

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 1 of 66

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

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: PWORD
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 (scent)
accidental: STKEPBL (scentl)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 2 of 66

affect: TPAEBGT (faekt)
TPEBGT: effect (fek)
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: SKWREPB (jend)
agree: TKPWRAE (grae)
TKPWRAOE: degree (grae)
agriculture: TKPWRULT (grult)
ahead: HAED
TKPWOED: go ahead (goed)
ahead of: HAEF
airplane: AEURP
airport: AEURPT
Alabama: PWAEP (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
apartment: APT
A*PT: apt
apologize: POLGZ

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 3 of 66

apology: POELG
POLG: polling
apparatus: PRATS
apparent: PAERPBT (paernt)
apparently: PAERPBL (paernl)
appeal: PAEL
appellant: PAEPBLT (paenlt)
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 (plik)
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: ARG
argumentative: TKPWAOUF (gaouf)
argumentatively: TKPWAOUFL (gaoufl)
Arizona: AEURPBZ (airnz)
Arkansas: ARPBS (arns)
APBS: answer
arraign: WRAEUPB (wrain)
arraignment: WRAEUPLT (wraimt)
arrange: ARPBG (arng)
arrangement: ARPLT (arnt)
arrhythmia: R*EUPLT (r*imt)
REUPLT: rhythm
arson: ARZ
artery: AERT
arthritis: THRAOEUTS (thraoits)
arthritic: THREUBGT (thrikt)
as a matter of: SPHAF (smaf)
as a matter of fact: SPHAFBG (smaf)
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: STOUPBD (stound)
astounding: STOUPBGD (sounding)
Atlanta: HRAPBT (lant)
at least: THRAOES (tlaoes)
at some point: SPOEUPLT (spoint)
at that point in time: TAPT
at the end of the day: TEFPBD (tefnd)
at what time: TWHAT
at what times: TWHATS
attach: TAFP
attack: TAEBG
attacker: TAERBG
attacking: TAEG
attend: TAEPBD (taend)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 4 of 66

attention: TAEPBGS (taengs)
call your attention: KAUPBGS (kaungs)
direct your attention: TKREPBGS (drengs)
draw your attention: TKRAUPBGS (draungs)
pay attention: PAEUNBGS (paings)
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*UPBS
author: THOR
THOR: 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)
SRAOD: 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)
PWHRRL: bilateral (blarl)
barricade: PWAEURBGD (bairkd)
baseball: PW*BL (b*bl)
based upon a reasonable degree of:
PWARLD
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)
bedroom: PW-RPL (b-rm)
before: PWR (br-)
before the: PWR-T (br-t)
behalf: PWHAF (bhaf)
PWHAEUF: behave
behalf of the: PWHAF (bhaf)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 5 of 66

behave: PWHAUEUF (bhaif)
behavior: PWHAUEUFR (bhaivr)
beige: PWAEUPBLG (baij)
Beijing: PWA*EUPBLG (ba*ij)
believe it or not: PWHRAOEFRPBT (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: TPHAOEPT (naoent)
better: PWERT (bert)
better than: PWERPB (bern)
better than the: PWERPBT (bernt)
beverage: PW*EFRPBLG (bevrij)
 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: PWAOEUF (baoifg)
biographer: PWAOEUFGR (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 (blao*sl)
blood clot: PWHRAOBGT (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 (brinls)
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)
burglary: PWHRAER (blaer)
 PWHRAEUR: blare
burgle: PWURLG (burlg)
burse: PWURS (burs)
 disburse: SPWURS
burst: PW*URS (b*urs)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 6 of 66

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 (blari)
by the same token: PWOEGB (boek)
by the way: PWAU (bau)

- C -

cabinet: KABT
cafeteria: KAEFT
calamity: KHRAPLT (klamt)
calculate: KALT
calculation: KALGS
calendar: KHREPB (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: KAE
cancellation: KAEFGS
cancer: KAERPB (kaern)
candidate: K-D
candor: KARPBD (karnd)
candy: KAEPBD (kaend)
KAEUPBD: contained
capable: KAEUPBL
capability: KAEUPBLT
capacity: KPAFT
KPAUFT: exhaust
capital: KAEP
capitulate: KAEP
caption: KAPGS
closed-captioning: KHROEPG (kloepg)
capture: KAURPT
carat: KA*EURT
KAEURT: indicator
carbon: KARP (karn)
KAERPB: 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: KAEBFG (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
cell: KR-L
KREL: correctly
cellar: KRERL
cellular: KR-RL
cement: SPHEPBT (sment)
cent: KREPBT
SEPBT: cent
S*EPBT: scent

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 7 of 66

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 (khaip)
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: KHAOEUPB (khaoin)
Chinese: KHAOEUPBZ (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 (kraoirs)
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)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 8 of 66

claim: KHRAEUPL (klaim)
disclaim: STKHRAEUPL (dsklaim)
exclaim: SKHRAEUPL (sklaim)
claimant: KHRAEUPLT (klaimt)
clamor: KHRARPL (klarm)
clan: KHRAPB (klan)
clandestine: KHRA*PBS (kla*ns)
clarify: KHRAEUF (klaif)
clarification: KHRAEUFBS (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 (klaeofd)
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)
KHUPLS: clumsy (klums)
combat: KPWAT (kbat)
combatant: KPWAPBT (kbant)
combine: KPWAOEUPB (kbaoin)
combination: KPWEUPBGS (kbings)
combustion: KPWUGS (kbugs)
combustible: KPWUFL (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 (kmamt)
commerce: KPHERS (kmers)
commercial: KPHERBL
commingle: KPHEUPBLG (kminlg)
PHEUPBLG: mingle
commit: KPHEUT (kmit)
committee: KPHET or K*E
commode: 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)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 9 of 66

compass: KPAS
compassion: KPAGS
compassionate: KPARBT (kpasht)
compatible: KPABL
 KAEUPBL: capable
 compatibility: KPABLT
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 (kplist)
 SKPHREUFT: explicit
 KPWHREUFT: implicit (implist)
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 (kpungs)
compute: KPAOUT
computer: KPAOURT
conceal: SKAOEL
conceive: SKAOEF
 conceivable: SKAOEFBL
concentrate: KOPBS
 K*OPBS: cons
concentration: KOPBGS
concept: SKEPT
concern: KERPBT
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-fkt)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 10 of 66

connect: KEBGT (kekt)
connected: KEBGD (kek d)
connection: KEBGS
 K*EBGS: context
 in connection with: TPH-BGS (n-x)
Connecticut: K*T
conquer: KO*RPBG (ko*ring)
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 s)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 11 of 66

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 (kaornt)

coop: KAOP

cope: KO*EP

copy: KOEP

copier: KOERP

copyright: KP-RT

core: KOER

KOR: correspond

corporate: KORPT

incorporate: KOERPT

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: KOUNPBS (kouns)

count: KOUNPBT (kount)

countless: KOUNBLS (kouns)

counter: KOURPBT (kournt)

KO*URPBT: {counter^}

counterfeit: KOUFT

counterpart: KOUPT

country: KUPB (kun)

county: KOUNPB (koun)

KO*UPB: County

couple: KUPL (kupt)

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: TRAUEUBGT (traoikt)

court file: KRAOEUL

Court finds: KRAOEUPBDZ

Court find: KRAOEUPBD

court hearing: KR-RG

court of appeal: KOURL

courthouse: KHOUS

courtroom: KOURPL (kourm)

court supervision: KR-FRGS

cousin: KUPPB (kusn)

covenant: KOFPBT (kovnt)

covet: KO*FT (ko*vt)

coward: KOURD

cowboy: KOUNB

cranial: KRAEUPBL (krainl)

cranium: KRAEUPL (kraim)

crater: KRAEURT (krairt)

KAEURT: indicator

crazy: KRAEZ

create: KRAET

KRAEUT: crate (krait)

creature: KRAOEFP

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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 12 of 66

criteria: KRAOEURT (kraoirt)
criterion: KRAOEURPB (kraoirn)
critic: KREUBG (krik)
critical: KREUL (kriI)
 criticality: KREULT (kriIt)
criticize: KREU (kri)
 criticism: KREUFPL (krism)
critique: KRAOEBGT (kraoekt)
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 (krisI)
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 (kurnt)
 KURPBS: occurrence
curriculum: KREUPBLG
curriculum vitae: KR*EUFT
custody: KUD
custodial parent: KUPT
custom: KUFPL (kusm)
customary: KPHAER (kmaer)
customarily: KPHAERL (kmaerI)
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: TKAFL (dasI)
deaf: TKAEF
 TKEF: defy
deal: TKAOEL (dael)
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)
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 (dsaoentI)
deception: STKEPGS (dsepgs)
decide: STKAOEUD (dsaoId)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 13 of 66

defeat: TKWAOET (dwaoet)	deluxe: TKHRUBGS (dlux)
defect: TKWEBGT (dwekt)	delve: TK*EFL (d*evl)
defector: TKWERBGT (dwerkt)	TK*EUFL: devil
defective: TKWEFB	demand: TKPHAPBD (dmand)
defend: TKWEPBD (dwend)	demean: TKPHAOEPB (dmaoen)
defendant: TK-FT (d-ft)	demeanor: TKPHAOERP (dmaoern)
Defendant's Exhibit: TK-BT (d-bt)	misdemeanor: PH-RPL (m-rm)
Government Exhibit: TKPW-BT (g-bt)	demise: TKPHAOEUZ (dmaoiz)
People's Exhibit: P-BT	demo: TKPHO (dmo)
Plaintiff's Exhibit: PHR-BT (pl-bt)	TKPO: depo
State's Exhibit: S-BT	democracy: TKEPLS (dems)
defense: TKWEPBS (dwens)	Democrat: TKEPL (dem)
STKWEPBS: self-defense	democratic: TKEPLT (demt)
defenseless: TKWEPBLS (dwenls)	demolish: TKPHORB (dmosh)
defer: TKWER (dwer)	PHORB: admonish
deficit: TKWEUT (dwit)	demolition: TKPHOLGS (dmolgs)
deficiency: TKWEURBS (dwishs)	Denver: TK*EFRPB (d*efrn)
deficient: TKWEURBT (dwisht)	dep: TKEP (dep)
define: TKWAOEUPB (dwaoin)	depo: TKPO (dpo)
TKWAO*EUPB: divine	department: TK-PT (d-pt)
definite: TKWEPBT (dwent)	Department of Corrections: TKORBG (dorks)
TKWEUPBT: divinity	deponent: TKPOEPBT (dpoent)
definition: TKWEPBGS (dwengs)	depose: TKPOES (dpoes)
deflect: TKWHREBGT (dwlekt)	deposed: TKPOEFD
deform: TKWORPL (dworm)	deposing: TKPOEFG
defraud: TKWRAUD (dwraud)	deposit: TKPOFT (dpoft)
defunct: TKWUPBGT (dwunkt)	deposition: TKPOGS (dpogs)
defy: TKEF (def)	STKPOGS: disposition
TKAEF: deaf	depreciate: TKPRAOERBT (dpraesht)
degenerate: TKAOEPBLGT (daoejt)	depress: TKPRES (dpres)
degree: TKWRAOE (graoe)	depression: TKPREFGS (dprefgs)
TKWRAE: agree (grae)	deprive: TKPRAOEUF (dpraouf)
bachelor's degree: PW-FPD	depth: TK*EPT (d*ept)
Delaware: TKWAEUR (dwair)	deputy: TKEPT (dept)
delay: TKHRAEU (dlai)	derive: TKRAO*EUF (draouf)
delegate: TKELGT (delgt)	TKRAOEUF: drive
delete: TKHRAOET (dlaoet)	derogate: TKROGT (drogt)
deliberate: TKHREUBT (dlibt)	derogatory: TKROEGT (droegt)
deliberation: TKHREUBGS (dlibgs)	descend: STKEPBD (dsend)
delicate: TKHRABGT (dlakt)	describe: STKRAOEUB (dsraouib)
TKHREUBGT: deliberating	describing: STKRAOEUG
delicious: TKHREURBS (dlishs)	description: STKREUPGS (dsripgs)
delight: TKHRAOEUT (dlaoit)	SKRUPGS: subscription
delinquency: TKHREUPBGS (dlings)	deserve: STKEFRB (dserv)
delinquent: TKHREUPBGT (dlinkt)	design: STKAOEUPB (dsaoin)
delinquent minor: TKHR-PL (dl-m)	designate: STKEUGT (dsigt)
delirious: TKHRAOERS (dlaoers)	desire: STKAOEUR (dsaoir)
delirium: TKHRAOERPL (dlaoerm)	desirable: STKAOEURBL (dsaoirbl)
deliver: TKHREUFR (dlivr)	desperate: STKPRAEUT (dsprait)
delivery: TKHRAEFR (dlaevr)	despicable: STKPEUBL (dspibl)
delivery room: TKHR-RPL (dl-rm)	despise: STKPAOEUZ (dspaoiz)
delta: TKAELT (daelt)	despite the fact: STKPAOEUBGT (dspaoikt)
delude: TKHRAOUD (dlaoud)	destination: STPHAEUGS

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 14 of 66

destroy: STROEU (stroi)	dignity: TK*EUGT (d*igt)
destruction: STKRUBGS (sdrux)	dignitary: TKAERGT (daergt)
detach: TKAFP (dach)	dilapidated: TKHRAPD (dlapd)
TAFP: attach (tach)	dilate: TKAOEULT
detail: TKAEUL (dail)	dilemma: TKHREPL (dlem)
detect: TKAOEBGT (daoekt)	dimension: TKPHEPBGS (dmengs)
detective: TKEBGT (dekt)	diminish: TKPHEURB (dmish)
detergent: TKERPBLGT (derjt)	diminution: TKPHAOUPBGS (dmaoungs)
deteriorate: TKR-RT (dr-rt)	dining room: TK-RPL (d-rm)
distribute: TK-RT (d-rt)	diploma: TKPHROEPL (dploem)
determine: TKERPL (derm)	diplomat: TKPHROEPLT (dploemt)
develop: TKWOP (dwop)	diplomatic: TKPHRABG (dplak)
development: TKWOPLT (dwomt)	direct: TKREBGT (drekt)
deviate: TKAOEFT (daoeft)	directly: TKREL (drel)
device: TKWAOEUS (dvaois)	direct your attention: TKREPBGS (drengs)
TKWAOEUS: defies	TREBGT: true and correct
devil: TK*EUFL (d*ivl)	direct evidence: TKR*EFD (dr*efd)
TK*EFL: delve	TKREFD: dressed
devious: TKAO*EFS (daoevs)	direct examination: TKREGS
devote: TKWOET (dwoet)	TKR*EGZ: dregs
devour: TKWOUR (dwour)	director: TKRER (drer)
devout: TKWOUT (dwout)	PWRERS: board of directors (brers)
diabetes: TKAOEBTS (daoebs)	dirty: TKAERT (daert)
diabetic: TKAOEUBT (daoibt)	disability: STKABLT (dsablt)
diagonal: TK-L (d-l)	disable: STKAEUBL (dsaibl)
diagram: TK-PL (d-m)	disagree: STKRAE (sgrae)
dialogue: TKHROG (dlog)	disadvantage: STKRAPBG (dsrang)
dial: TKAOEUL	SRAPBG: advantage
dials: TKAOEULZ	disappear: STKAP (dsap)
dialysis: TKAOEULS	disappoint: STKPOEU (dspoi)
diameter: TKAOEURPLT (daoirmt)	disapprove: STKPRAO*F (dsprao*v)
diaper: TKAOEURP (daoirp)	STKPRAOUF: disprove
diaphragm: TKAOEUFL (daoifm)	disarm: STKARPL (dsarm)
dichotomy: TKAOEUBGT	disarrange: STKARPBG (dsarng)
dictate: TKEUBGT (dikt)	disassociate: STKOET (dsoet)
dictator: TKEURBGT (dirkt)	disaster: STKAFR (dsafr)
dictionary: TKAERBGZ (daerkz)	disastrous: STKAFRS (sdafrs)
did there: TKHR	STKAFRZ: disasters (sdafrz)
did there come a time: TKROBGT (drokt)	disburse: SPWURS (sburs)
did there ever come a time: TKROFRBGT (drofrkt)	discern: STKERPB (dsern)
did you or did you not: TKURPBT (durnt)	discharge: SKHARPBLG (skarj)
diesel: TKAOEFL (daoesl)	disciple: STKAOEUPL (dsaoipl)
diet: TKAO*EUT (dao*it)	discipline: STKPHREUPB (dsplin)
TKAOEUT: indict	disclose: SKHROES (skloes)
difference: TKEUFRPBS (difrns)	disclosure: SKHROER (skloer)
different: TKEUFRPBT (difrnt)	full and complete disclosure: TP*BGD (f*kd)
difficult: TKEUL (dil)	full, complete and accurate disclosure: TPA*BGD
difficulty: TKEULT (dilt)	discolor: SKHROR (sklor)
diffract: TKWRABGT (dwrakt)	disconnect: SKEBGT (skekt)
diffuse: TKWAOUS (dwaous)	discount: SKOUPBT (skount)
digest: TK-PBLG (d-j)	discourage: SKURPBLG (skurj)
TKAPBLG: damage	SKOURPBLG: scourge
digit: TKEUPBLG (dij)	courage: KURPBLG (kurj)
digital: TK*EUPBLG (d*ij)	encourage: KERPBLG (kerj)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 15 of 66

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 (dsposesl)
disposition: STKPOGS (dspogs)
TKPOGS: deposition (dpogs)
dispositive: STKPO (dspos)
disproportion: STKPRORPGS (dsprorpgs)
disproportionate: STKPRORBT (sdprosht)
displeasure: STKPHRER
dispute: STKPAOUT
disqualify: SKWAUFL
disquiet: SKWAO*EUT
disregard: STKRARD (dsrard)
disrupt: STKRUP (dsrupt)
dissatisfy: STKAE
dissect: STKEBGT (dsekt)

disseminate: STKEPLT (dsemt)
distance: STKAPBS (dsans)
distant: STKAPBT (dsant)
distinct: STKEUPBGT (dsinkt)
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: TKAOEUF (daoivr)
diverge: TKWERPBLG (dwerj)
diverse: TKWERS (dwers)
diversity: TKW*ERS
divest: TKWEFT or TKW*ES
dividend: TKW*EPBD (dw*end)
TKWEPBD: defend (dwend)
divide: TKWAOEUD (dwaoird)
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 (doumt)
documentation: TKOUPLGS (doumgs)
documented: TKOUPLD (doumd)
-page document: POUPLT (poumt)
documentary: TKOURPLT (dourmt)
do me a favor: TKAOF (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 (douls)
TKOULZ: dowels (doulz)
Dow Jones: TKOUPBLG (doug)
downstairs: TKO*UPBZ (do*unz)
upstairs: *UPZ

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 16 of 66

downtown: TKOUPBT (dount)
do you agree: TKOURG (dourg)
 TKURG: during (durg)
do you recognize: TKOURZ (dourz)
drama: TKRAUPL (draum)
dramatic: TKRAUBG (drauk)
drastic: TKRAFBG (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*fd)
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)

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*irlt)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 17 of 66

elite: HRAET (laet)
embark: KPWARBG (embark)
embarrass: KPWARS (embars)
embarrassing: KPWAFCRG
embarrassment: KPWAFCRPLT (embarfamt)
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 (empaoerk)
empirical: KPWAOERBLG (empaoerkl)
employ: PHROEU (ploi)
 PHRO*EU: ploy
employee: PHROE (plo)
employment: PHROEUPLT (ploimt)
 unemployment: PHRO*EUPLT (plo*imt)
empower: KPWOUE (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: KERPLG (kerj)
 courage: KURPLG (kurj)
 discourage: SKURPLG (skurj)
endanger: SPWAEURPBG (endairng)
endeavor: SPWEFR
 SPW-FR: interfere
endorse: SPWORS (endors)
 endorsement: SPWOPLT (endomt)

endow: SPWOU (endou)
endowment: SPWOUPLT (endoumt)
endure: SPWAOUE (endaor)
enemy: PHAEPB (maen)
energy: TPH-RG
energetic: TPH-RBGT
enforce: TPOERS (foers)
 TPORS: force
engage: TPKWAEPLG (gaej)
 TKPWAEUPBLG (gaij)
engine: SKWREUPB (jin)
engineer: SKWRER (jer)
England: TKPWHREPBD (glend)
English: TKPWHREURB (glish)
enjoy: SKWRAOEUE (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
 PRAOEUE: 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: KWAELE
equate: KWAET
equilibrium: PWRUPL (brum)
equip: KWEUP (kwip)
equipment: KWEUPLT (kwimt)
equity: EBG (ekt)
equivalence: KWEUFLS (kwifls)
equivalent: KWEUFLT (kwiflt)
equivocate: KWEUFBGT (kwifkt)
erect: AOERBGT (aoerkt)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 18 of 66

error: ROR	exact: KPABGT (xakt)
RO*ER: roar	KP*ABGT: compact
erroneous: ROEPBS (roens)	exactly: KPAL
RAOEPBZ: reasons	exaggerate: KPAPBLG (xaj)
erupt: RUPT	exaggeration: KPA*GS
RURPT: rupture	KPAGS: compassion
escalate: SKHRAEUT (sklait)	exalt: KPALT
escape: SKAEUP (skaip)	examine: KP
escort: SKORT	examination: KP-GS
SKOURT: Supreme Court	physical examination: TP-GS (f-gs)
escrow: SKROE	example: KPAFRPL (xampl)
esophagus: SOFGS	for example: TPRAFRPL (frampl)
especially: EP or SPAEL	exemplary: KPAEFRPL
essence: STPHEPBS (snens)	exasperate: KPAPT
essential: SERBL (seshl)	exasperation: KPAPGS
essentially: SAERBL (saeshl)	exceed: KPAOED (xaoed)
establish: STAEB	excel: KP*EL (x*el)
establishment: STAEBT or STAEPLT	KPEL: compel
estate: STAET	except: KPEPT (xept)
esthetic: STHEBGT (sthekt)	exception: KPEPGS (xepgs)
estimate: STEUPLT (stimt)	excerpt: KPERPT (xerpt)
estrange: STRAEPBG (straeng)	excess: KPES (xes)
eternal: TERPBL (ternl)	excessive: KPE*FS
eternity: TERPBT (ternt)	exchange: SKHAEUPBG (skhaing)
ether: AO*ERT	excise: KPAOEUZ (xaoiz)
ethic: *EBGT (*ekt)	excite: KPAOEUT (xaoit)
EBGT: equity	excitement: KPAOEUPLT (xaoimt)
ethical: *EBLGT (*eklt)	exclaim: SKHRAEUPL (sklaim)
eulogy: AOULG	exclude: SKHRAOUD (sklaoud)
Europe: AOURP	exclusive: SKHRAOUF (sklaouf)
evade: SRAED (vaed)	excrement: SKREPLT (skremt)
evaluate: SRAELT (vaelt)	exculpatory: SKUP
evaluation: SRAELGS (vaelgs)	excursion: SKURGS
evaporate: SRAPT (vapt)	excuse: SKAOUS
evaporation: SRAPGS (vapgs)	excuse me: SKAOUPL (skaoum)
even: AOEPB (aoen)	KAOUPL: consume
evening: AOEPBG (aoeng)	execute: SKAOUT
event: SRAOEPBT (vaoent)	exemplary: KPAEFRPL
KWAOEPBT: convenient	exemplify: KPEFRPL
eventually: SRAOEPBLT (vaoenlt)	KPAFRPL: example
evidence: EFD	exempt: KPEPLT (xemt)
circumstantial evidence: SKEFD	exhibit: KPEUBT (xibt)
direct evidence: TKR*EFD (dr*efd)	People's Exhibit: P-BT
TKREFD: dressed	State's Exhibit: S-BT
forensic evidence: TPREFD (frefd)	Government Exhibit: TKPW-BT (g-bt)
in evidence: TPHEFD (nefd)	Plaintiff's Exhibit: PHR-BT (pl-bt)
into evidence: SPWEFD (intefd)	Defendant's Exhibit: TK-BT (d-bt)
physical evidence: TPEFD (fefd)	Petitioner's Exhibit: PE-BT
substantial evidence: STEFD	Respondent's Exhibit: R-BT
evident: EFT	exhibit number: KP*UB
evoke: AO*EFBG (ao*efk)	exist: KPEUFT (xist)
evolution: EFGS	existence: KPEUPBS (xins)
	expect: KP-P

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 19 of 66

expend: SKPEPBD (xpend)
expenditure: SKPEFP (xpech)
expensive: SPEFPBS (spefns)
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)
external: STERPBL (sternl)
 ST*ERPBL: sternal
 internal: SPWERPBL (spwarnl)
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 (fabt)
 TPARBGT: factor
fabulous: TPABLS (fabl)
 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)
 TPABT: 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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 20 of 66

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
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: TPAEUFR (faivr)
TKAOFR: do me a favor
favorable: TPAEUFRBL
favorite: TPAEUFRRT (faivrt)
faze: TPA*EUZ (fa*iz)
TPAEUZ: phase

fear: TPAOER (faoer)
fearful: TPAOERFL (faoerfl)
fearless: TPAOERLS (faoerls)
feasible: TPAOEFBL (faoesbl)
feasibility: TPAOEFBLT (faoesblt)
feast: TPAOEFT (faoest)
feat: TPAO*ET (fao*et)
TPAOET: feet
feather: TP*ERT (f*ert)
feature: TPAOEFB (faoech)
February: TPEB (feb)
federal: TPERL (ferl)
Federal Express: TP*EBGS (f*eks)
FedEx: TPEBGS (fex)
feeble: TPAOEBL (faoebl)
feedback: TPAOEBD (faoebd)
feel: TPAOEL (faoel)
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 (faoem)
femur: TPAOERPL (faoerm)
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: TPAOUPLTs (faoumts)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 21 of 66

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 (firtl)
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
finite: TPAOEUPBT (faint)
 infinite: TPEUPBT (fint)
fire: TPAOEUR (faoir)
firearm: TPRARPL (farm)
fire department: TPAOEURPT (faoirpt)
firefighter: TPAOEUFRT (faoifrt)
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*l)
 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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 22 of 66

flu: TPHRU* (fl*u)	forest: TPO*RS (fo*rs)
TPHRU: influence	forever: TPOFR
fluctuate: TPHRUBGT (ffukt)	forfeit: TPOFRT (fofrt)
flue: TPHRAO*U (flao*u)	forge: TPORPBLG (forj)
fluency: TPHRAOUPBS (flaouns)	forgery: TPOERPBLG (foerj)
fluent: TPHRAOUPBT (flaount)	forget: TPORGT (fortg)
fluid: TPHRAOUD (flaoud)	forgot: TPO*RG (fo*rgt)
flunk: TPHR*UPBG (flu*nk)	forgive: TPREUF (fr*iv)
fluorescence: TPHRAOURPBS (flaourns)	forgave: TPRA*EUF (fra*iv)
fluorescent: TPHRAOURPBT (flaournt)	forgiven: TPREUFPB (fr*ivn)
flurry: TPHRUR (flur)	forgiveness: TPREUFPBS (fr*ivns)
flush: TPHRURB (flush)	fork: TPORBG (fork)
flutter: TPHRURT (flurt)	forklift: TPHREUFT (flift)
flux: TPHRUBGS (flux)	formal: TPORL (forl)
foal: TPO*EL (fo*el)	formally: TPOERL (foerl)
focus: TPOE (foe)	format: TPORPLT (formt)
focal: TPOEL (foel)	formation: TPORPLGS (formgs)
foe: TPO*E (fo*e)	former: TPRORPL (from)
foible: TPOEUBL (foibl)	formerly: TPROERPL (froerm)
fold: TPOELD (foeld)	formula: TPHRORPL
TPOLD: followed (fold)	forward: TPWARD (fward)
folder: TPOERLD (foerld)	fort: TPORT (fort)
follow: TPOL (fol)	forth: TPO*RT (fo*rt)
foment: TPOEPLT (foemt)	forthright: TPOERT (foert)
fond: TPOPBD (fond)	for the: TPOT (fot)
fondle: TPOPBLGDZ (fondl)	for the most part: TPOPT (fopt)
fool: TPAOL (faol)	fortunate: -FRT
foolish: TPAORB (faosh)	unfortunate: UFRT
TPAOURB: fiduciary	fortunately: -FRL
football: TP-BL (f-bl)	fortune: TPORPBT (fort)
footprint: TPAOPT (faopt)	forum: TPOURPL (fourm)
force: TPORS (fors)	fossil: TPOFL (fosl)
TPOERS: enforce (foers)	foster: TPR*
forced: TPOFRD (fofrd)	foster home: TPRO*EPL (fro*em)
forceful: TPOFRL (forfl)	found: TPOUPBD
for crying out loud: TPHROUD (flood)	foundation: TPOUPBGS
ford: TPO*RD (fo*rd)	fountain: TPOEPBT (foent)
Ford: TPORD (ford)	fraction: TPRABGS (fraks)
forecast: TPOERBG (foerk)	fracture: TPRAUR (fraur)
TPORBG: fork (fork)	fragile: TPRALG (fralg)
foreclose: TPHROES (foes)	fragment: TPRAGT
TPHROEZ: flows	franchise: TPRAFRPBLG (franch)
foreclosed: TPHROEFD (floefd)	fraternity: TPRARPBT (franrt)
foreclosure: TPHROER (foer)	fraud: TPRAUD
foreign: TPORPB (forn)	defraud: TKWRAUD (dwraud)
foreigner: TPOERP (foern)	fraudulent: TPRAULT (frault)
foreman: TPOERPL (foerm)	freedom: TPRAOEPLD (fraoemd)
TPORPL: form (form)	freedom of choice: TPRAOEFP (fraoechs)
foremen: TPO*ERPL (fo*erm)	freedom of speech: TPRAOEFP (fraoech)
forensic: TPREPBS (frens)	freedom of the press: TPRAOEPS (fraoeps)
TPREUPBS: for instance	freelance: TPRAOELS (fraoels)
forensic evidence: TPREFD (frefd)	freeway: TPROEU (froi)
EFD: evidence	

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 23 of 66

freeze: TPRAOEZ (fraoez)
freezing: TPRAOEFZ (fraoefz)
freezer: TPRAOEFZ (fraoefz)
frenzy: TPRAEPBZ (fraenz)
frequency: TPREBGS (freks)
frequent: TPREBG (fref)
frequented: TPREBGD (frefd)
frequently: TPREL (frel)
freshman: TPRAPL (fram)
freshmen: TPREPL (frem)
friction: TPREUBGS (frips)
friend: TPREPBD (frend)
boyfriend: PWOEUF (boif)
girlfriend: TKPWOEUFRD (goif)
friendly: TPREPBLD (frenld)
friendship: TPREUP (frip)
frighten: TPRAOEUPBT (fraoint)
frivolous: TPREU*FLS (fr*ivls)
frolic: TPROLG (frolg)
from now on: TPRO*UPB (fro*un)
from time to time: TPREUPLT (frimt)
front: TPROPBT (front)
frontal: TPROPBLGTS (fronlts)
front door: TPRAOR (fraor)
front end: TPROEPBD (froend)
frontier: TPROPBT (front)
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*ufll)
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 (faoutl)
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 (gant)
garage: TKPWRAPBLG (graj)
garbage: TKPWARPBLG (garj)
garden: TKPWARPBD (garnd)
gargle: TKPWARLG (garlg)
garment: TKPWARPLT (garnt)
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)
TKPWAUEPBLG: engage
gender: SKWRERPBD (jend)
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 (jens)
generously: SKWRERPBL (jensl)
SKWRURPBLZ: journals
genital: SKWR*EPBLGTS (j*entl)
SKWREPBLGTS: gentle (jentl)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 24 of 66

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 (jaoint)
gigantic: SKWRAOEUBGT (jaoikt)
giggle: TKPWEULG (gilg)
girlfriend: TKPWOEUF (goif)
boyfriend: PWOEUF (boif)
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: TPKWAOPBS (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: TKPRWAEPBT (graent)
granted: TKPWR-PBD (gr-nd)
granule: TKPWRAPBL (granl)
graph: TKPWRAF (graf)
graphic: TKPWRAFGB (grafk)
graphically: TKPWRAEFGB (graefk)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 25 of 66

{^graphy}: TKPWRAEF
TKPWRA*EF: gravy
grasp: TKPWRAFP (grafp)
grate: TKPWRAET (graet)
grateful: TKPWRAEFL (graefl)
TKPWRAEUFL: grateful
gratitude: TKPWRAOUT (graout)
great: TKPWRAEUT (grait)
greater: TKPWRAEURT (grairt)
greatly: TKPWRAEULT (grailt)
greatest: TKPWRAEUFT (graift)
greenhouse: TKPWRAOEPBS (graoens)
greens: TKPWRAOEPBZ
green light: TKPWR-LT (gr-lt)
grenade: TKPWREPB (grend)
grief: TKPWREF (gref)
grieve: TKPWRAOEF (graoef)
grievance: TKPWRAOEFS
TKPWRAOEFZ: grieves
grievant: TKPWRAOEFT
grimace: TKPWREUPLS (grims)
grocery: TKPWROERB (groesh)
grocery store: TKPWROR (gror)
TKPWROER: grower
groom: TKPWRAOPL (graom)
gross: TKPWROES (groes)
TKPWROEZ: grows
grossly: TKPWROEFL (groefl)
grotesque: TKPWROEFBG (groefk)
ground: TKPWROUPBD (ground)
groundless: TKPWROUPBLS (grounls)
gruesome: TKPWRAOULPS (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*l)
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 (girns)
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 (harng)
handwritten: HARP (harnd)
handwritten document: HARPBD (harnd)
handwritten letter: HARPBL (harnl)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 26 of 66

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)
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 (hirms)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 27 of 66

horror: HOR
horrible: HORBL
horrify: HOEUF (hoifr)
horrific: HOEUFBRG (hoifr)
horrendous: HORBBDZ (horndz)
hospital: HOPT
hospital record: HORD
HAORD: horde
hostage: HOPBLG (hoj)
hostile: HOFL
hour or so: HOURS
HOURZ: hours
hour or two: HOURS
household: HOUFLD
human: HAOUPL (haoum)
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: HURPBG (hurng)
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*EUF: 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 (l*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 (kpwaech)
impede: KPWAOED (kpwaed)
impedance: KPWAOEPBS (kpwaens)
impediment: KPWEPLT (kpwmnt)
impel: KPWPEL
impend: KPWEPPD (kpwend)
imperative: KPWEFRT
imperfect: KPWER
imperfection: KPWERGS
imperfectly: KPWERL
KPWAEURL: imperil

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 28 of 66

imperial: KPWAOERL
imperialist: KPWAOERLS
imperious: KPWAOERS
impermanence: KPWERPLS (kpwerms)
impermanent: KPWERPL (kpwerml)
impersonal: KPWERPBL (kpwerml)
impersonate: KPWERPBT (kpwernt)
impertinence: KPW*ERPBS (kpw*erns)
impertinent: KPW*ERPBT (kpw*ernt)
impervious: KPWEFRBS
impetus: KPWETS
impinge: KPWEUPBG (kpwing)
impious: KPWAOEUS (kpwaois)
implant: KPWHRAPBT (kpwlant)
implausible: KPWHRAUFBL (kpwlauf)
implement: KPWHREPLT (kpwlemt)
implementation: KPWHREPLGS
implicate: KPWHREUBGT (kpwlikt)
implication: KPWHREUBGS
implicit: KPWHREUFT (kpwlist)
implode: KPWHROED (kpwloed)
implosion: KPWHROEGS (kpwloegs)
implore: KPWHROER (kpwloer)
imply: KPWHRAOEU (kpwlaoi)
impolite: KPWOLT
polite: POLT
import: KPWORT
importance: KPWORPBS or PORPBS
important: KPWORPBT or PORPBT
impose: KPWOEZ
imposing: KPWOEFB
imposition: KPWOGS
impossible: KPWOB
impossibly: KPWOEB
impossibility: KPWOBLT
impotent: KPWOEPBT (kpwoent)
impotence: KPWOEPBS (kpwoens)
impound: KPWOUPBD (kpwound)
impractical: KPWRABG (kpwraek)
practical: PRABG (prak)
impracticably: KPWRABGT (kpwraekt)
impracticality: KPWRABGT (kpwraekt)
impregnable: KPWREBL
impregnate: KPWREGT
impress: KPWRES
impressed: KPWREFD
imprint: KPWREUPBT (kpwrint)
imprison: KPWROPB (kpwron)
prison: PROPB
imprisonment: KPWROPLT (kpwromt)
improbable: KPWROBL
improbably: KPWROEBL

improper: KPWRORP
improperly: KPWROERP
impropriety: KPWROEUT (kpwroit)
improve: KPWRAOUF
improvement: KPWRAOUFPLT (kpwraoufmt)
imprudent: KPWRAOUPBT (kpwraount)
imprudence: KPWRAOUPBS (kpwraouns)
impudent: KPWAO*UPBT (kpwao*unt)
KPWAOUPBT: impunity
impudence: KPWAOUPBS (kpwaoouns)
KPWAOUPBZ: impugns
impugn: KPWAOUPB (kpwaooun)
impunity: KPWAOUPBT (kpwaoount)
impulse: KPWULS
impure: KPWAOUR
impurity: KPWAOURT
impute: KPWAOUT
I'm sorry: AO*EUPLS (ao*ims)
I'm not sure: AO*EUPLTS (ao*imts)
in absentia: TPHAERB (naerb)
inadvertent: SRERPBT (vernt)
inadvertently: SRAERPBT
in and of itself: TPHAFTS (nafts)
in and of themselves: TPHAFTZ (nafz)
inasmuch as: TPHAFTS (nachs)
inaudible: TPHAUBL (naubl)
inaugural: TPHAURL (naurl)
inaugurate: TPHAUGT (naugt)
inauguration: TPHAUGS (naugs)
Inc.: AO*EPBG (ao*eng)
AO*EUPBG: ink
incentive: STPHEFB (nsefv)
inception: STPHEPGS (nsepgs)
incidence: EUPBS (ins)
incident: EUPBT (int)
incidental: EUPBLT (inlt)
incision: STPHEUGS (snigs)
incite: STPHAO*EUT (snao*it)
STPHAOEUT: insight
include: KHRU (klu)
inclusion: KHRUGS (klugs)
inclusive: KHRAOUF (klaouf)
exclusive: SKHRAOUF
incompetent: KP*E
KPE: competent
incompetence: KP*EPBS (kp*ens)
KPEPBS: competence
incomplete: KPHRAO*ET (kplao*et)
KPHRAOET: complete
incorporate: KOERPT
KORPT: corporate
incorporated: KOERPD
incorporation: KOERPGS

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 29 of 66

increase: KRES
increased: KREFD
incredible: KR*EBL
 KREBL: credible
increment: KREPLT (kremt)
incriminate: KREUPLT (krimt)
incumbent: PWAEPBT (baent)
 incumbency: PWAEPBS (baens)
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 (graoent)
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 (nisht)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 30 of 66

insane: STPHAEUPB (nsain)
insanity: STPHAEUPBT (nsaint)
 STPHAPBT: instant
insect: STPHEBGT (nsekt)
insert: STPHERT (nsert)
insertion: STPHERGS (nsergs)
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 (nsaunt)
instance: STPHAPBS (nsans)
instant: STPHAPBT (nsant)
instantaneous: STPHAEPBS (nsaens)
instinct: ST*EUPBGT
institute: STPHAOUT (nstaout)
institution: STPHAOUGS (nstaougs)
institutional: STPHAOURBL (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 (spwrermt)
 intermittence: SPWRERPLTS
in terms of: THERPLZ (nermz)
intern: SPWERPB (spwern)
internist: SPWERPBS
 SPWERPBZ: interns
internal: SPWERPBL (spwernl)
internally: SPWAERPBL (spwaernl)
Internal Revenue: *EUFR
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 (spwornlt)
 tolerant: TORPBL (tornls)
intolerance: SPWORPBL (spwornls)
intone: SPWOEPB (spwoen)
intoxicate: SPWOBG (spwokt)
 SPWO*BGT: indoctrinate
intoxicated: SPWOBGD (spwokd)
intoxication: SPWOBG (spwox)
intravenous: SPWRAFPBS (spwrafns)
intrepid: SPWREPD

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 31 of 66

intricacy: SPWREUBGS
intricate: SPWREUBGT (spwrikt)
intrigue: SPWRAOEG
intrinsic: TREUPBS (trins)
intrinsically: TREUPBL (trinl)
introduce: SPWRAOUS
introduced: SPWRAOUFD
introduction: SPWRUBGS
introvert: SPWROFRT
intrude: SPWRAOUD
intrusion: SPWRAOUGS
intubate: SPWAOUBT
intubation: SPWAOUBUGS
intuit: SPWAOUT
 SPWAOT: into the
intuition: SPWAOUUGS
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*EUFBL (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 (aoirld)
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)
justice: SKWRUS (jus)
justify: SKWRUF (juf)
 justification: SKWRUFGS (jufgs)
juvenile: SKWRAOUFL (jaoufl)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 32 of 66

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: TPHOBGL (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 (laij)
ladies and gentlemen of the jury: HRAEURPBLG
lament: HRAPLT (lamt)
landlord: HR-LD (l-l-d)
language: HRAPBG (lang)
launder: HRAURPBD (laurnd)
laps: HRAPZ (lapz)
lapse: HRAPS (laps)
laptop: HRAPT (lapt)

large: HRARPBLG (larj)
 PWHRAPBLG: by and large
larger: HRAERPBLG (laerj)
largest: HRAERPBLGS (laerjs)
largesse: HRARPBLGS (larjs)
last: HRAFT (laft)
lastly: HRAFLT (laflt)
Las Vegas: HRAFGZ (lafgz)
lately: HRAEULT (lailt)
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: HREPBG (lengt)
length: HRA*EPBGT (la*engt)
 HRAEPBGT: a long time ago
length of time: HR*EPBGT (l*engt)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 33 of 66

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 (l*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: HRAOEUPF (laoifp)
lifestyle: HRAOEUFS (laoifs)
lifetime: HRAOEUFT (laoift)
ligament: HREUGT (ligt)
light: HRAOEUT
brakelight: PWR-LT (br-lt)
daylight: TKAEULT (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 (twoailt)
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 (lirlt)
literature: HRURT (lurt)
litigate: HR*EUGT (l*igt)
litigator: HR*EURGT (l*irgt)
litigant: HR*EUPBT (l*int)
litigation: HREUGS (ligs)
Little Rock: *LGTS
live: HRAO*EUF (lao*if)
livelihood: HRAOEUFLLD (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 (loebz)
HROEBZ: lobbies (loebz)
local: HROL (lol)
locality: HROLT (loIt)
location: HROEBGS (loeks)
locate: HROEBGT (loekt)
located: HROEBGD (loekd)
lock: HROBG (lok)
locker: HRORBG (lork)
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)
luck: HRUBG (luk)
luckily: HRUBLG (lukl)
luggage: HRUPBLG (luj)
lumber: HRURPL (lurm)
lunacy: HRAOUPBS (laouns)
lunar: HRAOURPB (laourn)
luscious: HRURBS (lushs)
lyric: HRAOERBG (laoerk)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 34 of 66

- M -

machine: PH-PB (m-n)
machinery: PH-RPB (m-rn)
machinist: PH*PBS (m*ns)
macro: PHAORBG (maork)
Macintosh: PHA*BGT (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 (maern)
Marine: PHA*ERP (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: PHAFRBG (mafrk)
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)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 35 of 66

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 (maoirt)
 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.
mistaken: PH-PBS (m-ns)
 PH-PBS PH-PBS: if I'm not mistaken
mitigate: PHEUGT (migt)
mobile: PHOEBL (moebL)
Mobile: PHO*EBL
mobility: PHOEBLT (moebLt)
mobilization: PHOEBLGS (moebLgs)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 36 of 66

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 (mottl)
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: PHOEBUG (moik)
mountain: PHOEPBT (moent)

move: PHAOF (maof)
movement: PHAOFPLT (maofmt)
mover: PHAOFR (maofr)
 PHAOUFR: maneuver (maoufr)
movie: PHAEF (maef)
muffle: PH*UFL (m*ufl)
 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)
mutual: PHAOUFP (maouch)
my: PHEU (mi)
my recollection: PHEUBGZ
 PHEUBGS: mix
my understanding: PHEUPBGD

- N -

naive: TPHAOEUFB
 TPHAEUFB: native
naivety: TPHAOEUFBT
narc: TPHARBG (nark)
narcotic: TPHARBGT (narkt)
narrate: TPHAEURT (nairt)
narration: TPHAEURGS (nairgs)
narrow: TPHAEUR (nair)
nation: TPHAEUGS (naigs)
national: TPHAT (nat)
 nationally: TPHAET (naet)
nationality: TPHAELT (naelt)
natural: TPHAL (nal)
 supernatural: SPR-PBL (spr-nl)
naturally: TPHAE (nael)
naturalization: TPHALGS (nalgs)
nature: TPHAEUT (nait)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 37 of 66

native: TPHAUEUFB
TPHAOEUFB: naive
nausea: TPHAURB (naush)
nauseous: TPHAURBS (naushs)
naval: TPHAFL (navl)
navel: TPHA*EUFL (na*ivl)
TPHAEUFL: nasal (naisl)
navy: TPHAEF (naef)
nearby: TPHAOERB (naoerb)
neatly: TPHAOELT (naoelt)
Nebraska: TPHEB (neb)
nebulous: TPHEBLS (nebls)
necessary: TPHEs (nes)
necessity: TPHE (ne)
nefarious: TPHEFRS (nefrs)
negate: TPHEGT (negt)
negative: TPHEF (nef)
negatively: TPHEFL (nefl)
neglect: TPHEG (neg)
negligence: TPHEPBLGS (nejs)
negligent: TPHEPBLG (nej)
negotiate: TPH-GT (n-gt)
negotiator: TPH-RGT (n-rgt)
negotiation: TPH-GS (n-gs)
negro: TIPHERG (nerg)
neighbor: TPHAUEB (naib)
neighborhood: TPHAUEBD (naibd)
nephritis: TPHEFRTS (nefrts)
nerve: TPHEFRB (nerv)
nerves: TPHEFRBZ (nervz)
nervous: TPHEFRBS (nervs)
network: TIPHERBG (nerk)
neural: TPHAOURL (naourl)
neurologist: TPHAOURLGS (naourlgs)
neurological: TPH-RL (n-rl)
neurology: TPHAOURLG (naourlg)
neuron: TPHAOURPB (naourn)
neuronal: TPHAOURPBL (naournl)
neurosis: TPHAOURS (naours)
neurotic: TPHAOURBGT (naourkt)
neuter: TPHAOURT (naourt)
neutral: TPHAOURLT (naourlt)
neutron: TPHAOURPBT (naournt)
Nevada: TPH*EF (n*ef)
never mind: TPHEFRPLD (nefrmd)
nevertheless: TPHEFRLS (nefrls)

Newark: TPHAOURBG (naourk)
New England: TPHAOUGD (naoug)
New Hampshire: HAFRPS (hamps)
New Jersey: TPH-PBJG (n-j)
New Mexico: TPH-PL (n-m)
TPH*PL: nickname
New Orleans: TPHORLS
new: TPHAO (nao)
knew: TPHAOU (naou)
newspaper: TPHAOP (naop)
newsroom: TPHAORPL (naorm)
New York: TPHORBG (nork)
New York Times: TPHORBGTS
next: TPHEBGS (nex)
next time: TPHEBGT (nekt)
nice: TPHAOEUS (naois)
nicely: TPHAOEFL (naoifl)
nicer: TPHAOEURS (naoirs)
nickel: TPHEULG (nilg)
nickname: TPH*PL (n*m)
nicotine: TPHEUBGT (nikt)
niece: TPHAOTES (naoes)
TPHAOEZ: knees
night: TPHAOEUT (naoit)
night of the: TPHAOEUFT (naoift)
nightclub: TPHAOEUBL (naoibl)
nightmare: TPHAOEUPLT (naoimt)
nighttime: TPHEUPLT (nimt)
nimble: TPHEUFRPL (nimbl)
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: TPHAEPL (naem)
non^: TPHOPB (non)
none of the: TPH-FT (n-ft)
nonetheless: TPHOPBLS (nonls)
nonprofit: TPH*P (n*p)
nonresponsive: TPHORP (norps)
no objection: TPHOEGBS (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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 38 of 66

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: THERP (nern)
northwesterly: THERPBL (nernl)
North Carolina: TPHERBG (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: TPHEUF (noif)
notification: TPHEUFBGS (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: TPHAAPBG (nang)
nourish: TPHAOURB (naoursh)
November: TPHEF (noef)
nowhere: TPH-R (n-r)
nuance: TPHAOUPBS (naouns)
nuclear: TPHUBG (nuk)
nucleus: TPHAOUBGS (naouks)
TPHAOUBGZ: nukes
nude: TPHAOD (naoud)
TPHAOD: understood
nugget: TPHUGT (nugt)
nuisance: TPHAOUFPBS (naoufns)
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: TPHAOUPBT (naount)
nutrition: TPHAUGS (naougs)
nutritious: TPHAOURBS (naoushs)
nuzzle: TPHUFL (nufl)

-- 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 (jebes)

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 (joebs)

Judge, I object: SKWREUBT (jibt)
THE COURT: Overruled. TKPWHRORPBLGTS
THE COURT: Sustained. TKPWHRURPBLGTS

- O -

obedience: OEBS
disobedience: STKOEBS
obedient: OEBT
disobedient: STKOEBT

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 39 of 66

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: OUPLGS
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)
omission: OEPLGS (oemgs)
omit: OEPLT (oemt)
on and off: TPHAUF (nauf)
on behalf of: PWAOB (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 (waournt)
online: O*PBL (o*nl)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 40 of 66

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: OEFRl
overt: O*EFRT
overtime: OEFRt
ovulate: O*FLT
ovulation: O*FLGS
owe: OE
own: OEPB (oen)
 disown: STKOEpb (dsoen)
 wholly-owned: WHOEPB (whoen)
 wholly-owned subsidiary: WHOEPBD
owner: ORPB
ownership: O*RP
 ORP: orthopedic
oxygen: STKPWEPB (sgen)

- P -

pace: PAEUS (pais)
 PAEUZ: pays (paiz)
paces: PAEUfZ (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 (prarmt)
paramount: PAEURPLT (pairmt)
paranoid: PAEURPBD (pairnd)
paraphernalia: PAEUFRPB (paifrn)
parasite: PAEUFRt (paifrt)
pardon: PARD
pardon me: PARPL (parm)
paren: PREPB (pren)
parent: PARPBT (parnt)
parental: PARPBLT (parnlt)
parity: PAEURT

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 41 of 66

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: PAFBGL (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: PHROLGS
pathology: PHROLG
{^pathy}: PA*ET
patience: PAEURBS (paishs)
patient: PAEURBT (paisht)
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: PEFBPT (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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 42 of 66

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 (prermt)

perfect: PER

KPOWER: imperfect

perfectly: PERL

perfection: PERGS

perform: P-F

performer: P-FR

performance: P-FS

perhaps: PRAPS

peril: PAEURL (pairl)

KPWAEURL: imperil

perilous: PAEURLS (pairs)

perimeter: PREURPLT (primt)

period: PERD

six-month period: SPH-P (sm-p)

periodically: PERLD

period of time: PERT

peripheral: PREUFR (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: PERPBGS

perp: P*ERP

perpendicular: PERPBGD (perpkd)

perpetrate: PERPT

perpetuate: PEURPT (pirpt)

per se: P-RS

person: PERPB (pern)

personal: PERPBL (pernl)

personality: PERPBLT (pernlt)

personnel: P*ERPBL (p*ernl)

perspective: PERBGT (perkt)

persuade: PEFRD

persuasion: PEFGRS

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 (foenx)

phone: TPOEPB (foen)

phony: TPO*EPB (fo*en)

phosphorus: TPOFRS (fofrs)

photograph: TPRAF (faf)

photographer: TPRAFR (frafr)

photographic: TPRAFBG (frafk)

photography: TPRAEF (fraef)

photographically: TPRAEFL (fraefl)

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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 43 of 66

pickup: PUP
P*UP: pup
pickup truck: PUPT
P*UPT: puppet
picture: PEUBGT (pikt)
piece: PAOES
PAES: peace
pieces: PAOEFZ
piece of: PAOEFZ
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)
PHRAEUS: plays
placement: PHRAEUFLT (plaismt)
place of business: PLAEBUS (plaibs)
placebo: PHRABS (plabs)
placenta: PHRA*EPBT (pla*ent)
placental: PHRA*EPBLGTS (pla*entl)
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 (plurnd)
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: POEUPB (poisn)
poke: POEBG (poek)
poker: POERBG (poerk)
Poland: PO*ELD
polar: POERL
polarity: POERLT
Polaroid: POERLD
pole: POEL
Pole: PO*EL

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 44 of 66

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
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 (praotent)
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: PREFR
preference: PREFRPBS
prefix: PRAOEFBGS (p्राefx)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 45 of 66

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 (pripgs)
presence: PREPBS (prens)
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 (paits)
pressure: PRER
prestige: PR*EPBLG (pr*ej)
PREPBLG: prejudice
prestigious: PR*EPBLGS
presume: PRAOUPL (praoum)
presumption: PRUPLGS (prumgs)
presumption of innocence: PRUPBS (pruns)
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: PREFPBGs (prefngs)
preview: PR-FR
previous: PRAOEFS
previously: PRAOEFLS
prey: PRA*EU

primary: PRAER
primarily: PRAERL
primate: PRAOEUPLT (praoimt)
prime: PRAOEUPL (praoim)
primacy: PRAOEUPLS (praoims)
prime minister: PRAO*EUPLS (prao*ims)
prince: PREUPBS (prins)
principal: PREUPB (prin)
principality: PREUPBLT (prinlt)
principle: PR*EUPB (pr*in)
prior: PRAOEUR (praoir)
priority: PRAOEURT (praoirt)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 46 of 66

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
pronoun: PROUPB (proun)
 pronouns: PROUPBZ
pronounce: PROUPBS (prouns)
proof: PRAOF
 burden of proof: PWURP (burp)
 standard of proof: SPRAOF
 waterproof: WAURP
prop: PROP
propagate: PRAEUPB (praipb)
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 (proufn)
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: prow
prowl: PROUL
prowler: PROURL
proximate: PROBGS (prox)
proximate cause: PRAUBGS (praux)
proximity: PROBGT
 PROEBGT: protect
prude: PRAOUD
prudence: PRAOUPBS (prouns)
prudent: PRAOUPBT (prount)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 47 of 66

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 (pudl)
pulp: PHRUP
pulpit: PHRUPT
pulmonary: PHROPL (plom)
pulmonologist: PHROPLGS (plomgs)
pulmonology: PHROPLG (plomg)
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: PAOURL
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: PUFRT

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: KWAOEUT
KWAOEUT: quite
quietly: KWAOEULT
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 48 of 66

- R -

rabbit: RABT
rabies: RAEBZ
race: RAEUS (rais)
 RAEUZ: raise
racial: RAEURBL (raishl)
racism: RAEUFPL (raifm)
racket: RABGT (rakt)
 RAEBGT: react
radar: RAEURD (raird)
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)
ramp: RAFRP
rampant: RAFRPT (rampt)
ranch: RAFRPBLG
random: RAPBD (rand)
Randy: RAEPBD (raend)
range: RAEUPBG (raing)
ranger: RAEURPBG (rairng)
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: RAERPB (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 (raoenlt)
receptacle: SEPL
reception: REUPGS (ripgs)
receptionist: R*EUPGS (r*ipgs)
receptive: R*EUFPPT (r*ifpt)
receptor: RERPT
recession: REUGS (rigs)
 REUGZ: rigs

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 49 of 66

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 (raoeht)
recover: ROFR
recovery: ROEFR
recruit: KRAOUT
recruitment: KRAOUPLT (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
 RELT: relate
reduce: RAOUS
 reduced: RAOUFD
reducible: RAOUFBT
reducibility: RAOUFBT
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 50 of 66

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 (rairnd)
remark: RARBGT (rark)
remarkable: RARB LG (rarkl)
remarkably: RA*RBLG (ra*rk l)
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: SPORRT
reporter: ROERT
 court reporter: KROERT
 court reporting: KROERTG
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: ROEUP (roirpt)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 51 of 66

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 (rurn)
reveal: RAO*EFL
revelation: REFLGS
revenue: R-FPB (r-fn)
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: RAOEUFR
ritual: RESULT
 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: ROBG
rodent: ROEPBT
Roger: RORPBLG (rorj)
Rogers: RORPBLGZ (rorjs)
rogue: RO*EG
 ROEG: rowing
role: ROEL
roll: ROL
romance: ROPLS
romantic: ROPLT
Rome: RO*EPL

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 52 of 66

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: RUFPB
roughness: RUFPBS
route: 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: RUFRPL
rumor: RAOURL
ruler: RAOURL
rumple: R*UFRPL
run: RUPB
run: 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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 53 of 66

save: SA*EUF (sa*iv)	scour: SKOUR
SAEUF: safe	scourge: SKOURPBLG (skourj)
saving: SAEUFG (saifg)	SKURPBLG: discourage
savings account: SAEUBGT (saikt)	scramble: SKRAFRPL
savings and loan: S-L	screw: SKRAOU
scaffold: SKAFLD	screwdriver: SKRAOEUF (skraoifr)
scandal: SKAPBLGDZ (skandl)	scribble: SKREUBL
scant: SKAPBT (skant)	scrimmage: SKREUPBLG (skrij)
scantly: SKAPBLT (skantl)	script: SKREUPT (skript)
scare: SKAEUR (skair)	scripture: SKREURPT (skript)
scarce: SKAEURS (skairs)	scrotal: SKROELGTS (skroelt)
SKAEURZ: scares	scrotum: SKROEPLT (skroemt)
scarcity: SKA*EURS (ska*irs)	scruple: SKRAOUP
scarf: SKAFRB	scruple: SKRAOUPZ
scarlet: SKARLT	scrupulous: SKRAOUPLS
scathe: SKA*EUT	scrutinize: SKRAOUPB (skraoun)
SKAEUT: skate	scrutiny: SKRAOUPBT (skraount)
scatter: SKART	sculpt: SKHRUPT (sklupt)
scavenge: SKAFBP (skafng)	sculptor: SKHR*URPT (skl*urpt)
scavenger: SKAFRPBG (skafrng)	sculpture: SKHRURPT (sklurpt)
scene: SKAOEPB (skaoen)	scurrilous: SKURLS
SKAO*EPB: skein	scuttle: SKULGTS
scene of the accident: STPHABGS (snax)	search: SEFRPB
STPHABGZ: snacks	search warrant: SW
scenery: SKAOERPB (skaoern)	SW-R: software
scent: S*EPBT (s*ent)	season: SOEPB
SEPBT: sent	seat belt: SPWELT (sbelt)
KREPBT: cent	seclude: SKHRAO*UD (sklao*ud)
schedule: SKEL	SKHRAUD: exclude
schematic: SKAOEPLT (skaoemt)	seclusion: SKHRAO*UGS (sklao*ugs)
scheme: SKAOEPL (skaoem)	second: SEBGD (sekd)
schism: SKEUFPL (skifm)	secondhand: SKRAPBD (skrand)
schmooze: SPHAOZ (smaoz)	firsthand: TPRAPBD (frand)
scholar: SKHRAR (sklar)	second of all: SKAUL
scholarship: SKHRARP (sklarp)	first of all: TPRAUL
school: SKAOL	secrecy: SKRES
school district: SKEUBGT (skikt)	secret: SRET
sciatic: SAOEUBGT (saoikt)	secretly: SKRELT
science: SAOEUPBS (saoins)	secretary: SEBGT (sekt)
SAOEUPBZ: signs	sect: S*EBGT (s*ekt)
scientific: STEUFBG (stifk)	section: S-BGS (s-ks)
scientifically: STEUFBLG (stifkl)	SEBGS: sex (sex)
scientist: STEUS (stis)	secular: SERBLG (serkl)
STEUZ: cities	secure: SKAOUR
scleral: SKHRERL (sklerl)	security: SKAOURT
scleritis: SKHRERTS (sklerts)	sedan: STKAPB (sdan)
sclerosis: SKHRERS (sklers)	sedate: STKAEUT (sdait)
sclerotic: SKHRERBGT (sklerkt)	sedation: STKAEUGS (sdaigs)
scope: SKOEP	sediment: SEPLT (semt)
beyond the scope: KWROEP (yoep)	SPHEPLT: cement
scorch: SKOFRPB	sedimentation: SEPLGS (semgs)
score: SKOER	
scoreless: SKOERLS	

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 54 of 66

seduce: STKAOUS (sdaous)	sergeant: SARPBLGT (sarjt)
seduced: STKAOUFD (sdaoufd)	serial: SAOERL
seducer: STKAOUFR (sdaoufr)	SAO*ERL: cereal
seduction: STKUBGS (sduks)	serious: SAOERS
seems to me: SPHAOEPLS (smaoems)	seriously: SAOERLS
seemed to me: SPHAOEPLD	seriousness: SAOERPBS (saoerns)
segment: S*EGT	sermon: SERPL (serm)
SEGT: setting	serpent: SERPT
segregate: STKPWRAEUT (sgrait)	serum: SAOERPL (saoerm)
segregation: STKPWRAEUGS (sgraigs)	servant: SEFRBT
seismic: SPHEUBG (smik)	serve: SEFRB
seismology: SPHOLG (smolg)	service: S-FS
seismologist: SPHOLGS (smolgs)	service station: S-FGS
select: SHREBGT (slekt)	session: SEGS
selector: SHRERBGT (slerkt)	settle: SHR (sl)
selection: SHREBGS (sleks)	settlement: SHR-PLT (sl-mt)
self: SEFL	settler: SHR-R (sl-r)
{self-^}: S*EFL	sever: SEFR
self-defense: STKWEPBS (sdwens)	SAOEFR: receiver
self-esteem: S*EFLS	severable: SEFRBL
self-image: SEUPLBG (sij)	several: SEFRL
selfish: SEURB (sish)	severance: SEFRPBS
selfishness: SEURBS (sishs)	SEFRPB: search
semantic: SPHA*PBG (sma*nk)	severe: STPAOEFR (sfaoefr)
semester: SPHES (smes)	STPAOER: sphere
{semi^}: SPHE (sme)	severely: STPAOEFR (sfaoefrl)
semiconductor: SKURBGT (skurkt)	sew: SO*E
seminar: SAERPL (saerm)	sewage: SAOUPBLG (saouj)
senate: STPHET (snet)	sex: SEBGS
senator: STPHER (sner)	sexy: SAEBGS (saex)
senatorial: STPHERL (snerl)	sexual: SEBLGS (sexl)
senile: SAOEPBL (saoenl)	sexually: S*EBLGS
senility: SAOEPBLT (saoenlt)	sexual abuse: SHRAUB (slaub)
senior: S-R	sexually abused: SHRAUBD (slaubd)
seniority: S-RT	sexual harassment: SAFPLT
sense: SEPBS (sens)	sexually harass: SAF
STPHEPBS: essence	sexual intercourse: SKOURS
sensation: SEPBGS (sengs)	shabby: SHAEB
senseless: SEPBL	shack: SHABG
sensor: SERPBS	shackle: SHALG
sensory: SAERPBS	shade: SHAEUD (shaid)
sentence: STPH-PBS (sn-ns)	shadow: SHO*ED
separate: SPRAEUT (sprait)	SHOED: showed
separate and apart: SPRART	shake: SHAEUBG (shaik)
separately: SPRAEULT	shaken: SHAEUPB (shain)
separation: SPRAEUGS (sprais)	SHA*EUPB: Shane
sequel: SKWEL	shaky: SHAEBG (shaek)
SKEL: schedule	shall: SHAL
sequence: SKWEPBS (skwens)	shallow: SHA*L
sequential: SKWERBL (skweshl)	shareholder: SHAEURLD
sequester: SKWERS	shatter: SHART
sequestration: SKWERGS	shake: SHAEUBG
sequin: SKWEUPB	SHA*EUBG: sheik

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 55 of 66

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)
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 (sig)
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 (slaoep)
sleeper: SHRAOERP (slaoerp)
slender: SHRERPBD (slernd)
slight: SHRAOEUT (slaoit)
slighter: SHRAOEURT (slaoirt)
slightest: SHRAO*EUS (slao*is)
SHRAOEUS: slice
slightly: SHRAOEULT (slaoilt)
slip: SHREUP
slipper: SHREURP (slirp)
slip and fall: STPAUL (sfaul)
sliver: SHREUFR (slifr)
slogan: SHRO*EG (slo*eg)
SHROEG: slowing

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 56 of 66

slow: SHROE (sloe)
slowly: SHROEL (sloel)
small: SPHAUL (smaul)
smaller: SPHAURL (smaurl)
smallest: SPHA*ULS (sma*uls)
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 (soershl)
socialism: SOEFPL (soefm)
socialist: SOERBLT (soeshlt)
socialize: SO*ERBLZ (so*eshlz)
socialization: SO*ERBLGS (soershlgs)
society: SOEUT
sociologist: SOERBLGS
sociology: SOERBLG
socket: SOBGT (sokt)
sodium: SOEPLD (soemld)
sodomy: SOPLD (somd)
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: SAOERPB (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
Spanish: SPARB (spash)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 57 of 66

spark: SPARBG
spark plug: SPHRUG (spug)
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 (spaoin)
spineless: SPAOEUPBLS (spaoinls)
spirit: SPEURT (spirt)
spiritual: SPEURLT (spirlt)
spirituality: SP*EURLT (sp*irlt)
splatter: SPHRART (splart)
splendid: SPHREPBD (splend)
splendor: SPHREPBBD (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
subpoena: SUP
 S*UP: sup
subpoena duces tecum: SUPT
 SAOUP: superintendent
subscribe: SKRAO*EUB

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 58 of 66

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: THOR
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
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 59 of 66

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: TEFRT
temperature: TEFRT
temple: TEFRT
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 (trfk)
terrifically: TREUFBLG (trfkl)
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)
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 (toms)
thorough: THOER
thoroughly: THOERL
thoroughness: THOERPBS (thoerns)
thousand: THOU
thousand dollars: THOUDZ
threaten: THREPB (thren)
threw: THRAOU
through: THRAO
throughout: THROUT
throughput: THRAOPT

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 60 of 66

thumbprint: TH-PT
thunder: THURPBD (thurnd)
thundershower: THOUR
thunderstorm: THORPL (throm)
Thursday: Thursday
thyroid: THAOEURD (thaoird)
tick: T*EUBG (t*ik)
TEUBG: particular
tickle: TEULG (tilg)
tickler: TEURLG (tirlg)
tide: TAO*EUD (tao*id)
TAEUD: tied
tidal: TAOEULGDZ (taoidl)
tighten: TAOEUPBT
timber: TEURPL (tirm)
time of the accident: TAOEUFGBS (taoifks)
timid: TEUPLD (timd)
tin: TEUPB
T-PB: continue
tinker: T*EURPBG (t*irnk)
tinkle: T*EUPBL (t*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 (tlort)
tomato: TOEPLT (toemt)
tome: TO*EPL (to*em)
tomorrow: TOEPL (toem)
to my knowledge: TEUPBLG (tij)
to the best of my knowledge: T*EUPBLG (t*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 (taotl)
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: TOERPD
torrent: TORPBT
tort: TORT
tortious: TOEURTS (toirts)
tortious interference: TOEUFRPBS (toifrms)
torture: TOURT
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: TRAE
tragedy: TRAPBLGD (trajd)
tragic: TRAPBLG (traj)
train station: TRAEUGS (traigs)
trait: TRAEUT (trait)
traitor: TRAEURT (trairt)
trample: TRAFRPL

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 61 of 66

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 (term)
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: TRAOEUFL (traoimp)
triumphant: TRAOEUFLPT (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: TRAOUFL (traoufm)
Truman: TRAOUPL (traoum)
trumpet: TRUFRPT (trumpt)
truthful: TRAOUFL
tsunami: SAOUPB (saoun)
tubal: TAOUBL
 TAO*UBL: tubule
Tuesday: TAOUS
Tulsa: TULS
tumble: TUFRL (tumpl)
tumor: TAOURL (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: TWAOEUPL (twaoim)
two of: TWOF
two of the: TWOF
two of them: TWOFPL (twofm)
two of us: TWOF
Tylenol: TAOEUPBL (taoinl)
type: TAOEUP
type of: TAOEUF
type of the: TAOEUF
typewriter: TWRAOEURT (twraoirt)
typewritten: TWREUPB (twrin)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 62 of 66

typical: T-L
typically: T*L
tyrannical: TAOERPBL
tyranny: TAOERP
tyrant: TAOEURPBT

- U -

ubiquity: PWEUBGT (bikt)
ubiquitous: PWEUBGTS (bikts)
ugly: ULG
uglier: URLG
ulcer: URLS
ultimate: ULT
unable: TPHAEBL (naibl)
TPHAEBL: enable
unanimous: TPHAPBS (nans)
unanimously: TPHAPBLS (nanls)
uncomfortable: UFRBL
uncle: UPBL
undercover: *UFRBG (*ufrk)
underground: URGD
underneath: URPBT (urnt)
understand: -PBD (-nd)
understood: TPHAOD (naod)
TPHAOD: nude
under the circumstances: UTS
under the influence: UFLS
underwriter: *URT
underwriting: *URGT
unemployed: PHRO*EUD (plo*id)
PHROEUD: employed
unemployment: PHRO*EUPLT (plo*imt)
unfortunate: UFRT
unfortunately: UFR
unhappy: TPHAEP (naep)
uniform: AOUPRPL (aoufrm)
uniformity: AOUPRPLT (aofrmt)
unify: AOUPB (aoufn)
unilateral: AOUPBL (aounl)
union: AOUPB (aoun)
unique: TPHAOEGB (naoek)
unison: AOUPBS (aouns)
AOUPBZ: unions
unit: AOUPBT (aount)
unite: KWRAOUPBT (yaount)
United Nations: TPHA*EUGZ (na*igz)
United States: AO*US
U.S.: *US
United States of America: AO*UPLS (ao*ums)
unity: KWRAO*UPBT (yao*unt)

universal: KWRAOUFRL (yaoufrl)
universality: KWRAOUFRLT (yaoufrlt)
university: KWRAOUFRT (yaoufrt)
unusual: AO*URB (ao*ush)
KRAO*URB: cruel and unusual punishment
update: *UPD (*upd)
upset: UPS
upstairs: *UPZ
downstairs: TKO*UPBZ
uranium: AOURL (aourm)
urban: URB
suburb: SPWURB (sburb)
suburban: SPWURPB (sburn)
urgent: URPBLGT (urjt)
urgency: URPBLGS (urjs)
urine: AOUPB (aourn)
urinal: AOUPBL (aournl)
urinalysis: AOUPBLS (aournls)
urinate: AOUPBT (aourn)
urination: AOUPBGS (aourns)
urologist: AOURLGS
urology: AOURLG
use: AOUS
usable: AOUBL
usage: AOUPBLG (aouj)
user: AOUP
useful: AOUL
useless: AOULS
usual: AOUB (aoush)
usually: AOURL (aoushl)
Utah: HAUT
uterus: AOURLS
utility: AOUL
utilitarian: AOURLPBLT (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 (vaiks)
vaccine: SR-BGS (v-x)
vacuum: SRABG (vak)
vagina: SRAPBLG (vaj)
vague and ambiguous: SRAEUP (vaim)
ambiguous: TKPWAOUS (gaous)
ambiguity: TKPWAOUL (gaout)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 63 of 66

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 (vaul)
valuable: SRAUBL (vaubl)
valve: SRAFL (vafl)
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: SRAEUFBL (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: SRERPB (vern)
veto: SRAOET (vaoet)
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 (vaoinlt)
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 64 of 66

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 (vurblt)
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)
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

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 65 of 66

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: WERP (wern)
West Virginia: W*F
wheelchair: WHAOEF (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)
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: WORBPLD (wornd)
World War II: TWORLD
worry: WOER
worship: WOPR
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)

Steno Tips

Shortcuts for Common Words and Phrases

3/21/2008: page 66 of 66

- 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)