPLT (premt)  
perfect: PER  
KPWER: imperfect  
perfectly: PERL  
perfection: PERGS  
perform: P-F  
performer: P-FR  
performance: P-FS  
perhaps: PRAPS  
peril: PAEURL (pairl)  
KPWAEURL: imperil  
perilous: PAEURLS (pairls)  
perimeter: PREURPLT (primt)  
period: PERD  
six-month period: SPH-P (sm-p)  
periodically: PERLD  
period of time: PERT  
peripheral: PREUFRL (prifrl)  
periphery: PREUFR (prifr)  
perish: PERB (pesh)  
perjury: PERPBLG (perj)  
perm: PE\*RPL (p\*erm)  
permanent: PERPL (perm)  
permanence: PERPLS (perms)  
permission: PERPLGS (permgs)  
permit: PERPLT (permt)  
pernicious: PERPBG  
perp: P\*ERP  
perpendicular: PERPBGD (perpkd)  
perpetrate: PERPT  
perpetuate: PEURPT (pirpt)

# Steno Tips

## Shortcuts for Common Words and Phrases

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per se: P-RS  
person: PERPB (pern)  
personal: PERPBL (pernl)  
    personality: PERPBLT (pernlt)  
personnel: P\*ERPBL (p\*ernl)  
perspective: PERBGT (perkt)  
persuade: PEFRD  
persuasion: PEFRGS  
persuasive: SWAEUFS  
persuasively: SWAEUFLS  
pertain: PEURT (pirt)  
pertinent: PERPBT (pernt)  
    impertinent: KPWERPBT (impernt)  
perverse: P\*EFRS  
perversion: P\*EFRGS  
pervert: P\*EFRT  
pessimism: PEFPL (pefm)  
pessimist: PEFPLS (pefms)  
pessimistic: PEFBG (pefk)  
petition: PAET  
Petitioner's Exhibit: PEBT  
    Respondent's Exhibit: R-BT  
petroleum: PUPL (pum)  
phantom: TPAOPLT (faomt)  
pharmaceutical: TP-BG (f-k)  
pharmacy: TPARPLS (farms)  
    TPARPLZ: farms  
    pharmacist: TPA\*RPLS (fa\*rms)  
phenomenon: TPAOPB (faon)  
phenomenal: TPAOPBL (faonl)  
philander: TPHRARPBD (flarnd)  
Philadelphia: TPHREFL (flefl)  
Phillip: TPEUP (fip)  
Phillips: TPEUPS (fips)  
philosophy: TPHROEF (floef)  
philosopher: TPHROEFR (floefr)  
philosophic: TPHROEFBG (floefk)  
philosophically: TPHROEFL (floefl)  
phlebotomy: TPHREBT (flebt)  
Phoenix: TPOEPBGS (faoenx)  
phone: TPOEPB (foen)  
phony: TPO\*EPB (fo\*en)  
phosphorus: TPOFRS (fofrs)  
photograph: TPRAF (frac)  
photographer: TPRAFR (fracr)  
photographic: TPRAFBG (fracf)  
photography: TPRAEF (fracf)  
photographically: TPRAEFL (fracfl)  
photon: TPO\*EPBT (foent)  
    TPOEPBT: fountain  
phrase: TPRAEUZ (fraiz)  
phrased: TPRAEUFD (fraifd)  
Phyllis: TP\*EULS (f\*ils)  
physical: TP-L (f-l)  
physical abuse: TPAUB (faub)  
physical examination: TP-GS (f-gs)  
physical therapy: TPAEURP  
    physical therapist: TPAEURPS  
physician: TPEUS (fis)  
physics: TPEUFBGZ (fifkz)  
piano: PAEPB (paen)  
pianist: PAEPBS (paens)  
pickup: PUP  
    P\*UP: pup  
pickup truck: PUPT  
    P\*UPT: puppet  
picture: PEUBGT (pikt)  
piece: PAOES  
    PAES: peace  
pieces: PAOEFZ  
piece of: PAOEFS  
piece of paper: PO\*P  
pier: PAO\*ER  
    PAOER: peer  
pierce: PAOERS  
    PAOERZ: peers  
pierce the corporate veil: POEUFL (poivl)  
pigment: P\*EUGT (p\*igt)  
    PEUGT: pitting  
pilfer: PEUFRL (pifrl)  
pillar: PEURL (pirl)  
pilot: PAOEULT (paoilt)  
pine: PAOEUPB (paoin)  
pineapple: PAEP  
pipeline: PHRAOEUPB (plaoin)  
piracy: PAOEURS  
pirate: PAOEURT (paoirt)  
pistol: PEUFL (pifl)  
piston: PEUFPB (pism)  
Pittsburgh: PURG  
pivot: PEU\*FT (p\*ivt)  
pivotal: P\*EUFLT  
pizza: PEUZ  
placate: PHRAEUBGT (plaikt)  
place: PHRAEUS (plais)  
    PHRAEUZ: plays  
placement: PHRAEUFLPT (plaismt)  
place of business: PLAEUBS (plaibs)  
placebo: PHRABS (plabs)  
placenta: PHRA\*EPBT (pla\*ent)  
placental: PHRA\*EPBLGTS (pla\*entl)

# Steno Tips

## Shortcuts for Common Words and Phrases

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plague: PHRAUG (plaug)  
PHRAEUG: playing  
plain: PHRAEUPB  
PHRAEPB: plane  
plaintiff: PHR-F  
Plaintiff's Exhibit: PHREUBT (plibt)  
Plaintiff's Exhibits: PHREUBTS (plibts)  
planet: PHRAEPBT (plaent)  
plasm: PHRAFPL (plasm)  
plasma: PHRAEFPL (plaesm)  
plastic: PHRAFBG (plask)  
plastically: PHRAFBLG (plafkl)  
platform: PHRORPL (plorm)  
platinum: PHRAPLT (plamt)  
plausible: PHRAUBL (plaubl)  
playable: PHRAEUBL (plaibl)  
playboy: PHRAEUB (plaib)  
playful: PHRAEUFL (plaifl)  
plaza: PHRAZ (plaz)  
plea: PHRAOE (plaoe)  
pleas: PHRAOEZ (plaoez)  
please: PHRAOES (plaoes)  
pleasant: PHREFPBT (plesnt)  
please: PHRAOES (plaoes)  
please look: PHRAOBG (plaok)  
pleasure: PHRERB (plesh)  
pleasurable: PHRERBL (pleshl)  
plentiful: PHREFL (plefl)  
plenty: PHREPBT (plent)  
pleural: PHRAOURL (plaourl)  
PHRURL: plural  
plural: PHRURL (plurl)  
plurality: PHRURLT (plurlt)  
plus or minus: PLUPBS (pluns)  
plum: PHR\*UPL (pl\*um)  
plumb: PHRUPL (plum)  
plumber: PHRURPL (plurm)  
plummet: PHRUPLT (plumt)  
plunder: PHRURPBD (plurmd)  
plutonium: PHRAOUPLT (plaoumt)  
ply: PHRAO\*EU (plao\*i)  
PHRAOEU: reply (plaoi)  
PHREU: apply (pli)  
plier: PHRAO\*EUR (plao\*ir)  
Plymouth: PHR\*EUPLT (pl\*imt)  
pneumonia: TPHAOUPL (naoum)  
pocket: POBGT (pokt)  
podium: POEPLD (poemd)  
poem: POEPL (poem)  
poetic: POEBGT (poekt)  
point of: POEUF (poif)  
point of view: POEUF (po\*if)  
poison: POEUFPB (poisn)  
poke: POEBG (poek)  
poker: POERBG (poerk)  
Poland: PO\*ELD  
polar: POERL  
polarity: POERLT  
Polaroid: POERLD  
pole: POEL  
Pole: PO\*EL  
police: PHREUS (plis)  
police department: PHREUPT (plipt)  
policeman: PHRAPL (plam)  
policemen: PHREUPL (plim)  
police report: PHRO\*RT (plo\*rt)  
PHRORT: plotter  
police officer: PHREUFR (plifr)  
policy: POL  
polite: POLT  
politician: PHREUGS (pligs)  
politics: PHREUTS (plits)  
political: PHREUL (plil)  
poll: P\*OL  
pollute: PHRAOUT (plaout)  
pollutant: PHRAOUPBT (plaount)  
pollution: PHRAOUGS (plaougs)  
pomp: POFRP  
pompous: POFRPS  
pond: POPBD (pond)  
ponder: PORPBD (pornd)  
pony: POEPB (poen)  
poly: PHRO (plo)  
polymer: POPL (pom)  
populate: POPT  
population: POPGS  
popular: PORP  
popularity: PORPT  
populate: POPT  
population: POPGS  
pore: PO\*R  
porous: PO\*RS  
POR: pour  
POUR: power  
porn: PORPB  
pornography: PO\*RPB (po\*rn)  
pornographic: PO\*RPBG (po\*rnk)  
portal: PORLGTS (portl)  
portfolio: POEFRLT  
portion: PORGS

# Steno Tips

## Shortcuts for Common Words and Phrases

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pose: POEZ  
posed: POEFD  
position: POGS  
    POEGS: potion  
positive: POF  
positive: POFL  
possess: PO\*F  
possession: PO\*FGS  
possessive: PO\*FS  
possible: POB  
possibility: POBT  
possibly: POBL  
post: POEFT  
Post: PO\*EFT  
postage: POEPBLG (poej)  
posterior: PO\*ER  
posteriority: PO\*ERT  
post office: POFS  
posture: PO\*URS  
potassium: POPLS (poms)  
    POPLZ: polymers  
potato: PO\*ET  
potent: PO\*EPBT (po\*ent)  
    POEPBT: opponent  
potency: PO\*EPBS  
potential: POERBL (poeshl)  
potentiality: POERBLT (poeshlt)  
potion: POEGS  
poverty: PO\*FRT  
powder: PO\*URD  
power: POUR  
    POR: pour  
powerful: POUFL  
powerless: POURLS  
practice: PRA  
practical: PRABG (prak)  
practitioner: PRARGS  
Prague: PRAUG  
prairie: PRA\*ER  
preamble: PRAFRPL  
precaution: PRAUGS  
precede: PRAOED  
precedent: PRAOEPBT (praent)  
precept: PREPT  
precinct: PR\*EUPBGT  
precious: PRERBS (preshs)  
precipitate: PR\*EUPT (pr\*ipt)  
precise: PREUS (pris)  
    PR\*EUS: priss  
precisely: PREULS (prils)  
    PREULZ: Aprils (prilz)  
precision: PREUGS (prigs)  
predicament: PREUPLT (primt)  
predict: PREUBGT  
predictable: PREUBL  
predictability: PREUBLT  
prediction: PREUBGS  
    PREUBGZ: pricks  
predictive: PREUFBGT  
preempt: PRAOEPLT  
preface: PREFS  
prefer: PREFER  
preference: PREFERPBS  
prefix: PRAOEFBGS (praoefx)  
pregnancy: PREGS  
pregnant: PREGT  
prejudice: PREPBLG (prej)  
preliminary: PHREUPL (plim)  
preliminary hearing: PHR-RG (pl-rg)  
premeditate: PR-PLT (pr-mt)  
premier: PRAOERPL (praoerm)  
premiere: PRAO\*ERPL (prao\*erm)  
premise: PREPLS (prems)  
premium: PRAOEPL (praoem)  
prepare: PRAOEP  
preponderance: P-PD  
preponderance of evidence: P-PDZ  
preponderance of the evidence: PEPDZ  
preponderate: P-PT  
prerogative: PROGT  
Presbyterian: PREZ  
prescribe: PRAOEUB (praoib)  
prescription: PREUPGS (pripigs)  
presence: PREPBS (pres)  
present: PREPBT (prent)  
presentation: PREPBGS (prengs)  
presently: PREPBL (prenl)  
presidency: P\*TS  
president: P-T  
president-elect: PHREBGT (plekt)  
President of the United States: PAEUTS (pait)  
pressure: PRER  
prestige: PR\*EPBLG (pr\*ej)  
    PREPBLG: prejudice  
prestigious: PR\*EPBLGS  
presume: PRAOUPL (praoum)  
presumption: PRUPLGS (prumgs)  
presumption of innocence: PRUPBS (pruns)

# Steno Tips

## Shortcuts for Common Words and Phrases

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pretend: PR-PBD (pr-nd)  
pretender: PR-RPBD (pr-rnd)  
pretrial: PRAOET  
pretrial convergence: PR-BG (pr-k)  
pretty: PREUT (prit)  
pretty bad: PREUBD (pribd)  
pretty good: PREUGD (prigd)  
pretty much: PREUFP (prich)  
pretty sure: PREUTS (prits)  
prevail: PRAOEFL  
prevalence: PREFPBLS (prefnls)  
prevalent: PREFPBLT (prefnlt)  
prevent: PREFPBT (prefnt)  
prevention: PREFPBGCS (prefngs)  
preview: PR-FR  
previous: PRAOEFS  
previously: PRAOEFLS  
prey: PRA\*EU  
primary: PRAER  
    primarily: PRAERL  
primate: PRAOEUPLT (praoint)  
prime: PRAOEUPL (praaim)  
    primacy: PRAOEUPLS (praaims)  
prime minister: PRAO\*EUPLS (prao\*ims)  
prince: PREUPBS (prins)  
principal: PREUPB (prin)  
principality: PREUPBLT (print)  
principle: PR\*EUPB (pr\*in)  
prior: PRAOEUR (praair)  
priority: PRAOEURT (praairt)  
prison: PROPB (pron)  
    KPWROPB: imprison  
    KPWROPLT: imprisonment  
prisoner: PRORPB (prorn)  
privacy: PRAOEUFS (praoifs)  
private: PRAOEUFT (praoift)  
privately: PRAOEUFLT (praoiflt)  
privilege: PREUF  
probability: PROBLT  
probable: PROBL  
probable cause: PRAUZ  
probably: PROEBL  
probate: PROEBT  
probation: PR-B  
problem: PROB  
procedure: PROER  
procedural: PROERL  
proceed: PROE  
proceeding: PROEG  
process: PROS  
processor: PRORS  
procure: PRUR  
procurement: PRURPLT (prurmt)  
produce: PRAO  
produced: PRAOD  
    PRAOUD: prude  
producer: PRAOR  
product: PRUBGT (prukt)  
productive: PRUFBGT (prufkt)  
productivity: PRUFT  
production: PRUBGS (pruks)  
prof: PROF  
    profs: PROFZ  
profess: PROFS  
professional: PROFL  
professionally: PROEFL  
professor: PROFR  
    PRAUFR: proffer  
professorial: PROFRL  
proffer: PRAUFR  
proficient: PRORBT  
proficiently: PRORBLT  
profile: PROEUFL (proifl)  
profit: PROFT  
profitable: PROFBL  
profitability: PROFBLT  
profiter: PROFRT  
profound: PROUFPBD (proufnd)  
profoundly: PROUFPBLD (proufnld)  
prognosis: PROGS  
    PROGZ: progresses  
progress: PROG  
program: PRAPL (pram)  
programmer: PRARPL (prarm)  
prohibit: PROEUBT (proibt)  
project: PROPBLG (proj)  
projector: PRORPBLG (prorj)  
prom: PRO\*PL (pro\*m)  
    PROPL: promise  
prominence: PRO\*PLS (pro\*ms)  
    PRO\*PLZ: proms  
prominent: PRO\*PLT (pro\*mt)  
    PROPLT: prompt  
PROPL: promise (prom)  
promissory note: PROET  
promote: PROEPLT (proemt)  
promotion: PROEPLGS (proemgs)  
promulgate: PR\*UPLT (pr\*umt)  
promulgation: PR\*UPLGS (pr\*umgs)  
    PRUPLGS: presumption

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# Steno Tips

## Shortcuts for Common Words and Phrases

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pronoun: PROUPB (proun)  
pronouns: PROUPBZ  
pronounce: PROUPBS (prouns)  
proof: PRAOF  
burden of proof: PWURP (burp)  
standard of proof: SPRAOF  
waterproof: WAURP  
prop: PROP  
propagate: PRAEUP T (praip t)  
propagation: PRAEUPGS (praipgs)  
propel: PROEPL  
propeller: PROERPL  
proper: PRORP  
properly: PROERP  
PRORPL: promiser  
property: PRORPT  
prophecy: PROEFS  
prophesy: PRO\*EFS  
prophet: PRO\*FT  
PROFT: profit  
prophetic: PROFBGT (profkt)  
proportion: PRORGS  
propose: PROEP  
proposition: PROPGS  
proprietor: PRAO\*EURT (prao\*irt)  
PRAOEURT: priority  
proprietary: PRAERT  
PRAEURT: operator  
prose: PRO\*EZ  
PROEZ: proceeds  
prosecute: PR-  
prosecutor: PR-R  
prosecution: PR-GS  
P-RGS: incorporation  
prospect: PR-P  
prospective juror: PR-PBLG (pr-j)  
prospector: PR-RP  
prosper: PRORPS  
prosperity: PROURPT  
PRORPT: property  
prosperous: PROURPS  
prostitute: PRO\*S  
prostitution: PRO\*GS  
protect: PROEBGT (proekt)  
protected: PROEBGD  
protection: PROEBGS  
protein: PROEUPB (proin)  
Protestant: PROT  
protocol: PROEBG (proek)  
proton: PROEPBT (proent)  
proud: PROUD  
prove: PRAOUF  
disprove: STKPRAOUF  
proven: PRAOUFPB (praoufn)  
proverb: PROFRB  
proverbial: PROFRBL  
provide: PROEU (proi)  
provider: PROEUR (proir)  
providence: PROFD  
province: PROFPBS (profns)  
provision: PROEUGS (proigs)  
provocation: PROEFBGS (proefks)  
provoke: PROEFBG (proefk)  
prow: PROU  
prowess: PROUS  
PROUZ: prows  
prowl: PROUL  
prowler: PROURL  
proximate: PROBGS (prox)  
proximate cause: PRAUBGS (praux)  
proximity: PROBGT  
PROEBGT: protect  
prude: PRAOUD  
prudence: PRAOUPBS (praouns)  
prudent: PRAOUPBT (praount)  
psych: SAO\*EUBG (sao\*ik)  
psyche: SAOEUBG (saoik)  
psychic: SKEUBG (skik)  
psychiatric: SKRAOEUT (skraoit)  
psychiatrist: SKRAOEUS (skraois)  
psychiatry: SKRAOEU (skraoi)  
psychological: SKOL  
psychologist: SKO\*LGS  
SKOLGS: consolidation  
psychology: SKOLG  
pub: P\*UB  
PUB: public  
pube: PAOUB  
puberty: PAOUBT  
public: PUB  
publication: PUGS  
PUGZ: pugs  
publicity: PUBT  
publicly: PUBL  
publish: PEURB  
puddle: PULGDZ (pu dl)  
pulp: PHRUP  
pulpit: PHRUPT  
pulmonary: PHROPL (plom)  
pulmonologist: PHROPLGS (plomgs)  
pulmonology: PHROPLG (plomg)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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punctual: PUPBL (punl)  
punctuation: PUPBGS (pungs)  
puncture: PUPBGT (pungt)  
pun: P\*UPB (p\*un)  
punish: PUPB (pun)  
punishment: PUPBT (punt)  
punt: P\*UPBT (p\*unt)  
pupil: PAOUP  
puppet: PUPT  
purchase: PR-FP (pr-ch)  
    purchaser: PR-FRP  
purchase order: PRORD  
pure: PAOUR  
purely: PAOURL  
purify: PAOUFR  
purity: PAOURT  
purple: PURPL  
purport: PURPT  
purpose: PURP  
purr: P\*UR  
purse: PURS  
    PURZ: purrs  
pursue: PUFR  
    pursuant: PUFRPBT (pufmnt)  
pursuit: PUFR  
put: PUT  
putt: P\*UT  
putter: P\*URT  
puzzle: PUFL  
pyramid: PAOERPLD (paoermd)

### - Q -

quadrant: KWAURPBD (quarnd)  
qualify: KWAUFL  
    qualification: KWAUFLGS  
quality: KWAULT  
quantify: KWAUF  
    quantification: KWAUFBGS  
quantity: KWAUPBT (quant)  
quantum: KWAUPLT (qaumt)  
quarrel: KWARL  
quarter: KWAURT  
quarter: KWAERT  
quarterly: KWAERL  
quash: KWAURB  
quasi: KWAEZ  
quaver: KWAEUFR  
question: KWE  
    question number: KW\*UB  
questioner: KWER

quick: KWEUBG  
quickly: KWEUL  
    KW\*EUL: quill  
quiet: KWAO\*EUT  
    KWAOEUT: quite  
quietly: KWAO\*EULT  
quintessential: KWEURBL (qishl)  
quite a bit: KWAOEUBT  
quite a few: KWAOEUF  
quite a few of us: KWAOEUFS  
quite a few times: KWAOEUFTS  
quite a while: KWAOEUL  
quite frankly: KWAOEUFL  
quitclaim deed: KW-BGD (kw-kd)  
quiver: KWEUFR  
quorum: KWOURPL (kwourm)  
quota: KWO\*ET  
quote: KWOET  
quotation: KWOEGS  
quotient: KWOERBT

### - R -

rabbit: RABT  
rabies: RAEBZ  
race: RAEUS (rais)  
    RAEUZ: raise  
racial: RAEURBL (raishl)  
racism: RAEUFPL (raifm)  
racket: RABGT (rakt)  
    RAEBGT: react  
radar: RAEURD (raid)  
radiation: RAOGS  
radical: RALD  
radio: RAO  
radioactive: RAOFT  
radioactivity: RAO\*FT  
radiological: RAOL  
    RAOUL: rule  
radiologist: RAOLGS  
radiology: RAOLG  
radius: RAUD  
    radial: RAULD  
raft: RAFT  
rafter: RAFRT  
railroad: R-R  
rainfall: RAEUFL (raifl)  
raise: RAEUZ (raiz)  
raised: RAEUFD (raifd)  
    RA\*EUFD: rave  
ramble: RAFRPL (rampl)  
ramification: RAFBG (rafk)

# Steno Tips

## Shortcuts for Common Words and Phrases

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ramp: RAFRP  
rampant: RAFRPT (rampt)  
ranch: RAFRPBLG  
random: RAPBD (rand)  
Randy: RAEPBD (raend)  
range: RAEUPBG (raing)  
ranger: RAEURPBG (raingr)  
rank: RA\*PBG  
ransom: RAPBS  
rap: RAP  
rapid: RA\*PD  
    RAPD: rapped  
rare: RAEUR (rair)  
    PA\*EUR: repair (pa\*ir)  
rarity: RAEURT (rairt)  
ratchet: RAFPT (racht)  
rate: RAEUT (rait)  
rate of speed: RAEUPS (raips)  
    RAEUPZ: rapes  
rather: RAERT  
rather than: RAERP (raern)  
ratio: RAEURB (raish)  
rational: RARBL (rashl)  
rationale: RA\*RBL (ra\*shl)  
rationality: RARBLT (rashlt)  
ravage: RAFPBLG (rafj)  
Ray: RA\*EU  
Raymond: RA\*EUPLD  
    RAEUPLD: remained  
re: RAO\*E  
{re^}: RAOE  
react: RAEBGT (raekt)  
reaction: RAEBGS (raeks)  
    RAEBGZ: Iraqis  
reactor: RAERBGT (raerkt)  
read: RAOED  
    R\*ED: red  
ready: R-D  
Reagan: RA\*EUG  
real: RAOEL  
    really: RAEL  
relate: RELT  
    R-LT: red light  
real estate: RAE  
realistic: RAOEFBG (raoefk)  
realistically: RAOEFBLG (raoeflk)  
reality: RAOELT  
    RELT: relate  
realize: R-L  
realtime: RAOEPLT (raoemt)  
    realtimer: RAOERPLT (raoermt)

realtor: RAOERLT  
reason: RAOEPB (raoen)  
reasonable degree: R\*D  
reasonable degree  
    of medical probability: R-PLD (r-md)  
reasonable medical probability: R-PL (r-m)  
rebate: RAEBT  
rebuke: R-BG (r-k)  
recall: -RL  
recapitulate: RAUPT  
receipt: RAOET  
receive: SAOEF  
receivable: SAOEFBL  
recent: RAOEPBT (raoent)  
recently: RAOEPBLT (raoentl)  
receptacle: SEPL  
reception: REUPGS (ripgs)  
receptionist: R\*EUPGS (r\*ipgs)  
receptive: R\*EUFP (r\*ifpt)  
receptor: RERPT  
recession: REUGS (rigs)  
    REUGZ: rigs  
recipe: REPS  
recipient: REUPT (ript)  
reciprocal: SEURPL  
    SHRAR: similar  
reciprocity: SEURPLT  
recite: R-BGT (r-kt)  
reckless: RELS  
    RELZ: relatives  
recognition: ROEUGS (roigs)  
recognize: ROEUS (rois)  
    recognized: ROEUFD (roifd)  
recognizance: ROGS  
recollect: REBGT (rekt)  
recollection: REBGS (reks)  
    refresh my recollection: REURBGS (rirks)  
    refresh your recollection: RURBGS (rurks)  
recommend: REPL (rem)  
recommendation: REPLGS (remgs)  
reconcile: ROEUBG (roik)  
reconciliation: ROEUBGS (roiks)  
    ROEUBGZ: reconciles  
record: RORD  
    record will reflect: R-FLT  
    record should reflect: R-RBT (r-sht)  
recorder: ROERD  
recount: RAOEBGT (raoekt)  
recover: ROFR  
recovery: ROEFR

# Steno Tips

## Shortcuts for Common Words and Phrases

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recruit: KRAOUT  
recruitment: KRAOULPT (kraoumt)  
rectangle: TAPBL (tanl)  
rectangular: TARPBL (tarnl)  
rectangularity: TARPBLT (tarnl)  
rectify: REFBG  
rectification: REFBGS  
rector: RERBGT (rerkt)  
recuperate: RAOUPT  
recuperation: RAOUPGS  
red: R\*ED  
red blood cell: RAOFL  
red light: R-LT  
    REL: relate  
reduce: RAOUS  
    reduced: RAOUFD  
reducible: RAOUFBL  
reducibility: RAOUFBLT  
reduction: RUBGS (ruks)  
redundant: RUPBD (rund)  
    redundancy: RUPBDZ (rundz)  
refer: REFR  
reference: REFRPBS (refrns)  
referent: REFRPBT (refrnt)  
referral: REFRL  
refine: R-F  
refinery: R-FR  
reflect: R-FL  
reflection: R-FLGS  
reflective: R\*FL  
reflex: R-FBGS (r-fx)  
reform: RORPL (rorm)  
reformation: RORPLGS (rormgs)  
reformatory: RORPLT (rormt)  
refrain: TPRAEUPB (frain)  
refresh: RERB  
    refresh my memory: REURPL  
    refresh my recollection: REURBGS  
    refresh your memory: RURPL  
    refresh your recollection: RURBGS  
refrigerate: TPREURPBLGT  
refrigerated: TPREURPBLGD (frirjd)  
refrigerator: TPREURPBLG (frirj)  
refuge: REFPBLG (refj)  
refund: REFPBD (refnd)  
refusal: REFL  
refuse: REF  
refute: R-FT  
reg: R\*EG  
    REG: regular

regard: RARD  
    with regard to: WRARD  
regardless: RARLS  
regency: RAOEPBLGS (raoejs)  
regent: RAOEPBLGT (raoejt)  
regime: RAEPL (raem)  
regimen: RA\*EPL (ra\*em)  
region: RAOEPBLG (raoej)  
register: REPBLG (rej)  
registration: R-GS  
registry: R\*EPBLG (r\*ej)  
regular: REG  
regularly: RELG  
    R\*ELG: religion  
regulate: REGT  
regulation: REGS  
regulator: RERGT  
regurgitate: TKPWUR (gur)  
regurgitation: TKPWURGS (gurgs)  
rehabilitate: RAEBLT  
rehabilitation: RAEBLGS  
rehearse: RERS  
rehearsal: RERLS  
reimburse: RAOEB  
reimbursable: RAOEBL  
reiterate: REURT (rirt)  
iteration: REURGS (rirs)  
reject: R-PBLG (r-j)  
relate: RLT  
relation: RELGS  
relationship: R\*EUP (r\*ip)  
    REUP: rip  
relative: REL  
release: R-LS  
    R-LZ: realizes  
relevance: REFLS  
relevancy: RAEFLS  
relevant: REFLT  
religion: R\*ELG  
religious: R\*ELGS  
reluctance: RUBGTS (rukts)  
reluctant: RUBGT (rukt)  
reluctantly: RUBLGT (ruklt)  
reliable: R\*BL  
    reliability: R\*BLT  
reliance: R\*LS  
reliant: R\*LT  
rely: R\*L  
remain: RAEUPL (raim)  
remainder: RAEURPBD (rainrd)

# Steno Tips

## Shortcuts for Common Words and Phrases

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remark: RARBG (rark)  
remarkable: RARBGL (rarkl)  
remarkably: RA\*RBLG (ra\*rk1)  
remedy: R\*EPLD (r\*emd)  
    REPLD: recommended  
remember: -RPL (-rm)  
remembrance: -RPLS (-rms)  
remind: RAOEUPBD (raoind)  
    RAO\*EUPBD: rind  
reminder: RAOEURPBD (raoirnd)  
remit: REPLT (remt)  
remove: RAO\*UF  
rend: REPBD  
render: RERPBD (rernd)  
rendition: REPBGs (rengs)  
renounce: ROUPBS (rouns)  
rent: REPBT  
rental: REPBLGTS  
rep: R\*EP  
    REP: representative  
    REPS: recipe  
repair: PA\*EUR  
reparation: PA\*EURGS  
repeat: RAOEPT  
repetition: RAOEPGZ  
repetitious: RAOEPGS  
replenish: PHREPb (plen)  
reply: PHRAOEu (plaoi)  
    PHREU: apply (pli)  
    PHRAO\*EU: ply (plao\*i)  
report: RORT  
    expert report: SPRORT  
reporter: ROERT  
    court reporter: KROERT  
    court reporting: KROERGT  
represent: REPT  
representation: REPGS  
representative: REP  
    R\*EP: rep  
request: KW  
require: RAOEUR (raoir)  
requirement: RAOEURPLT (raoirmt)  
reside: ROEUD  
residence: R-PBS (r-ns)  
resign: R\*PB  
    resignation: R\*PBGS  
rep: R\*EP  
republic: RAEP  
    RAEUP: rape  
Republican: RA\*EP  
research: REFRPBLG (resrj)  
resemble: REFRPL  
    resemblance: REFRPLS  
reserve: REFRP  
reside: ROEUD (roid)  
residence: R-PBS (r-ns)  
resident: R-PBT (r-nt)  
residential: R-PBGs  
resign: R\*PB (r\*n)  
resignation: R\*PBS (r\*ns)  
resist: R-S  
resolution: ROEFLGS  
resolve: ROEFL  
resource: ROURS  
respect: R-P  
    with respect: WR-P  
    with respect to: WR-PT  
    with all due respect: WRAOURP  
respire: ROEUP (roip)  
respiration: ROEUPGS (roipgs)  
respirator: ROEURPT (roirpt)  
respiratory: ROEUPT (roipt)  
respond: SPOPBD (spond)  
    responder: SPORPBD (spornd)  
respondent: SPO\*PBT (spo\*nt)  
Respondent's Exhibit: R-BT  
response: SPOPBS (spons)  
responsibility: SPOPBT (spont)  
responsive: SPOF  
responsiveness: SPOFPBS (spofns)  
restaurant: STRAUPBT (straunt)  
restraint: STRA\*EUPBT (stra\*int)  
    STRAEUPBT: straighten  
restrict: REUBGT (rikt)  
restricted: REUBGD (rikd)  
restriction: REUBGS (riks)  
rest room: R-RPL (r-rm)  
result: RULT  
    as a result: SARLT  
    as the result: SERLT  
resume: RAOUPL (raoum)  
    RAOPL: room  
resumption: RUPLGS (rumgs)  
retail: RA\*EUL (ra\*il)  
    RAEUL: rail  
retain: RAEUPBT (raint)  
retainer: RAEURPBT (rairnt)  
retire: TAO\*EUR (tao\*ir)  
return: RURPB (urn)  
reveal: RAO\*EFL  
revelation: REFLGS  
revenue: R-FPB (r-fn)

# Steno Tips

## Shortcuts for Common Words and Phrases

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review: R-FR  
  reviewing: R-FRG  
  interview: SPWR-FR  
revision: REUFGS (rifgs)  
revoke: ROEBG (roek)  
revolve: ROFL  
revolver: ROFRL  
reward: RAURD  
  award: WAURD  
rhetoric: R\*EBGT (r\*ekt)  
  REBGT: recollect  
Rhode Island: RAO\*EULD  
  RAOEULD: riled  
rhythm: REUPLT (rimt)  
  R\*EUPLT: arrhythmia (r\*imt)  
Richard: REUFPD  
Richards: REUFPDZ  
Richardson: R\*EUFPDZ  
Richmond: R\*EUFPD  
riddle: REULGDZ (ridl)  
ridicule: REUL (ril)  
  R\*EUL: rill  
ridiculous: REULS (rils)  
rifle: RAOEUFL (raoifl)  
  RAO\*EUFL: rival  
right: RAOEUT (raoit)  
rightly: RAOEULT (raoilt)  
right arm: RARPL (rarm)  
right away: WRAE  
  WAE: away  
right back: RAOEUB (raoib)  
right hand: R-PBD (r-nd)  
right-hand side: R-PBDZ (r-ndz)  
right now: RAOEUPBT (raoint)  
right offhand: ROFD  
right off the bat: ROFBT  
right-of-way: ROEUF (roif)  
rigid: R\*EUPBLGD (r\*ijd)  
  REUPBLGD: ridge (rijd)  
rile: RAOEUL (raoil)  
rise: RAOEUZ (raoiz)  
  RAOEUS: rice (raois)  
riser: RAOEUF  
ritual: REULT  
  REUL: ridicule  
rival: RAO\*EUFL  
  RAOEUFL: rifle  
road: ROED  
  RO\*ED: rode  
roadway: ROEU (roi)  
roadways: ROEUZ (roiz)  
  ROEUS: recognize  
roam: ROEPL (roem)  
  RO\*EPL: Rome  
roar: RO\*ER  
roast: ROEFT  
rob: ROB  
robber: RORB  
robbery: ROERB  
Robert: ROBT  
Roberts: ROBTS  
Robertson: RO\*BTS  
robot: ROEBT  
robotic: ROEBGT  
robust: ROEBS  
  ROEBZ: robes  
rocket: ROBGT  
rodent: ROEPBT  
Roger: RORPBLG (rorj)  
Rogers: RORPBLGZ (rorjs)  
rogue: RO\*EG  
  ROEG: rowing  
role: ROEL  
roll: ROL  
romance: ROPLS  
romantic: ROPLT  
Rome: RO\*EPL  
roof: RAOF  
roofed: RAOFD  
  RAOUFD: reduced  
room: RAOPL  
  RAOUPL: resume  
  bathroom: PWARPL (barm)  
  bedroom: PW-RPL (b-rm)  
  classroom: KHR-RPL (kl-rm)  
  conference room: K-RPL (k-rm)  
  courtroom: KOURPL (kourm)  
  delivery room: TKHR-RPL (dl-rm)  
  dining room: TK-RPL (d-rm)  
  emergency room: ERPL (erm)  
  family room: TP-RPL (f-rm)  
  front room: TPR-RPL (fr-rm)  
  living room: HR-RPL (l-rm)  
  rest room: R-RPL (r-rm)  
Roosevelt: RAOFLT  
rot: ROT  
rotten: ROPBT  
rough: RUF  
roughen: RUFPP  
roughness: RUFPPS

# Steno Tips

## Shortcuts for Common Words and Phrases

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rout: RO\*UT  
route: ROUT or RAOUT  
routine: ROEUPB  
rove: RO\*EF  
rover: RO\*EFR  
    ROEFR: recovery  
royal: ROEUL  
royalty: ROEULT  
rubber: R-RB  
    RURB: rush  
ruin: RAOUPB  
ruination: RAOUPBGS  
rule: RAOUL  
rules of evidence: RAOUFLDZ  
rumble: RUFRL  
rumor: RAOURPL  
ruler: RAOURL  
rumple: R\*UFRPL  
run: RUPB  
rung: RUPBG  
running: R-G  
runoff: ROF  
rupture: RURPT  
rural: RURL  
Russian: RUGS  
    RUGS: rugs  
Ruth: R\*AOUT  
    RAOUT: route  
ruthless: RAOULS  
    RAOULZ: rules

### - S -

Sacramento: SA\*BGT (sa\*kt)  
sacred: SKRED  
sacrilegious: SKRELGS  
sacrifice: STPAOEUS (sfaois)  
    STPEU: certify (sfi)  
sacrificial: STPEURBL (sfishl)  
sacral: SKRAL  
sacrum: SKRUPL (skrum)  
sad: SAD  
sadly: SALD  
safe: SAEUF (saif)  
    SA\*EUF: save  
safeguard: SAEUFGD (saifgd)  
safely: SAEUFL (saifl)  
safety: SAEUFT (saift)  
sail: SAEUL (sail)  
    SAEL: sale  
sailor: SAEURL (sairl)  
St. Paul: SP\*AUL

salacious: SHRAEURBS (slaishs)  
salad: SA\*LD  
salary: SHRAER (slaer)  
sale: SAEL  
salesman: SPHAPB (sman)  
salesmen: SPHEPB (smen)  
salinity: SHREUPBT (slint)  
salon: SHROPB (slon)  
saloon: SHRAOPB (slaon)  
salt: SALT  
    SAULT: assault  
salubrious: SHRAOUBS (slaoubs)  
salubriously: SHRAOUBLS (slaoubls)  
salvation: SA\*FLGS  
salve: SA\*FL  
same objection: SPHAEUBGS (smaiks)  
sample: SAFRPL (sampl)  
sanction: SA\*PBGS (sa\*nks)  
sandal: SAPBLGDZ (sandl)  
sandwich: SW\*EUFP (sw\*ich)  
sane: SAEUPB (sain)  
    insane: STPHAEUPB (nsain)  
sanity: SAPBT  
    SAEPBT: assistant  
satellite: SAELT  
satisfy: SAE  
    satisfaction: SAEGS  
    satisfactory: SAER  
    satisfactorily: SAERL  
sausage: SAUPBLG (sauj)  
savage: SAFPBLG (safj)  
save: SA\*EUF (sa\*iv)  
    SAEUF: safe  
saving: SAEUFG (saifg)  
savings account: SAEUBGT (saikt)  
savings and loan: S-L  
scaffold: SKAFLD  
scandal: SKAPBLGDZ (skandl)  
scant: SKAPBT (skant)  
scantily: SKAPBLT (skanlt)  
scare: SKAEUR (skair)  
scarce: SKAEURS (skairs)  
    SKAEURZ: scares  
scarcity: SKA\*EURS (ska\*irs)  
scarf: SKAFRB  
scarlet: SKARLT  
scathe: SKA\*EUT  
    SKAEUT: skate  
scatter: SKART  
scavenge: SKAFPBG (skafng)  
scavenger: SKAFRPBG (skafrng)

# Steno Tips

## Shortcuts for Common Words and Phrases

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scene: SKAOEPB (skaoen)  
SKAO\*EPB: skein  
scene of the accident: STPHABGS (snax)  
STPHABGZ: snacks  
scenery: SKAOERP (skaoern)  
scent: S\*EPBT (s\*ent)  
SEPBT: sent  
KREPBT: cent  
schedule: SKEL  
schematic: SKAOEPLT (skaoemt)  
scheme: SKAOEPL (skaoem)  
schism: SKEUFPL (skifm)  
schmooze: SPHAOZ (smaoz)  
scholar: SKHRAR (sklar)  
scholarship: SKHRARP (sklarp)  
school: SKAOL  
school district: SKEUBGT (skikt)  
sciatic: SAOEUBGT (saoikt)  
science: SAOEUPBS (saoins)  
SAOEUPBZ: signs  
scientific: STEUFBG (stifk)  
scientifically: STEUFBLG (stifkl)  
scientist: STEUS (stis)  
STEUZ: cities  
scleral: SKHRERL (sklerl)  
scleritis: SKHRERTS (sklerts)  
sclerosis: SKHRERS (sklers)  
sclerotic: SKHRERBGT (sklerkt)  
scope: SKOEP  
beyond the scope: KWROEP (yoep)  
scorch: SKOFRPB  
score: SKOER  
scoreless: SKOERLS  
scour: SKOUR  
scourge: SKOURPBLG (skourj)  
SKURPBLG: discourage  
scramble: SKRAFRPL  
screw: SKRAOU  
screwdriver: SKRAOEUF (skraoifr)  
scribble: SKREUBL  
scrimmage: SKREUPBLG (skrij)  
script: SKREUPT (skript)  
scripture: SKREURPT (skript)  
scrotal: SKROELGTS (skroelt)  
scrotum: SKROEPLT (skroemt)  
scruple: SKRAOUP  
scruple: SKRAOUPZ  
scrupulous: SKRAOUPS  
scrutinize: SKRAOUP (skraoun)  
scrutiny: SKRAOUPBT (skraount)

sculpt: SKHRUPT (sklupt)  
sculptor: SKHR\*URPT (skl\*urpt)  
sculpture: SKHRURPT (sklurpt)  
scurrilous: SKURLS  
scuttle: SKULGTS  
search: SEFRPB  
search warrant: SW  
SW-R: software  
season: SOEPB  
seat belt: SPWELT (sbelt)  
seclude: SKHRAO\*UD (sklao\*ud)  
SKHRAOUD: exclude  
seclusion: SKHRAO\*UGS (sklao\*ugs)  
second: SEBGD (sekD)  
secondhand: SKRAPBD (skrand)  
firsthand: TPRAPBD (frand)  
second of all: SKAUL  
first of all: TPRAUL  
secrecy: SKRES  
secret: SRET  
secretly: SKRELT  
secretary: SEBGT (sekt)  
sect: S\*EBGT (s\*ekt)  
section: S-BGS (s-ks)  
SEBGS: sex (sex)  
secular: SERBLG (serkl)  
secure: SKAOUR  
security: SKAOURT  
sedan: STKAPB (sdan)  
sedate: STKAEUT (sdait)  
sedation: STKAEUGS (sdaigs)  
sediment: SEPLT (semt)  
SPHEPLT: cement  
sedimentation: SEPLGS (semgs)  
seduce: STKAOUS (sdaous)  
seduced: STKAOUFD (sdaoufd)  
seducer: STKAOUFR (sdaoufr)  
seduction: STKUBGS (sduks)  
seems to me: SPHAOEPLS (smaoems)  
seemed to me: SPHAOEPLD  
segment: S\*EGT  
SEGT: setting  
segregate: STKPWRAEUT (sgrait)  
segregation: STKPWRAEUGS (sgraign)  
seismic: SPHEUBG (smik)  
seismology: SPHOLG (smolg)  
seismologist: SPHOLGS (smolgs)  
select: SHREBGT (slekt)  
selector: SHRERBGT (slerkt)  
selection: SHREBGS (sleks)

# Steno Tips

## Shortcuts for Common Words and Phrases

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self: SEFL  
{self-^}: S\*EFL  
self-defense: STKWEPBS (sdwens)  
self-esteem: S\*EFLS  
self-image: SEUPLBG (sij)  
selfish: SEURB (sish)  
selfishness: SEURBS (sishs)  
semantic: SPHA\*PBG (sma\*nk)  
semester: SPHES (smes)  
{semi^}: SPHE (sme)  
semiconductor: SKURBGT (skurkt)  
seminar: SAERPL (saerm)  
senate: STPHET (snet)  
senator: STPHER (sner)  
senatorial: STPHERL (snerl)  
senile: SAOEPBL (saoenl)  
senility: SAOEPBLT (saoenlt)  
senior: S-R  
seniority: S-RT  
sense: SEPBS (sens)  
    STPHEPBS: essence  
sensation: SEPBSG (sengs)  
senseless: SEPBSL  
sensor: SERPBS  
sensory: SAERPBS  
sentence: STPH-PBS (sn-ns)  
separate: SPRAEUT (sprait)  
separate and apart: SPRART  
separately: SPRAEULT  
separation: SPRAEUGS (spraigns)  
sequel: SKWEL  
    SKEL: schedule  
sequence: SKWEPBS (skwens)  
sequential: SKWERBL (skweshl)  
sequester: SKWERS  
sequestration: SKWERGS  
sequin: SKWEUPB  
sergeant: SARPBLGT (sarjt)  
serial: SAOERL  
    SAO\*ERL: cereal  
serious: SAOERS  
seriously: SAOERLS  
seriousness: SAOERPBS (saoerns)  
sermon: SERPL (serm)  
serpent: SERPT  
serum: SAOERPL (saoerm)  
servant: SEFRBT  
serve: SEFRB  
service: S-FS  
service station: S-FGS  
session: SEGS  
settle: SHR (sl)  
settlement: SHR-PLT (sl-mt)  
settler: SHR-R (sl-r)  
sever: SEFR  
    SAOEFR: receiver  
severable: SEFRBL  
several: SEFRL  
severance: SEFRPBS  
    SEFRPB: search  
severe: STPAOEFR (sfaoefr)  
    STPAOER: sphere  
severely: STPAOEFR (sfaoefr)  
sew: SO\*E  
sewage: SAOUPBLG (saouj)  
sex: SEBGS  
    sexy: SAEBGS (saex)  
sexual: SEBLGS (sexl)  
    sexually: S\*EBLGS  
sexual abuse: SHRAUB (slaub)  
sexually abused: SHRAUBD (slaubd)  
sexual harassment: SAFPLT  
sexually harass: SAF  
sexual intercourse: SKOURS  
shabby: SHAEB  
shack: SHABG  
shackle: SHALG  
shade: SHAEUD (shaid)  
shadow: SHO\*ED  
    SHOED: showed  
shake: SHAEUBG (shaik)  
shaken: SHAEUPB (shain)  
    SHA\*EUPB: Shane  
shaky: SHAEBG (shaek)  
shall: SHAL  
shallow: SHA\*L  
shareholder: SHAEURLD  
shatter: SHART  
shake: SHAEUBG  
    SHA\*EUBG: sheik  
sheet of paper: SHO\*P  
shepherd: SHEPD  
sherbet: SHERBT  
sheriff: SHREUF (shrif)  
shimmer: SHEURPL (shrim)  
shipment: SHEUPLT (shimt)  
shipyard: SHARD  
    SHA\*RD: shard  
shortage: SHORPBLG (shorj)  
shorten: SHORPBT (shornt)  
shorthand: SHORPBD (shornd)  
shotgun: SHAUG (shaug)



# Steno Tips

## Shortcuts for Common Words and Phrases

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show you what has been marked: SHOEBGD  
show you what has been marked as: SHOEBGDZ  
shudder: SH\*URD  
    SHURD: insured  
shutdown: SHOUPB (shoun)  
shun: SH\*UPB (sh\*un)  
    SHUN: {^ion}  
shutter: SHURT  
sibling: SEUBLG  
sideline: SHRAOEUPB (slaoin)  
sidewalk: SWAUBG (swauk)  
sideways: SWA\*EUS (sw\*ais)  
    SWA\*EU: subway  
    SWAEUZ: sways  
sight: SAOEUT (saoit)  
    site: SAO\*EUT  
    cite: KRAOEUT  
signal: STPHAL (snal)  
signal light: STPHALT (snalt)  
Singapore: SPO\*ER  
signature: S-GT  
significance: SEUGS (sigs)  
significant: SEUG (sigs)  
signify: STPAOEU (sfaoi)  
silence: SHREPBS (slens)  
silent: SHREPBT (slent)  
silver: SEUFRL  
similar: SHRAR (slar)  
similarity: SHRART (slart)  
similarly: SHRARL (slarl)  
simple: SEUFPRL (simpl)  
    simply: S\*EUFRPL (s\*impl)  
simplicity: SPHREUFT (splift)  
simulation: SEUPLGS  
simultaneous: STAEPBS  
    STAEPBZ: sustains  
simultaneously: STAEPBLS  
single: S\*EUL  
    SEUL: sill  
singular: S\*EURL  
singularity: S\*EURLT  
sinister: SEURPBS  
    SEURPBZ: sinners  
sinus: SAO\*EUPBS  
    SAOEUPBS: science  
siphon: SAOEUFPB (saoifn)  
sister: ST-R  
    STR: center  
sister-in-law: ST-RPBL  
site: SAO\*EUT  
    SAOEUT: sight  
    KRAOEUT: cite  
sitting: SEUGT (sigt)  
sitting here today: STO\*EGD  
sitter: SEURT (sirt)  
situate: SWAEUT (swait)  
situation: SWAEUGS (swaigs)  
situational: SWAEURBL (swaishl)  
six-month date: SPH-D (sm-d)  
six-month period: SPH-P (sm-p)  
size: SAOEUZ  
sized: SAOEUFD  
sizzle: SEUFL  
    SEU\*FL: civil  
skeleton: SKELT  
skeptical: SKEPL  
skepticism: SKEFPL (skesm)  
sketch: SKEFP (skech)  
sketchy: SKAEFP (skaech)  
skill: SKEUL (skil)  
    skillful: SKEUFL (skifl)  
skillet: SKEULT (skilt)  
skip: SKEUP  
skipper: SKEURP (skirp)  
sky: SKAOEU (skaoi)  
skylight: SKAOEULT (skaoilt)  
slack: SHRABG (slak)  
slacker: SHRARBG (slark)  
slander: SHRARPBD (slarnd)  
slaughter: SHRAURT (slaurt)  
sleep: SHRAOEP (sloep)  
sleeper: SHRAOERP (sloerp)  
slender: SHRERPBD (slernd)  
slight: SHRAOEUT (sloait)  
slighter: SHRAOEURT (sloairt)  
slightest: SHRAO\*EUS (sloa\*is)  
    SHRAOEUS: slice  
slightly: SHRAOEULT (sloailt)  
slip: SHREUP  
    slipper: SHREURP (slirp)  
slip and fall: STPAUL (sfaul)  
sliver: SHREUFR (slifr)  
slogan: SHRO\*EG (slo\*eg)  
    SHROEG: slowing  
slow: SHROE (sloe)  
slowly: SHROEL (sloel)  
small: SPHAUL (smaul)  
smaller: SPHAURL (smaurl)  
smallest: SPHA\*ULS (sma\*uls)

# Steno Tips

## Shortcuts for Common Words and Phrases

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smart: SPHART  
smartly: SPHARLT (smarlt)  
smoke: SPHOEBG (smoek)  
smoker: SPHOERBG (smoerk)  
smother: SPHORT (smort)  
smuggle: SPHULG (smulg)  
smuggler: SPHURLG (smurlg)  
sneaker: STPHAOERBG (snaoerk)  
snippet: STPHEUPT (snipt)  
snow: STPHOE (snoe)  
snow and ice: STPHAOEUS (snaois)  
snowboard: STPHOEB (snoeb)  
snowfall: STPHOEFL (snoefl)  
snowflake: STPHOEFBG (snoefk)  
snowmobile: STPHOEBL (snoebl)  
snowstorm: STPHORPL (snorm)  
snuggle: STPHULG (snulg)  
sober: SOEB  
sobriety: SPWRAOEUT (sbraoit)  
so-called: SKAULD  
    SKA\*LD: scald  
social: SOERBL (soersh)  
socialism: SOEFPL (soefm)  
socialist: SOERBLT (soeshlt)  
socialize: SO\*ERBLZ (so\*eshlz)  
socialization: SO\*ERBLGS (soershlg)  
society: SOEUT  
sociologist: SOERBLGS  
sociology: SOERBLG  
socket: SOBGT (sokt)  
sodium: SOEPLD (soemd)  
sodomy: SOPLD (somb)  
soften: SOFPB  
softly: SOFLT  
softness: SOFPBS  
software: SW-R  
    SWR: somewhere  
so I guess: SOEUGS (soigs)  
    I guess: EUGS (igs)  
solace: SOLS  
solar: SO\*ERL  
    SOERL: southerly  
soldier: SOPBLG (soj)  
solemn: SHREPL (slem)  
solemnity: SHREPLT (slemt)  
solicit: SHREUFT (slift)  
    SHR\*EUFT: shrift  
solid: SO\*LD  
solution: SHRAOUGS (slaougs)  
solve: SO\*FL  
solvency: SO\*FLS  
solvent: SO\*FLT  
something: STKPW (sg)  
something else: STKPW-LS (sg-ls)  
something happen: STKPW-P (sg-p)  
something is: STKPW-S (sg-s)  
something like that: STKPW-LT (sg-lt)  
son: SOPB  
son-in-law: SOPBL (sonl)  
sonic: SO\*PBG (so\*nk)  
    SOPBG: song  
so forth: STPOERT (sfort)  
so on and so forth: STPO\*ERT (sfo\*ert)  
sophomore: SOFPL (sofm)  
sorority: SORPBT (sornt)  
sort of: SOFRT  
    sort of thing: SO\*FRT  
sort of like: SOFRLT  
so to speak: S-PT  
    SP-PT: as opposed to  
soul: SO\*UL  
sound bite: SPWAOEUT (sbaoit)  
sound like: SOUL  
sounds like: SOULZ  
source: SOURS  
    SOURZ: sours  
sourced: SOUFRD  
south: SOUT  
    southern: SORPB (sorn)  
South Africa: STPREUBG  
South African: STPREUPB  
southbound: SOUBD  
southeast: S\*D  
    southeasterly: S\*LD  
    southeastern: SAOERP (saoern)  
southwest: S\*Z  
    southwesterly: S\*LZ  
    southwestern: SWERP (swern)  
South Korea: SKRAE  
South Korean: SKRAEPB (skraen)  
sovereign: SO\*FRPB (so\*vrn)  
sovereignty: SO\*FRPBT (so\*vrnt)  
space: SPAEUS (spais)  
space shuttle: SPULGTS (sputl)  
space station: SPAEUGS (spaigs)  
spacecraft: SPAEUBG (spaik)  
    SPA\*EUBG: spake  
spacious: SPAEURBS (spaishs)  
spaghetti: SPAEGT  
spaniel: SPAPBL

# Steno Tips

## Shortcuts for Common Words and Phrases

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Spanish: SPARB (spash)  
spark: SPARBG  
spark plug: SPHRUG (splug)  
sparse: SPARS  
    SPARZ: spars  
sparsely: SPARLS  
speaks for itself: SP-FRTS  
special: SPERBL  
    specialty: SPERBLT  
specialize: SP-L  
    specialist: SP-LS  
    specialization: SP-LGS  
specific: SPEFBG (spefk)  
specification: SP-FBGS (sp-fks)  
specify: SPEF  
specimen: SPES  
specious: SPAOERBS  
spectacular: SP-BGT (sp-kt)  
spectacularly: SP-BGLT (sp-klt)  
spectator: SPERBGT (sperkt)  
speculate: SPULT  
speculation: SPULGS  
speculative: SPHRUF (spluf)  
speed: SPAOED  
    speedy: SPAED  
speed limit: SPHREUPLT (splimt)  
speedway: SPOEU (spoi)  
spell: SPEL  
    can you spell: KUPS  
    do you spell: TKAOUPS  
    how do you spell: HOUPS  
    will you spell: HRUPS  
spell your name: SPAEUPL (spaim)  
spell your last name: SPHRAEUPL (splaim)  
sphere: STPAOER (sfaoer)  
spheric: STPAOERBG (sfaoerk)  
spherical: STPAOERBLG (sfaoerkl)  
spherically: STPAO\*ERBLG (sfao\*erkl)  
sphincter: STP\*EUPBGT (sf\*inkt)  
spine: SPAOEUPB (spain)  
spineless: SPAOEUPBLS (spainls)  
spirit: SPEURT (spirt)  
spiritual: SPEURLT (spirtl)  
spirituality: SP\*EURLT (sp\*irtl)  
splatter: SPHRART (splart)  
splendid: SPHREPBD (splend)  
splendor: SPHRERPBD (splernd)  
splinter: SPHREURPBT  
spokesman: SP-PL (sp-m)  
sponsor: SPORPBS (sporns)  
    SPOPBS: response  
spontaneous: SPAEPBS (spaens)  
    SPAEPBZ: subpoenas  
spontaneously: SPAEPBLS (spaenls)  
sporadic: SPORBG (spork)  
sport: SPORT  
    SPOERT: support  
sportsmanship: SPEUP (spip)  
spotlight: SPOLT  
spreadsheet: SPRERBT (spresht)  
Springfield: SPREUFLD (sprifld)  
sprinkle: SPR\*EUPBL (spr\*inkl)  
squabble: SKWAUBL  
squander: SKWAURPBD (sqaurnd)  
stability: STABLT  
standard of care: ST-BG  
standard of proof: SPRAOF  
straighten: STRAEUPBT (straint)  
    STRA\*EUPBT: restraint  
stat: STA\*T  
State's Exhibit: S-BT  
state of: STAEUF (staif)  
    state of the: STAEUFT (staift)  
state of mind: STAEUFPLD (staifmd)  
state trooper: STRAORP  
state your name: STAURPB  
state your full name: STAUFRPB  
state your name for the record: STAURPBD  
state your full name for the record: STAUFRPBD  
state your name and address: STAURPBDZ  
stats: STA\*TS  
status: STATS  
steady: STAED  
    instead: STED  
strength: STREPBT (strent)  
strengthen: STREPB (stren)  
strenuous: STREPBS (strens)  
    STREPBZ: strengthens  
strenuously: STREPBLS (strenls)  
stepfather: STEFR  
stretch of the imagination: STREPBLGS (strejs)  
subcontract: SKR-T  
    contract: KR-T  
subculture: SKURLT  
    culture: KURLT  
subdivision: SWEUGS  
    SWAEUGS: situation

# Steno Tips

## Shortcuts for Common Words and Phrases

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subpoena: SUP  
S\*UP: sup  
subpoena duces tecum: SUPT  
SAOUP: superintendent  
subscribe: SKRAO\*EUB  
subsequent: SKWEPBT (skwent)  
SKW\*EPBT: consequent  
subsequently: SKWEPBL (skwenl)  
subsidiary: STKAER (sdaer)  
wholly-owned subsidiary: WHOEPBD  
subsidiarity: STKAERT (sdaert)  
substance: S-BS  
controlled substance: KRUB  
green leafy substance: TKPW\*LS  
white powdery substance: W\*PS  
substances: S-BZ  
substantial: STARBL (stashl)  
substantially: STAERBL (staeshl)  
substantial evidence: STEFD  
substitute: STAOT  
constitute: STU  
institute: STPHAOT (snaot)  
subtract: STR-BGT (str-kt)  
STRABGT: extract  
suburb: SPWURB (sburb)  
URB: urban  
suburban: SPWURPB (sburn)  
subway: SWA\*EU  
summary: SPHAER (smaer)  
summary judgment: SOEUPBLG (soij)  
motion for summary judgment: PHOEUPBLG (moij)  
superintendent: SAOUP  
superior: SPR-R  
superiority: SPR-RT  
superior court: SPROURT  
supernatural: SPR-PBL (spr-nl)  
natural: TPHAL (nal)  
supervise: SPR-FS  
supervised: SPR-FD  
supervision: SPR-FRGS  
court supervision: KR-FRGS  
supervisor: SPR-FR  
supplement: SPHREPLT (splemt)  
supplemental: SPHR-L (spl-l)  
support: SPOERT  
child support: KHORT  
suppress: SPR\*ES  
Supreme Court: SKOURT  
SKORT: escort  
surpass: SPAS  
SPAZ: spas

surprise: SPRAOEUZ  
surrender: SURPBD (surnd)  
surround: SROUPBD (sround)  
surrounding: SROUPBGD (sroundg)  
surveil: SWAEUL (swail)  
surveillance: SWAEULS (swails)  
survey: STPAEU (sfai)  
surveyor: STPAEUR (sfair)  
survive: S\*UFR (s\*ufr)  
survival: S\*UFRL  
susceptible: STEBL  
susceptibility: STEBLT  
suspect: S-P  
suspend: SP\*EPBD (sp\*end)  
suspender: SP\*ERPBD (sp\*ernd)  
suspension: SPEPBGS (spengs)  
suspicion: SPEUGS (spigs)  
suspicious: SPEURBS (spishs)  
swallow: SWAL  
sweetheart: SWHAERT  
sympathy: STHEU (sthi)  
sympathetic: STHEBGT (sthekt)  
sympathetically: STHEBLGT (sthektl)  
synopsis: STPHOEUPS (snoips)  
syringe: SREUPBG (sring)  
system: ST-PL (st-m)

### - T -

table: TAEUBL (taibl)  
tablet: TABLT  
tacit: TA\*S  
tacitly: TA\*LS  
tackle: TALG  
tact: TABGT (takt)  
tactic: TA\*BGT (ta\*kt)  
tactically: TA\*BLGT (ta\*ktl)  
tail: TAEUL (tail)  
taillight: T-LT (tailt)  
tailor: TAEURL (tailr)  
Taylor: THROR  
Taiwan: TWAPB (twan)  
take-home pay: TH-P  
take into account: TAEUBGT  
take into consideration: TAEURGS  
take place: TAEUPS  
TAEUPZ: tapes  
talent: TAPBLT  
talk about the: TAUBT  
Tampa: TA\*EPL

# Steno Tips

## Shortcuts for Common Words and Phrases

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Taurus: TAURS  
Taylor: THOR (tlor)  
tangent: TAPBGT  
tank: TA\*PBG (ta\*nk)  
tanker: TA\*RPBG (ta\*rnk)  
tape record: TRORD  
tape recorder: TROERD  
target: TARGT  
tariff: TAEUFRB (taifr)  
taste: TAEUFT (taift)  
tax: TABGS  
taxable: TAFBL  
taxation: TAFGS  
taxed: TAFD  
taxi: TAEBGS (taex)  
    TAEBGZ: attacks (taeks)  
taxicab: TAEB  
tech: T\*EBG (t\*ek)  
technical: TEBG (tek)  
technically: TEBLG (tekl)  
technician: TEGS  
technique: TAOEBG (taoek)  
technological: TO\*ELG  
technologist: TOELGS  
technology: TOELG  
    TOLG: toggle  
teenage: TAOEPBLG (taoej)  
teenager: TAOERPBLG (taoerj)  
teeter: TAOERT  
telephone: TEFL  
telephone: TAEFL  
telescope: T-PGS  
televise: T\*FL  
television: TWEUGS (twigs)  
television station: TW-GS  
tell the: TELT  
tell the jury: TEPBLG (tej)  
temp: T\*EFRP  
temper: TEFRP  
temperature: TEFRPT  
temple: TEFRPL  
temporary: TRAER  
    contemporary: KRAER  
    KROER: contrary  
temporarily: TRAERL  
tempt: TEPLT (temt)  
temptation: TEPLGS (temgs)  
tenant: TA\*EPBT (ta\*ent)  
tender: TERPBD (ternd)  
tenderly: TERPBLD (ternld)  
tendon: TE\*PBD (t\*end)  
    TEPBD: tend  
    Tennessee: TA\*EPBS (ta\*ens)  
tense: TEPBS (tens)  
tensile: T\*EPBLS (t\*enls)  
tension: TEPBGS (tengs)  
tent: TEPBT  
tenth: T\*EPBT  
tepid: TEPD  
term: TERPL  
    terms and conditions: TERBGZ (terks)  
terminate: TERPLT (termt)  
termination: TERPLGS (termgs)  
termite: T\*ERPLT (t\*ermt)  
terrestrial: TRERLS  
terrible: TERBL  
terribly: T\*ERBL  
terrific: TREUFBG (trifk)  
terrifically: TREUFBLG (trifkl)  
terrify: TREUFR (trifr)  
territory: TERT  
terror: TROR  
terrorism: TROFRPL  
terrorist: TROFRT  
terrorize: TROFRZ  
terrorizing: TROFRGZ  
test: TEFT  
testament: TEFPLT (tefmt)  
testify: TEF  
testimony: T-PL (t-m)  
Texas: T-BGS (t-x)  
textbook: TEBT  
thank you: TU  
Thanksgiving: THEUFG (thifg)  
theater: THAOERT  
themselves: THEPLZ (themz)  
theology: THAOELG  
    theological: THAO\*ELG  
theorem: THAOERPL  
theoretic: THAOERBGT  
theorist: THAOERS  
theory: THAOER  
therapeutic: THAEURPT (thairpt)  
therapist: THAEURPS (thairp)  
therapy: THAEURP (thairp)

# Steno Tips

## Shortcuts for Common Words and Phrases

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there: THR  
thereby: THR-B  
    hereby: H-RB  
    whereby: WR-B  
therein: THR-PB (thr-n)  
thereto: THR-R  
thermometer: THERPLT (thermt)  
third party: THEURP (thirp)  
this, that, and the other: THOERT  
Thomas: THOPLS (thoms)  
Thompson: TOFRPS (tomps)  
thorough: THOER  
thoroughly: THOERL  
thoroughness: THOERPBS (thoerns)  
thousand: THOU  
thousand dollars: THOUDZ  
threaten: THREPB (thren)  
threw: THRAOU  
through: THRAO  
throughout: THROUT  
throughput: THRAOPT  
thumbprint: TH-PT  
thunder: THURPBD (thurnd)  
thundershower: THOUR  
thunderstorm: THORPL (throm)  
Thursday: Thursday  
thyroid: THAOEURD (thaoird)  
tick: T\*EUBG (\*ik)  
    TEUBG: particular  
tickle: TEULG (tilg)  
tickler: TEURLG (tirlg)  
tide: TAO\*EUD (tao\*id)  
    TAOEUD: tied  
    tidal: TAOEULGDZ (taoidl)  
tighten: TAOEUPBT  
timber: TEURPL (tirm)  
time of the accident: TAOEUFBGS (taoifks)  
timid: TEUPLD (timd)  
tin: TEUPB  
    T-PB: continue  
tinker: T\*EURPBG (\*irnk)  
tinkle: T\*EUPBL (\*inl)  
tiny: TAOEUPB (taoin)  
    TAO\*EUPB: tine  
tire: TAOEUR (taoir)  
    TAO\*EUR: retire  
tireless: TAOEURLS (taoirs)  
tiresome: TAOEURPLS (taoirms)  
tissue: TEURB (tish)  
titan: TAO\*EUPBT (tao\*int)  
titanium: TAOEUPLT (taoimt)  
tobacco: TPWABG (tbak)  
to be honest: TPWOPBS (tbons)  
to be honest with you: TPWU (tbu)  
today: TOED  
    TO\*ED: toad  
toe: TOE  
    TO\*E: tow  
together: TOEG  
    TO\*EG: towing  
toilet: TOEULT  
tolerate: TORLT  
tolerable: TORBL  
tolerance: TORPBLs (tornls)  
tolerant: TORPBLT (tornlt)  
to make a long story short: THRORT (tort)  
tomato: TOEPLT (toemt)  
tome: TO\*EPL (to\*em)  
tomorrow: TOEPL (toem)  
to my knowledge: TEUPBLG (tij)  
    to the best of my knowledge: T\*EUPBLG (\*ij)  
tong: TOPBG  
tongue: TUPBG  
tonight: TOEPBT  
Tony: TO\*EPB (to\*en)  
too: TAO  
too far: TAOFR  
too fast: TAOFS  
too good: TAOGD  
took into consideration: TAORGS  
took place: TAOPS  
too large: TAORPBLG (taorj)  
too late: TAOLT  
too little: TAOLGTS (taolt)  
too long: TAOPBG (taong)  
    TAOUPBG: tuning  
too many: TAOPL (taom)  
    TAOUPL: tomb  
too many times: TAOPLTS (taomts)  
too much: TAOFP (taoch)  
too often: TAOFPB (taofn)  
topic: TOEP  
torment: TORPLT (tormt)  
tornado: TORPBD  
Toronto: TROPBT (tront)  
torpedo: TOERP  
torrent: TORPBT  
tort: TORT  
tortious: TOEURTS (toirts)  
tortious interference: TOEUFRPBS (toifrms)  
torture: TOURT

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# Steno Tips

## Shortcuts for Common Words and Phrases

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total: TOELGTS  
totalitarian: TOELT  
to tell you the truth: THRAO\*UT (tlao\*ut)  
to the best of your ability: T\*URBLT  
tough: TUF  
toughen: TUFPB  
toughness: TUFPBS  
tour: TAOUR  
tourism: TAOUFPL  
tourist: TAOURS  
toward: TWARD  
township: TW-P  
Toyota: TO\*EUT (to\*it)  
trace: TRAEUS  
    TRAEUZ: trays  
Tracy: TRAES  
trade: TRAEUD (traid)  
tradition: TRAGS  
traditional: TRAL  
traditionally: TRAEI  
tragedy: TRAPBLGD (trajd)  
tragic: TRAPBLG (traj)  
train station: TRAEUGS (traigs)  
trait: TRAEUT (trait)  
traitor: TRAEURT (trairt)  
trample: TRAFRPL  
transact: TR-BGT (tr-kt)  
transaction: TR-BGS (tr-ks)  
transcribe: TRAOEUB  
    TRAO\*EUB: tribe  
transcript: TREUPT  
transcription: TREUPGS  
transfer: TR-FR  
transform: TR-FRPL (tr-frm)  
transformation: TR-FRPLGS (tr-frmgs)  
transistor: T-RT  
transition: TREUGS (trigs)  
transitional: TREURBL (trishl)  
translate: TR-LT  
translation: TR-LGS  
translator: TR-RLT  
transmit: TR-PLT  
transmission: TR-PLGS  
transparency: T-RPS  
transparent: T-RPT  
transplant: TR\*PT  
transport: TR-PT  
transportation: TR-PGS  
trauma: TRAUPL (traum)  
traumatic: TRAUBG (trauk)  
travel: TR\*AFL  
Travis: TRA\*FS  
treacherous: TREFRPBS  
treachery: TREFRPB  
treason: TROEPB (troen)  
treasure: TRER  
treasury: TRERB (tresh)  
treat: TRAOET  
treatment: TRAOEPLT (traoemt)  
treaty: TRAET  
tremendous: TRE  
tremendously: TREL  
tremor: TRERPL (trerm)  
trespass: TR-P  
trespasser: TR-RP  
trial court: TRAOEUBGT (traoikt)  
trial judge: TRAOEUPBLG (traoij)  
triangle: TRAOEUPBG (traoing)  
triangulate: TRAOEUPBGT (traoingt)  
tribunal: TREUBL (tribl)  
tribute: TREUBT (tribt)  
tricycle: TROEUBG (traoik)  
    bicycle: PWOEUBG (boik)  
    true and correct: TREBGT (trekt)  
trifle: TRAOEUFL (traoifl)  
trigger: TREURG (trig)  
trillion: TR-L  
trillion dollars: TR-LDZ  
trinity: TREUPBT (trint)  
trinket: TR\*EUPBT (tr\*inkt)  
triple: TR\*EUPL (tr\*ipl)  
    TREUPL: trim  
triumph: TRAOEUFP (traoimp)  
triumphant: TRAOEUFP (traoimpt)  
trivia: TRA\*EF  
trivial: TR\*EUFL  
trophy: TROEF  
trouble: TRUBL  
trouser: TROURS  
trowel: TROUL  
truant: TRAOUPBT (traount)  
true and accurate: TRAT  
    truly and accurately: TRALT  
    truly and accurately depict: TREUBGT (trikt)  
true and correct: TREBGT (trekt)  
truism: TRAOUFPL (traoufm)  
Truman: TRAOUPL (traoum)  
trumpet: TRUFRPT (trump)  
truthful: TRAOUFL  
tsunami: SAOUPB (saoun)  
tubal: TAOUBL  
    TAO\*UBL: tubule

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# Steno Tips

## Shortcuts for Common Words and Phrases

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Tuesday: TAOUS  
Tulsa: TULS  
tumble: TUFRLP (tumpl)  
tumor: TAOURLP (taourm)  
turbulent: TURBLT  
T\*URBLT: to the best of your ability  
turgid: TURPBLGD (turjd)  
turnover: TOEFR  
turnpike: T\*P  
Tucson: TAO\*US  
tutor: TAOURT  
tutorial: TAOURLT  
TV station: T\*FGS  
tweeze: TWAOEZ  
tweezer: TWAOERZ  
twilight: TWAOEULT  
twinkle: TW\*EUPBL  
two: TWO  
two at a time: TWAOEURL (twoim)  
two of: TWOF  
two of the: TWOF  
two of them: TWOFPL (twofm)  
two of us: TWOF  
Tylenol: TAOEURLP (taoinl)  
type: TAOEURL  
type of: TAOEURL  
type of the: TAOEURLT  
typewriter: TWRAOEURLT (twraoirt)  
typewritten: TWREURLP (twrin)  
typical: T-L  
typically: T\*L  
tyrannical: TAOERPBL  
tyranny: TAOERPBL  
tyrant: TAOEURLPBL

### - U -

ubiquity: PWEURLBGT (bikt)  
ubiquitous: PWEURLBGT (bikts)  
ugly: ULG  
uglier: URLG  
ulcer: URLS  
ultimate: ULT  
unable: TPHAURLBL (naibl)  
TPHAURLBL: enable  
unanimous: TPHAURLBS (nans)  
unanimously: TPHAURLBLS (nanls)  
uncomfortable: URLBL  
uncle: URLBL  
uncle: URLBL  
undercover: \*URLBGT (\*ufrk)

underground: URLGD  
underneath: URLPBT (urnt)  
understand: -PBD (-nd)  
understood: TPHAURLD (naod)  
TPHAURLD: nude  
under the circumstances: URLS  
under the influence: URLS  
underwriter: \*URLT  
underwriting: \*URLGT  
unemployed: PHRO\*EURD (plo\*id)  
PHROEURD: employed  
unemployment: PHRO\*EURPLT (plo\*imt)  
unfortunate: URLT  
unfortunately: URLT  
unhappy: TPHAURLP (naep)  
uniform: AOURURLP (aourfm)  
uniformity: AOURURLPLT (aourfmlt)  
unify: AOURURLPB (aourfn)  
unilateral: AOURURLBL (aournl)  
union: AOURURLP (aour)  
unique: TPHAURLBEG (naoek)  
unison: AOURURLBS (aourns)  
AOURURLBZ: unions  
unit: AOURURLPBT (aournt)  
unite: KWRAOURURLPBT (yaournt)  
United Nations: TPHA\*EURGZ (na\*igz)  
United States: AOUR\*US  
U.S.: \*US  
United States of America: AOUR\*URLS (ao\*ums)  
unity: KWRAOUR\*URLPBT (yao\*unt)  
universal: KWRAOURURL (yaourfl)  
universality: KWRAOURURLT (yaourflT)  
university: KWRAOURURLT (yaourflT)  
unusual: AOUR\*URLB (ao\*ush)  
KRAOUR\*URLB: cruel and unusual punishment  
update: \*URLD (\*upd)  
upset: URLS  
upstairs: \*URLZ  
downstairs: TKO\*URLBZ  
uranium: AOURURLP (aourm)  
urban: URLB  
suburb: SPWURLB (sburlb)  
suburban: SPWURLPB (sburln)  
urgent: URLPBLGT (urjt)  
urgency: URLPBLGS (urjs)



## Steno Tips

### Shortcuts for Common Words and Phrases

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urine: AOURPB (aourn)  
urinal: AOURPBL (aournl)  
urinalysis: AOURPBLS (aournls)  
urinate: AOURPBT (aournlt)  
urination: AOURPBGS (aournlgs)  
urologist: AOURLGS  
urology: AOURLG  
use: AOUS  
usable: AOUBL  
usage: AOUNPBLG (aouj)  
user: AOUFR  
useful: AOUFL  
useless: AOULS  
usual: AOURB (aoush)  
usually: AOURBL (aoushl)  
Utah: HAUT  
uterus: AOURTS  
utility: AOULT  
utilitarian: AOULRPBLT (aournlt)  
utilization: AOULGS  
utilize: AOUT  
utter: URT  
utterance: URPBS (urns)  
URPBZ: urns  
utterly: URLT

**- V -**

vacant: SRAEUBGT (vaikt)  
vacancy: SRAEBGS (vaeks)  
vacate: SRAEBGT (vaekt)  
vacation: SRAEUBGS (vaikgs)  
vaccine: SR-BGS (v-x)  
vacuum: SRABG (vak)  
vagina: SRAPBLG (vaj)  
vague and ambiguous: SRAEUPL (vaim)  
ambiguous: TKPWAOUS (gaous)  
ambiguity: TKPWAOUT (gaout)  
vain: SRAEUPB (vain)  
SRA\*EUPB: vein  
Valerie: SRAERL (vaerl)  
valid: SRALD (vald)  
validity: SRALT (valt)  
valley: SRAEL  
SRA\*EL: Israeli  
valor: SRARL (varl)  
value: SRAUL (vail)  
valuable: SRAUBL (vaubl)  
valve: SRAFL (vaf)  
van: SRAPB  
Vancouver: SRA\*PBG (va\*nk)

vandal: SRAPBLGDZ (vandl)  
vanish: SRARB (vash)  
vanity: SRAEUPBT (vaint)  
vapor: SRAEURP (vairp)  
variability: SRAERBLT (vaerblt)  
variable: SRAERBL (vaerbl)  
variance: SRAERPBS (vaerns)  
variant: SRAERPBT (vaernt)  
variation: SRAERGS (vaergs)  
variety: SRAERT (vaert)  
various: SRAERS (vaers)  
vary: SRAER (vaer)  
VCR: SR-RBG (v-rk)  
vector: SRERBGT (verkt)  
Vegas: SR\*EGZ (v\*egz)  
vegetable: SREPBLGT (vejt)  
vehemence: SRAOEPLS (vaoems)  
vehement: SRAOEPLT (vaoemt)  
vehicle: SREBG (vek)  
vein: SRA\*EUPB (va\*in)  
velocity: SRELS (vels)  
vend: SREPBD  
vendor: SRERPBD (vernd)  
Venezuela: SR\*EPBZ (v\*enz)  
vengeance: SREPBGs (vengs)  
vent: SREPBT  
SR\*EPBT: invent  
ventral: SRERPBLT (vernlt)  
ventricle: SR-RLT (v-rlt)  
ventricular: SR-RL (v-rl)  
SRERL: vertical (verl)  
ventricular fibrillation: SR-F (v-f)  
venue: SREPB (ven)  
verbatim: SRERBT (verbt)  
verdict: SRERD (verd)  
verifiable: SRAEUFB (vaifbl)  
verification: SRAEUFGS (vaifgs)  
verify: SRAEUF (vaif)  
Vermont: SRERPLT (vermt)  
versus: SRURS (vurs)  
vertebra: PWRA (bra)  
PWRAU: bra (brau)  
vertebral: PWRAL (bral)  
vertebrate: SREBT (vebt)  
vertical: SRERL (verl)  
horizontal: HORL  
vessel: SREFL (vefl)  
vestige: SREFPBLG (vefj)  
veteran: SRERP (vern)  
veto: SRAOET (vaoet)

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# Steno Tips

## Shortcuts for Common Words and Phrases

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viability: SRAOEUBLT (vaoiblt)  
viable: SRAOEUBL (vaoibl)  
Viagra: SRAO\*EURG (vao\*irg)  
vibrant: SRAO\*EUBT (vao\*ibt)  
vibrate: SRAOEUBT (vaoibt)  
vibration: SRAOEUBGS (vaoibs)  
vicinity: SREUPBT (vint)  
vicious: SREURBS (vishs)  
victim: SREUBGT (vikt)  
victor: SREURBGT (virkt)  
Victor: SR\*EURBGT (v\*irkt)  
Victoria: SRA\*ERBGT (va\*erkt)  
victory: SRAERBGT (vaerkt)  
video: SROED (voed)  
videographer: SROEFR (voefr)  
videotape: SROEP (voep)  
Vienna: SRA\*EPB (va\*en)  
Vietnam: SRAPL (vam)  
view: SRAOU (vaou)  
viewed: SRAOUD (vaoud)  
SRAOD: avoid  
viewpoint: SRAOUP (vaoupt)  
vigilance: SREUPBLGS (vijs)  
vigilant: SREUPBLGT (vijt)  
vigor: SREURG (virg)  
village: SREULG (vilg)  
villager: SREURLG (virlg)  
villain: SREUPBL (vinl)  
violate: SRAOEULT (vaoilt)  
violation: SRAOEULGS (vaoilgs)  
violence: SRAOEUPBLS (vaoins)  
violent: SRAOEUPBLT (vaointl)  
violin: SRAO\*EUPBL (vao\*inl)  
SRAOEUPBL: vinyl  
viral: SRAOEURL (vaoirl)  
virus: SRAOEURS (vaoirs)  
virgin: SREURPBLG (virj)  
Virginia: SRAERPBLG (vaerj)  
virile: SRAOERL (vaoerl)  
virtual: SREURLT (virlt)  
virtue: SREURT (virt)  
visa: SRAEZ (vaez)  
vis-a-vis: SRAO\*EZ (vao\*ez)  
visible: SREUFBL (vifbl)  
visibility: SREUFBLT (vifblt)  
visit: SREUFT (vift)  
visual: SREURBL (vishl)  
vital: SRAOEULGTS (vaoitl)  
vitamin: SRAOEUPLT (vaoimt)  
vivid: SREUFD (vifd)  
vividly: SREUFLD (vifld)

vocabulary: SROEBL (voebl)  
vocal: SROEBLG (voekl)  
vocation: SROEBGS (voeks)  
vocational: SROERBL (voeshl)  
voice: SROEUS  
voice mail: SROEUL  
void: SRO\*EUD (void)  
SROEUD: invoiced  
avoid: SRAOD (vaod)  
voir dire: SROEURD (voird)  
volleyball: SROBL (vobl)  
volume: SROPL (vom)  
voluntary: SROL (vol)  
voluntarily: SROEL (voel)  
volunteer: SROER (voer)  
vomit: SROPLT (vomt)  
vowel: SROUL (voul)  
voyage: SROEUPBLG (voij)  
voyeur: SRO\*EUR (vo\*ir)  
vulgar: SRURLG (vurlg)  
vulgarity: SRURLGT (vurlgt)  
vulnerability: SRURBLT (vurbtl)  
vulnerable: SRURBL (vurbl)  
vulture: SRURLT (vurlt)

### - W -

waist: WAEUFT (waift)  
WAEFT: waste  
wait a minute: WAEUPLT (waimt)  
wait a moment: WOPLT (womt)  
waive: WAEUF (waif)  
WAEF: wave (waef)  
waiver: WAEUFR (waifr)  
walk: WAUBG  
walking: WAUG  
wall: WAUL  
Wallace: WA\*LS  
walls: WAULZ  
Wall Street: WAULS  
Wall Street Journal: WAUPBLG (wauj)  
wander: WA\*RPBD (wa\*rnd)  
WARPBD: warned (warnd)  
warehouse: WHAEURS (whairs)  
warfare: W-FR  
welfare: W-F  
warm: WARPL  
warmer: WAERPL (waerm)  
warmest: WA\*RPLS (wa\*rms)  
warmth: WARPLT (warmt)

# Steno Tips

## Shortcuts for Common Words and Phrases

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warrant: WARPBT  
warranty: WAERPBT (waernt)  
Warren: WAURPB (waurn)  
    WARPB: warn  
warrior: WA\*ER  
    WAER: aware  
Washington: WARBT (washt)  
Washington, D.C.: W-DZ  
waste: WAEFT  
    WAEUFT: waist  
water: WAURT  
waterproof: WAURP  
wave: WAEF  
wavelength: WAEFLT  
waver: WAEFR  
weak: WAEBG (waek)  
    WA\*EBG: awake  
weakly: WAEBLG (waekl)  
weakness: WAEPBS (waens)  
wealth: WELT  
wealthy: WAELT  
weapon: WEP  
weather: WHR\*  
    WHR: whether  
weave: WAO\*EF  
    WAOEF: we've  
website: WEBS  
    WEBZ: webs  
wed: W\*ED  
wedding: WEGD  
Wednesday: WEPBS (wens)  
week: WAOEBG (waoek)  
weekend: WAOEBGD (waoekd)  
week or two: WAOEBGT (waoekt)  
weigh: WA\*EU  
    WAEU: way  
weight: WA\*EUT  
    WAEUT: wait  
weird: WAOERD  
weirdly: WAOERLD  
weirdness: WAOERPBS (waoerns)  
welcome: HR-BG (l-k)  
welfare: W-F  
    W-FR: warfare  
well: W-L  
were you aware: WRAUR  
were you aware of: WRAUFR  
were you aware of the: WRAUFRT  
were you aware of the fact: WRAUFRBGT  
westbound: WAOEBD  
westerly: WERL  
western: WERPB (wern)  
West Virginia: W\*F  
wheelchair: WHAOEFP (whaoech)  
wharf: WHAFRB  
what has been marked: WHARBGD  
what has been marked as: WHARBGDZ  
whereabouts: WR-BZ  
whereby: WR-B  
    hereby: H-RB  
    thereby: THR-B  
whichever: KH-FR  
whichever occurs first: KHUFRS  
    KHEFR: each and every  
White House: WHOUS  
whole: WHOEL  
    HOEL: hole  
wholly-owned: WHOEPB (whoen)  
wholly-owned subsidiary: WHOEPBD  
(whoend)  
wholly-owned subsidiaries: WHOEPBDZ  
widow: WOED  
wife: WAOEUF (waoif)  
    you and your wife: WAUPB (waun)  
    you and your husband: HAUPB (haun)  
wiggle: WEULG (wilg)  
wilderness: WEURPBL (wirnls)  
wildlife: WAOEUFLD (waoifld)  
William: W\*EUPL (w\*im)  
William: W\*EUPLZ (w\*imz)  
Williamson: W\*EUPLS (w\*ims)  
Wilson: WEULS  
windshield: WEURBLD (wishld)  
window: WOEUPBD (woind)  
windy: WAEPBD (waend)  
winter: WEURPBT (wirnt)  
wiper: WAOEURP (waoirp)  
wireless: WAOEURLS (waoirls)  
Wisconsin: WEUFS (wifs)  
wisdom: WEUZ (wiz)

# Steno Tips

## Shortcuts for Common Words and Phrases

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withdraw: WRAU  
withdrawal: WRAUL  
withheld: WH\*ELD  
withhold: WHO\*LD  
within: W-PB  
within a reasonable degree of: WARLD  
with reference: WREFRPBS (wrefrns)  
with regard to: WRARD  
with respect: WR-P  
    R-P: respect  
    with all due respect: WRAOURP  
wit: WEUT  
witness: W-PBS (w-ns)  
witness stand: SWAPBD (swand)  
wizard: WEUFRD (wifrd)  
wolf: WOFL  
    WUFL: wonderful  
woman: WOPL (wom)  
women: WEPL (wem)  
women and children: WEPBL (wenl)  
wonder: WORPBD (wornd)  
wonderful: WUFL  
wonderfully: W\*UFL  
work: WORBG  
worker: WAORBG (waork)  
    caseworker: KWAORBG  
workers' compensation: W-BG (w-k)  
work for: WOFR  
work for the: WOFRT  
workmanship: W-P  
workplace: WORPS  
world: WORLD  
World War I: WORPBLD (wornd)  
World War II: TWORLD  
worry: WOER  
worship: WORP  
worshipper: WRORP  
worth: WORT  
    worthy: WOERT  
    worthily: WOERLT  
    worthless: WORLS  
wreck: WREBG (wrek)  
wreckage: WREPBLG (wrej)  
wrecker: WRERBG (wrek)  
wrestle: WREFL  
wrestler: WREFRL  
wriggle: WREULG (wrig)  
wrist: WREUFT (wrift)  
write: WRAOEUT (wraoit)  
writer: WRAOEURT (wraoirt)  
written: WREUPB (wrin)

wrong: WROPBG  
wrongful: WROFL  
wrongly: WROL  
wrinkle: WREUPBL (wrinl)  
www: W\*Z  
Wyoming: WAOEUPLG (waoimg)

### - X -

X-ray: KPRAEU (xrai)  
Xerox: KPAOERBGS (xaoerx)

### - Y -

y'all: KWRA\*UL (ya\*ul)  
    KWRAUL: you all (yaul)  
year: KWRAOER (yaoer)  
year or less: KWRAOERLS (yaoerls)  
year or so: KWRAOERS (yaoers)  
year or two: KWRAOERT (yaoert)  
years of age: KWRERPBLGZ (yerjz)  
years ago: KWRERGZ (yergz)  
years old: KWRERLDZ (yerldz)  
yellow: KWROEL (yoel)  
yellow light: KWR-LT (y-lt)  
yellow line: KWROEPBL (yoenl)  
yesterday: KWRED (yed)  
you know what I mean: TPHOEUPL (noim)  
you know what I'm saying: TPHOEUPLS  
your Honor: URPB (urn)  
    \*URPB: urn  
    thank you, Your Honor: THURPB (thurn)