

Steno Tips

Shortcuts for Common Words and Phrases

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

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

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

- A -

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

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

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

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attacking: TAEG
attend: TAEPBD (taend)
attention: TAEPBGS (taengs)
 call your attention: KAUPBGS (kaungs)
 direct your attention: TKREPBGS (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*UPBLS
author: THOR
 THOER: thorough
 authors: THORS
 THORZ: authorize
authority: THORT
authorize: THORZ
 THORS: authors
auto: AO
automatic: AOBG
automation: AOGS
automobile: AOBL
available: SRAEUBL (vaibl)
 availability: SRAEUBLT (vaiblt)
avoid: SRAOD (vaod)
 SRAOUD: viewed
avoidable: SRAOBL (vaobl)
avoidance: SRAOPBS (vaons)
away: WAE
 WRAE: right away
award: WAURD
 reward: RAURD
aware: WAER
awful: AUFL

- B -

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

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

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bedroom: PW-RPL (b-rm)	board of directors: PWRERS (brers)
before: PWR (br-)	TKRER: director (drer)
before the: PWR-T (br-t)	bone: PWOPB (bon)
behalf: PWHAF (bhaf)	bony: PWOEPB (boen)
PWHAEUF: behave	bonus: PWOEPBS (boens)
behalf of the: PWHAFT (bhaft)	booklet: PWAOBGT (baokt)
behave: PWHAEUF (bhaif)	borrow: PWAUR (baur)
behavior: PWHAEUFR (bhaivr)	Boston: PWO*S (bo*s)
beige: PWAEUPBLG (baij)	bottom: PWOT (bot)
Beijing: PWA*EUPBLG (ba*ij)	bought: PWAUT (baut)
believe it or not: PWHRAOEFRPBT (blaofrnt)	boundary: PWOURPBD (bournd)
bench: PWEFRPBLG	boyfriend: PWOEUF (boif)
PW*EFRPBLG: beverage	girlfriend: TKPWOEUF (goif)
beneath: TPHA*OET (na*oet)	bra: PWRAU (brau)
TPHAOET: neat	PWRA: vertebra (bra)
beneficiary: PWEURB (bish)	brake: PWRAEBG (braek)
beneficial: PWEURBL (bishl)	PWRAEUBG: break (braik)
benefit: PWEUPBT (bint)	brake light: PWR-LT (br-lt)
between: TWAOEPB (twaoen)	Brazil: PWRAFL
between the: TWAOEPBT (twaoent)	breakfast: PWREBG (brek)
in between the: TPHAOEPBT (naoent)	breakthrough: PWR*T (br*t)
better: PWERT (bert)	PWR-T: before the (br-t)
better than: PWERPB (bern)	breathalyzer: PWRA*LZ (bra*lz)
better than the: PWERPBT (bernt)	brilliance: PWREUPBLS (brins)
beverage: PW*EFRPBLG (bevrij)	brilliant: PWREUPBLT (brinlt)
PWEFRPBLG: bench	bring: PWREU (bri)
beyond the scope: KWROEP (yoep)	bring the: PWREUT (brit)
bilateral: PWHRARL (blarl)	PWR*EUT: Brit
billion: PW-L (b-l)	broadcast: PWRAUBG (brauk)
billion dollars: PW-LDZ (b-ldz)	broaden: PWRAUPBD (braund)
{bio^}: PWAO*	brochure: PWROERB (broesh)
biography: PWAOEUFG (baoifg)	PWROEFP: broach
biographer: PWAOEUFGR (baoifrg)	broke: PWROEBG (broek)
biological: PWHROL (blol)	broker: PWROERBG (broerk)
biology: PWHROLG (blolg)	brokerage: PWROERPBLG (broerj)
biomedical: PW-PL (b-m)	broken: PWROEPB (broen)
birth: PW*EURT (b*irt)	bronchitis: PWROPBGTS (bronkts)
PWEURT: bitter	brother: PWROER (broer)
birthday: PW-RD (b-rd)	brotherly: PWROERL (broerl)
blatant: PWHRAPBT (blant)	budget: PWUPLBGT (bujt)
blatantly: PWHRAL (blal)	Buick: PWAOUBG (baouk)
blockage: PWHROPBLG (bloj)	building: -BLG
blood: PWHRAOD (blaod)	bullet: PWULT (bult)
blood cell: PWHRAO*FL (blao*s)	bulletin: PWUPBLT (bunlt)
blood clot: PWHRAOBGT (blaokt)	burden: PWURD (burd)
blood pressure: PWHRAOP (blaop)	burden of proof: PWURP (burp)
blood vessel: PWHRAOFL (blaovl)	PW*URP: burp
blueprint: PWHRAOUP (blaoupt)	bureau: PWAOUR (baour)
blurb: PWHR*URB (bl*urb)	bureaucracy: PWAOURBG (baourk)
blush: PWHRURB (blush)	bureaucrat: PWAOURBGT (baourkt)
blunder: PWHRURPBD (blurnd)	burglar: PWHRAR (blar)

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

- C -

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

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

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

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

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commute: KPHAOUT (kmaout)
compact: KPA*BGT (kpa*kt)
 KPABGT: exact
companion: KPAPB (kpan)
company: K-P
 K*P: kidnap
 K-PD: accompanied
 K-PG: accompanying
compare: KPAEUR (kpair)
 comparable: KPAEURBL
compares: KPAEURZ
comparison: KPAEURS
compass: KPAS
compassion: KPAGS
compassionate: KPARBT (kpasht)
compatible: KPABL
 KAEUPBL: capable
 compatibility: KPABL
compel: KPEL
 KP*EL: excel
 SKPEL: expel
compensate: KPEPBT (kpent)
compensation: KPEPBGS (kpengs)
competent: KPE
 competence: KPEPBS (kpens)
compile: KPAOEUL
 compilation: KPAOEULGS
complacent: KPHRAEPBT (kplaent)
 complacency: KPHRAEPBS
complain: KPHRAEUPB (kplain)
complainant: KPHRA*EUPBT (kpla*int)
complaint: KPHRAEUPBT (kplaint)
complement: KPHREPLT (kplemt)
 KPHREUPLT: compliment
complete: KPHRAOET (kplaoet)
complex: KPHREBGS (kplex)
 complexion: KPHREBGZ
complexity: KPHREBGT (kplekt)
compliance: KPHRAOEUPBS (kplaoins)
complicate: KPHREUBGT (kplikt)
 KPHREBGT: complexity
complication: KPHREUBGS (kpligs)
complicit: KPHREUFT (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 (kpuings)
compute: KPAOUT
computer: KPAOURT
conceal: SKAOEL
conceive: SKAOEF
 conceivable: SKAOEFBL
concentrate: KOPBS
 K*OPBS: cons
concentration: KOPBGS
concept: SKEPT
concern: KERPB
concert: SKERT
conclude: K-BG (k-k)
condemn: KEPL (kem)
 KHEPL: chemical
condemnation: KEPLGS
condition: K-PB
 terms and conditions: TERBGZ (terks)
condom: KOPLD (komd)
condominium: KPHEUPL (kmim)
conduct: KUBGT (kukt)
conductor: KURBGT
 SKURBGT: semiconductor
confer: K-FR
conference: K-FRPBS (k-frns)
conference room: K-RPL (k-rm)
confide: KWAOEUD
confident: K-FT
 K*FT: confidant
confidential: K-FLT
configure: KWEUG
confirm: KWEURPL (kwirm)
confiscate: K-FBGT (k-ftk)

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

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

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continue: T-PB (t-n)
 continual: T-PBL (t-nl)
 continuation: T-PBGS (t-ngs)
 continues: T-PBZ (t-nz)
 continuous: T-PBS (t-ns)
{contra^}: KRA
contract: KR-T
 subcontract: SKR-T
 contractor: KR-RT
contraction: KR-BGZ
 KR-BGS: contribution
contradict: KREUBGT (krikt)
contrary: KROER
 KRAER: contemporary
contrast: TRA*S
contribute: KR-BT
 contributed: KR-BD
 contributions: KR-BGS
 contributor: KR-RBT
contributory negligence: TREG
control: KROL
controlled substance: KRUB
controversy: KROFRS
 controversial: KROFRL
convene: KWAOEPB (kwaoen)
 KWAO*EPB: queen
convenient: KWAOEPBT (kwaoent)
convention: KWEPBGS (kwengs)
converge: KWERPBLG (kwerj)
conversation: K-FRGS
conversion: KWERGS
convert: KWERT
convex: KWEBGS (kwex)
convey: KWAEU
 KWA*EU: quay
convict: KWEUBGT (kwikt)
convicted: KWEUBGD (kwikd)
convince: KWEUPBS (kwins)
convulse: KWULS
convulsion: KWULGS
cooperate: KAOPT
cooperation: KAOPGS
coordinate: KAORPBT (kaort)
coop: KAOP
cope: KO*EP
copy: KOEP
 copier: KOERP
copyright: KP-RT
core: KOER
 KOR: correspond
 corporate: KORPT
 incorporate: 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: KOUPBS (kouns)
count: KOUPBT (kount)
 countless: KOUPBLS (kounls)
counter: KOURPBT (kournt)
 KO*URPBT: {counter^}
counterfeit: KOUFT
counterpart: KOUPT
country: KUPB (kun)
county: KOUPB (koun)
 KO*UPB: County
couple: KUPL (kupl)
 KOPL: come (kom)
 couple of days: KUPLDZ
 couple of times: KUPLTS
courage: KURPBLG (kurj)
 KERPBLG: encourage
 SKURPBLG: discourage
course of business: KOURBS
court: KOURT
 KORT: correspondent
 in open court: TPHOURT (nourt)
 district court: TKROURT (drount)
 superior court: SPROURT
 Supreme Court: SKOURT
 trial court: TRAOEUBGT (traoikt)
court file: KRAOEUL
Court finds: KRAOEUPBDZ
Court find: KRAOEUPBD

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

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

- D -

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

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decade: TKEBGD (dekd)
TK*EBGD: decked

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

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

decedent: STKAO*EPBT (dsao*ent)

deceit: STKAOET (dsaoet)

deceive: STKAOEF (dsaoef)

December: STKEPL (dsem)

decent: STKAOEPBT (dsaoent)
indecent: SPWAOEPBT

decently: STKAOEPBLT (dsaoentl)

deception: STKEPGS (dsepgs)

decide: STKAOEUD (dsaoeid)

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

decipher: STKAOEUFR (dsaoifr)

decision: STKEUGS (dsigs)

decisive: STKAOEUFB

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

decline: TKHRAOEUPB (dlaoin)

decrease: TKRAOES (draoes)
TKRAOEZ: decrees

decreased: TKRAOEFD

decree: TKRAOE

deduct: TKUBGT (dukt)
TK*UBGT: duct

deducted: TKUBGD

defame: TKWAEUPL (dwaim)

default: TKWAULT (dwault)

defeat: TKWAOET (dwaoet)

defect: TKWEBGT (dwekt)

defector: TKWERBGT (dwerkt)

defective: TKWEFB

defend: TKWEPBD (dwend)

defendant: TK-FT (d-ft)

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

defense: TKWEPBS (dwens)
STKWEPBS: self-defense

defenseless: TKWEPBLS (dwenls)

defer: TKWER (dwer)

deficit: TKWEUT (dwit)

deficiency: TKWEURBS (dwishs)

deficient: TKWEURBT (dwisht)

define: TKWAOEUPB (dwaoin)
TKWAO*EUPB: divine

definite: TKWEPBT (dwent)
TKWEUPBT: divinity

definition: TKWEPBGS (dwengs)

deflect: TKWHREBGT (dwlekt)

deform: TKWORPL (dworm)

defraud: TKWRAUD (dwraud)

defunct: TKWUPBGT (dwunkt)

defy: TKEF (def)
TKAEF: deaf

degenerate: TKAOEPBLGT (daoejt)

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

Delaware: TKWAEUR (dwair)

delay: TKHRAEU (dlai)

delegate: TKELGT (delgt)

delete: TKHRAOET (dlaoet)

deliberate: TKHREUBT (dlibt)

deliberation: TKHREUBGS (dlibgs)

delicate: TKHRABGT (dlakt)
TKHREUBGT: deliberating

delicious: TKHREURBS (dlishs)

delight: TKHRAOEUT (dlaoit)

delinquency: TKHREUPBGS (dlings)

delinquent: TKHREUPBGT (dlinkt)

delinquent minor: TKHR-PL (dl-m)

delirious: TKHRAOERS (dlaers)

delirium: TKHRAOERPL (dlaorm)

deliver: TKHREUFR (dlivr)

delivery: TKHRAEFR (dlaevr)

delivery room: TKHR-RPL (dl-rm)

delta: TKAELT (daelt)

delude: TKHRAOUD (dlaoud)

deluxe: TKHRUBGS (dlux)

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

demand: TKPHAPBD (dmand)

demean: TKPHAOEPB (dmaoen)

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

demise: TKPHAOEUZ (dmaoiz)

demo: TKPHO (dmo)
TKPO: depo

democracy: TKEPLS (dems)

Democrat: TKEPL (dem)

democratic: TKEPLT (demt)

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

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

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Steno Tips

Shortcuts for Common Words and Phrases

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

- E -

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

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Steno Tips

Shortcuts for Common Words and Phrases

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economically: KPH*EL (km*el)
economist: KPHEUFT (kmist)
economy: KPHE (kme)
edit: TK*EUT
edition: TK*EUGS
 TKEUGS: digs
editor: TK*EURT (d*irt)
editorial: TK*EURLT (d*irtl)
educate: KAET
education: KAEGS
 KAEUGS: indication
educational: KAERB
 KAEURBL: occasional
 KAEURB: occasion
Edward: TKWARD (dward)
effect: TPEBGT (fekt)
 TPAEBGT: affect (faekt)
 into effect: SPWAOFBGT
 something to that effect: STKPWEBGT
effective: TPEF (fef)
effectively: TPEFL (fefl)
efficient: TPEURBT (fisht)
egregious: TPKWRAOEPBLGS (graoejs)
Egypt: SKWREUPT (jipt)
Egyptian: SKWREUPGS (jipgs)
either: AOERT
eject: SKWRAEBGT (jaekt)
 SKWRABGT: jacket
 reject: R-PBLG (r-j)
elaborate: HRAEBT (laebt)
elapse: HRAEPS (laeps)
elbow: *EBL
elder: ERLD
elect: HR-BGT
election: HR-BGS
electric: HREBG
electricity: HREBGT
electrician: HREBGS
electrical: HRAL
electrically: HRAEL
electrode: TROED
electromagnetic: HR*PL (l*m)
electron: TROPB (tron)
electronic: TROPBG (trong)
electronically: TROPBL (tronl)
element: HR-PLT (l-mt)
elementary: HR-RPLT (l-rmt)
elevate: SRAEUT (vait)
elevator: SRAEURT (vairt)
eligible: SKWREUBL (jibl)
 SKWR*EUBL: ineligible

eliminate: ELT
elimination: ELGS
elite: HRAET (laet)
embark: KPWARBG (embark)
embarrass: KPWARS (embars)
embarrassing: KPWAFRG
embarrassment: KPWAFRPLT (embafrmt)
embassy: KPWAES (embaes)
embed: KPWED (embed)
embezzle: KPWEFL (embesl)
embezzler: KPWEFR (embesr)
emblem: KPWHREPL (emblem)
embrace: KPWRAEUS (embrace)
embroider: KPWROEURD (embroidr)
embryo: KPWRO (embro)
embryology: KPWROLG (embrolg)
embryonic: KPWRO*PBG (embro*nk)
emerge: PH*ERPBLG (m*erj)
 PHERPBLG: merge
emergency: PH-PBLG (m-j)
emergency room: E-RPL (erm)
emission: AOEPLGS
emit: AOEPLT
emotion: PHOERB (moesh)
 PHOEGS: motion
emotional: PHOERBL (moeshl)
emphasis: EFPLS (emps)
emphasize: EFPLZ (empz)
empire: KPWAOEUR (empaoir)
empiric: KPWAOERBG (empaerck)
empirical: KPWAOERBLG (empaerckl)
employ: PHROEU (ploi)
 PHRO*EU: ploy
employee: PHROE (ploe)
employment: PHROEUPLT (ploimt)
 unemployment: PHRO*EUPLT (plo*imt)
empower: KPWOUR (empour)
emporium: KPWORPL
empty: PH-T (m-t)
enable: TPHAEBL
enact: TPHABGT (nakt)
encephalitis: STPHEFLTS (nseflts)
{encephalo^}: STPHEFL (nsefl)
enclose: KHRO (klo)
 KHRO*D: clod
close: KHROES (kloes)
disclose: SKHROES (skloes)
encourage: KERPBLG (kerj)
 courage: KURPBLG (kurj)
discourage: SKURPBLG (skurj)
endanger: SPWAEURPBG (endairng)

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Steno Tips

Shortcuts for Common Words and Phrases

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endeavor: SPWEFR
SPW-FR: interfere

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

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

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

engage: TPKWAEPBLG (gaej)
TKPWAEUPBLG (gaij)

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

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

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

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

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

envy: SRAEPB (vaen)
SRAEUPB: vain

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

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

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

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

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

erroneous: ROEPBS (roens)
RAOEPBZ: reasons

erupt: RUPT
RURPT: rupture

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

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

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

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

evident: EFT

evoke: AO*EFBG (ao*efk)

evolution: EFGS

exact: KPABGT (xakt)
KP*ABGT: compact

exactly: KPAL

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

exalt: KPALT

examine: KP

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

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

exasperate: KPAPT

exasperation: KPAPGS

exceed: KPAOED (xaoed)

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

except: KPEPT (xept)

exception: KPEPGS (xepgs)

excerpt: KPERPT (xerpt)

excess: KPES (xes)

excessive: KPE*FS

exchange: SKHAEUPBG (skhaing)

excise: KPAOEUZ (xaoiz)

excite: KPAOEUT (xaoit)

excitement: KPAOEUPLT (xaoimt)

exclaim: SKHRAEUPL (sklaim)

exclude: SKHRAOUD (sklaoud)

exclusive: SKHRAOUF (sklaouf)

excrement: SKREPLT (skremt)

exculpatory: SKUP

excursion: SKURGS

excuse: SKAOUS

excuse me: SKAOUPL (skaoum)
KAOUPL: consume

execute: SKAOUT

exemplary: KPAEFRPL

exemplify: KPEFRPL
KPAFRPL: example

exempt: KPEPLT (xemt)

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

exhibit number: KP*UB

exist: KPEUFT (xist)

existence: KPEUPBS (xins)

expect: KP-P

expend: SKPEPBD (xpend)

expenditure: SKPEFP (xpech)

expensive: SPEFPBS (spfnbs)

experience: SPERPBS (sperns)

experiment: SPERPLT (spermt)

expert: SPERT
expert report: SPRORT

expertise: SPAOES or SP*ERT

expire: SKPAOEUR (xpaoir)

explain: SPHRAEUPB (splain)

explanation: SPHRAPBGS (splangb)

explicit: SKPHREUFT (xplist)
KPWHREUFT: implicit

explode: SPHROED (sploed)

explosive: SPHROEFB

exploit: SPHROEUT (sploit)

explore: SPHROER (sploer)

exponent: SKPOEPBT (xpoent)

export: SKPOERT (xport)
KPWOERT: import

expose: SKPOES (xpoes)

exposure: SKPOERB (xpoesh)

expound: SKPOUPBD (xpound)

express: SPRES

expressway: SPROEU

expulsion: SKPULGS (xpulgs)

exquisite: SKWEUFT

extemporaneous: STRA*EPBS (stra*ens)

extend: STEPBD (stend)

extent: STEPBT (stent)

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

exterminate: STERPLT (stermt)

Steno Tips

Shortcuts for Common Words and Phrases

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

- F -

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

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Shortcuts for Common Words and Phrases

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

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Shortcuts for Common Words and Phrases

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

- G -

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

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

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Shortcuts for Common Words and Phrases

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

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

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Shortcuts for Common Words and Phrases

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

- H -

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

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

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Shortcuts for Common Words and Phrases

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

Steno Tips

Shortcuts for Common Words and Phrases

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

- I -

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

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

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Shortcuts for Common Words and Phrases

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implant: KPWHRAPBT (kpwlant)
implausible: KPWHRAUFBL (kpwlaufll)
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: KPWORD
importance: KPWORDPBS or PORPBS
important: KPWORDPBT or PORPBT
impose: KPWOEZ
imposing: KPWOEFG
imposition: KPWOGS
impossible: KPWOB
 impossibly: KPWOEB
impossibility: KPWOBLT
impotent: KPWOEPBT (kpwotent)
impotence: KPWOEPBS (kpwovens)
impound: KPWOUPBD (kpwound)
impractical: KPWRABG (kpwprak)
 practical: PRABG (prak)
impractically: KPWRABEG (kpwraek)
impracticality: KPWRABGT (kpwrakt)
impregnable: KPWREBL
impregnate: KPWREGT
impress: KPWRES
impressed: KPWREFD
imprint: KPWREUPBT (kpwrint)
imprison: KPWRPOP (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: KPWAOU*UPBT (kpwao*unt)
 KPWAOUPBT: impunity
impudence: KPWAOUPBS (kpwraouns)
 KPWAOUPBZ: impugn

impugn: KPWAOUPB (kpwraoun)
impunity: KPWAOUPBT (kpwraount)
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: TPHAfZ (nafz)
inasmuch as: TPHAfPS (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 (intl)
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: KOERP
incorporation: KOERPGS
increase: KRES
increased: KREFD
incredible: KR*EBL
 KREBL: credible
increment: KREPLT (kremt)
incriminate: KREUPLT (krimt)
incumbent: PWAEPBT (baent)
 incumbency: PWAEPBS (baens)

Steno Tips

Shortcuts for Common Words and Phrases

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

infinite: TPEUPBT (fint)
 finite: TPAOEUPBT (faoint)
infinity: TP*EUPBT (f*int)
inflict: TPHREUBGT (flikt)
influence: TPHRU (flu)
influential: TPHRUL (flul)
inform: TPH-F (n-f)
infrastructure: TPRUBG (fruk)
infringe: TPREUG
 infringer: TPREURG
infringement: TPR*EUPLT
 TPREUPLT: from time to time
in general: TPH-G (n-g)
ingestion: SKWREGS (jega)
ingredient: TKPWRAOEPBT (graont)
inhabit: TPHABT (nabt)
inhabitant: TPHAPBT (nant)
inherent: HERPBT (hernt)
inherently: HERPBLT (hernlt)
inherit: HAEURPBT (hairnt)
inheritance: HAEURPBS (hairns)
 HAEURPB: heroin
initial: TPHEURBL (nishl)
initiate: TPHEURBT (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
insane: STPHAEUPB (nsain)
insanity: STPHAEUPBT (nsaint)
 STPHAPBT: instant
insect: STPHEBGT (nsekt)
insert: STPHERT (nsert)
insertion: STPHERGS (nsergs)

Visit KVincent.com for the latest Steno Tips, including dictionary & RTF files.

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Shortcuts for Common Words and Phrases

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

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Shortcuts for Common Words and Phrases

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

- J -

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

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

- K -

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

- L -

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

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Shortcuts for Common Words and Phrases

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

- M -

machine: PH-PB (m-n)
machinery: PH-RPB (m-rn)
machinist: PH*PBS (m*ns)
macro: PHAORBG (maork)
Macintosh: PHA*BG (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: PHAFRFBG (mafkr)
max: PHA*BGS (ma*x)
maximum: PHABGS (max)
meager: PHAOERG (maoerg)
meander: PHAOERPBD (maoernd)
meantime: PHAOEPLT (maoemt)
measles: PHAOEFL (maoefl)
measure: PHER (mer)
measurement: PHERPLT (mer)
mechanic: PHEBG (mek)
mechanism: PHEUFPL (mism)
medal: PHELGDZ (medl)
meddle: PH*ELGDZ (m*edl)
media: PHAED (maed)
medical: PHEL (mel)
medical record: PHORD (mord)
Medicaid: PH*EBGD (m*ekd)
Medicare: PHEBGD (mekd)
medication: PHAEUGS (maigs)
medicine: PHED (med)
medium: PHAOEPLD (maoemd)

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

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Shortcuts for Common Words and Phrases

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

mitigate: PHEUGT (migt)

mobile: PHOEBL (moabl)

Mobile: PHO*EBL

mobility: PHOEBLT (moabl)

mobilization: PHOEBLGS (moablgs)

moderate: PHORT (mort)
PHOERT: motor

modest: PHODS
PHODZ: mods

modern: PHORPB (morn)
PHO*RPB: morn

modify: PHOEUFG (moif)

modification: PHOEUFGS (moifgs)

module: PHAOULD (maould)

modular: PHAOURLD (maourld)

moist: PHOEUFT (moift)

moisture: PHOEUFR (moifrt)

molar: PHOERL (moerl)
PHORL: moral

molecule: PHOELG (moelg)
molecular: PHOERLG

molest: PHOELS (moels)
PHOELZ: moles

molestation: PHOELGS (moelgs)

moment: PHOELT (moemt)

momentum: PHO*EPLT (mo*emt)

monitor: PHORPBT (mornt)

monk: PHO*PBG (mo*nk)

monkey: PHO*EPBG (mo*enk)

monopoly: PHR-P (ml-p)

monopolize: PHR*P (ml*p)

monopolization: PHR*PGS (ml*pgs)

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

month ago: PHOG (mog)

months ago: PHOGS (mogs)
PHOEGS: motion

monthly: PHOL (mol)

moon: PHAOPB (maon)
PHAOUPB: immune

moonlight: PHAOPBLT (maonlt)

Montana: PH-PBT (m-nt)

moral: PHORL (morl)
PHOERL: molar

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

more or less: PHOERLS (moerls)

more than: PHOERP (moern)

more than likely: PHORPBL (mornl)

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

mortgage: PHORPBLG (morj)

mosquito: PHOEBGT (moekt)

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

mother: PHOER

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

motion for summary judgment: PHUPLT (mumt)

motive: PHOEFB
motivate: PHOEFBT
motivation: PHOEFBGS

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

motorcycle: PHOEBG (moik)

mountain: PHOEPBT (moent)

move: PHAOF (maof)

movement: PHAOFPLT (maofmt)

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

movie: PHAEF (maef)

muffle: PH*UFL (m*uf)

PHUFL: muscle

muffler: PH*UFRL (m*ufrl)

multi^: PHULT (mult)

multiple: PHEUPL (mipl)

multiply: PHUPT (mupt)
PH*UPT: muppet

multiplication: PHUPLGS

multiplier: PHURPT

mumble: PHUFRPL

mump: PHUFRP

munch: PHUFRPBLG

municipal: PHUPBL (munl)

municipality: PHUPBLT (munlt)

munition: PHAOUFBGS (maoungs)

murder: PHURD (murd)

murderer: PHURD (mrurd)

muscle: PHUFL

museum: PHAOUPL (maoum)

music: PHAOUFBG (maoukl)

musical: PHAOFBLG (maoukl)

musician: PHAOUFGS (maoungs)

mutter: PHURT (murt)

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Shortcuts for Common Words and Phrases

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

- N -

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

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

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

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-- Objections

"Object" phrases: J+

"Object as" phrases: JA+

"Object to the" phrases: JE+

"Objection" phrases: JO+

"Objection to the" phrases: JOE+

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

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

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

Object. Form of the question.

SKWR-FPLGS (j-fmgs)

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

Object as to form. SKWRAFPL (jafm)

Object as leading. SKWRALG (jalg)

Object as nonresponsive. SKWRAPBS (jans)

Object to the form. SKWREFPL (jefm)

Object to the responsiveness. SKWREPBS (jens)

Object to the form of the question.

SKWREFPLGS (jefmgs)

Object to the sidebar. SKWREBS (jeps)

Objection. Form. SKWROFPL (jofm)

Objection. Leading. SKWROLG (jolg)

Objection. Nonresponsive. SKWROPBS (jons)

Objection. Form of the question.

SKWROFPLGS (jofmgs)

Objection. Sidebar. SKWROBS (jobs)

SKWROBZ: jobs

Objection, Your Honor. SKWRORPBS (jorns)

Object to the form. SKWROEFPL (joefm)

Object to the form of the question.

SKWROEFPLGS (joefmgs)

Object to the sidebar. SKWROEBS (joeps)

Judge, I object: SKWREUBT (jibt)

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

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

- O -

obedience: OEBS

disobedience: STKOEBS

obedient: OEBS

disobedient: STKOEBS

obey: O*EB

OEB: observe

disobey: STKO*EB

object: OB

objection: OBGS

O*BGS: ox

objective: OFB

objectivity: OFBT

oblige: PWHRAOEUPBLG (blaoij)

obligation: PWAEUGS or OGS

obscene: OBS

OBZ: objects

obscenity: O*BS

observe: OEB

observer: OERB

obsolete: OBLTS

obstacle: O*BL

obtain: OBT

obvious: OUB

obviously: OUBL

occasion: KAEURB (kaish)

KAEUGS: indication

occasional: KAEURBL (kaishl)

occupancy: OUPS

occupant: OUPT

occupation: OUPGS

occupational: OUPPLGS

occupy: OUP

occur: KUR

occurrence: KURPBS (kurns)

ocean: OEGS

October: OBGT

odor: O*ERD

OERD: ordinary

offend: OFPBD (ofend)

offender: OFRPBD (ofrend)

offense: OFPBS (ofns)

offer: OFR

office: OFS

officer: STPER (sfer)

official: TPEURBL (fishl)

offhand: OFD (ofd)

not offhand: TPHOFD (nofd)

right offhand: ROFD

off and on: TPAUPB (faun)

off the top of my head: TPOPD (fopd)

Ohio: HAE

oil and gas: OEUG

oil field: OEUFLD

ointment: OEUPLT (oimt)

okay: OBG (ok)

Oklahoma: OEBLG (oekl)

old: OLD

older: ORLD

oldest: O*LDZ

Oliver: O*FRL

ominous: O*PLS (o*ms)

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

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Shortcuts for Common Words and Phrases

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

- P -

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

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

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

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

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

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

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

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

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Steno Tips

Shortcuts for Common Words and Phrases

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punctual: PUPBL (punl)
punctuation: PUPBGS (pungs)
puncture: PUPBGT (pungt)
pun: P*UPB (p*un)
punish: PUPB (pun)
punishment: PUPBT (punt)
punt: P*UPBT (p*unt)
pupil: PAOUPL
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: PUFRPT
put: PUT
putt: P*UT
putter: P*URT
puzzle: PUFL
pyramid: PAOERPLD (paoermd)

- Q -

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

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

- R -

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

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Shortcuts for Common Words and Phrases

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ramp: RAFRP
rampant: RAFRPT (rampt)
ranch: RAFRPBLG
random: RAPBD (rand)
Randy: RAEPBD (raend)
range: RAEUPBG (raing)
ranger: RAEURPBG (raingr)
rank: RA*PBG
ransom: RAPBS
rap: RAP
rapid: RA*PD
 RAPD: rapped
rare: RAEUR (rair)
 PA*EUR: repair (pa*ir)
rarity: RAEURT (rairt)
ratchet: RAFPT (racht)
rate: RAEUT (rait)
rate of speed: RAEUPS (raips)
 RAEUPZ: rapes
rather: RAERT
rather than: RAERP (raern)
ratio: RAEURB (raish)
rational: RARBL (rashl)
rationale: RA*RBL (ra*shl)
rationality: RARBLT (rashlt)
ravage: RAFPBLG (rafj)
Ray: RA*EU
Raymond: RA*EUPLD
 RAEUPLD: remained
re: RAO*E
{re^}: RAOE
react: RAEBGT (raekt)
reaction: RAEBGS (raeks)
 RAEBGZ: Iraqis
reactor: RAERBGT (raerkt)
read: RAOED
 R*ED: red
ready: R-D
Reagan: RA*EUG
real: RAOEL
 really: RAEL
relate: RELT
 R-LT: red light
real estate: RAE
realistic: RAOEFBG (raoefk)
realistically: RAOEFBLG (raoeflk)
reality: RAOELT
 RELT: relate
realize: R-L
realtime: RAOEPLT (raoemt)
 realtimer: RAOERPLT (raoermt)
realtor: RAOERLT
reason: RAOEPB (raoen)
reasonable degree: R*D
reasonable degree
 of medical probability: R-PLD (r-md)
reasonable medical probability: R-PL (r-m)
rebate: RAEBT
rebuke: R-BG (r-k)
recall: -RL
recapitulate: RAUPT
receipt: RAOET
receive: SAOEF
receivable: SAOEFBL
recent: RAOEPBT (raoent)
recently: RAOEPBLT (raoentl)
receptacle: SEPL
reception: REUPGS (ripgs)
receptionist: R*EUPGS (r*ipgs)
receptive: R*EUFP (r*ifpt)
receptor: RERPT
recession: REUGS (rigs)
 REUGZ: rigs
recipe: REPS
recipient: REUPT (ript)
reciprocal: SEURPL
 SHRAR: similar
reciprocity: SEURPLT
recite: R-BGT (r-kt)
reckless: RELS
 RELZ: relatives
recognition: ROEUGS (roigs)
recognize: ROEUS (rois)
 recognized: ROEUFD (roifd)
recognizance: ROGS
recollect: REBGT (rekt)
recollection: REBGS (reks)
 refresh my recollection: REURBGS (rirks)
 refresh your recollection: RURBGS (rurks)
recommend: REPL (rem)
recommendation: REPLGS (remgs)
reconcile: ROEUBG (roik)
reconciliation: ROEUBGS (roiks)
 ROEUBGZ: reconciles
record: RORD
 record will reflect: R-FLT
 record should reflect: R-RBT (r-sht)
recorder: ROERD
recount: RAOEBGT (raoekt)
recover: ROFR
recovery: ROEFR

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Shortcuts for Common Words and Phrases

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recruit: KRAOUT
recruitment: KRAOULPT (kraoumt)
rectangle: TAPBL (tanl)
rectangular: TARPBL (tarnl)
rectangularity: TARPBLT (tarnl)
rectify: REFBG
rectification: REFBGS
rector: RERBGT (rerkt)
recuperate: RAOUPT
recuperation: RAOUPGS
red: R*ED
red blood cell: RAOFL
red light: R-LT
 REL: relate
reduce: RAOUS
 reduced: RAOUFD
reducible: RAOUFB
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 (firjrd)
refrigerator: TPREURPBLG (firj)
refuge: REFPBLG (refj)
refund: REFPBD (refnd)
refusal: REFL
refuse: REF
refute: R-FT
reg: R*EG
 REG: regular

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

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Shortcuts for Common Words and Phrases

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

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Shortcuts for Common Words and Phrases

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

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

- S -

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

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

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Shortcuts for Common Words and Phrases

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

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

Steno Tips

Shortcuts for Common Words and Phrases

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

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

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smart: SPHART
smartly: SPHARLT (smarlt)
smoke: SPHOEBG (smoek)
smoker: SPHOERBG (smoerk)
smother: SPHORT (smort)
smuggle: SPHULG (smulg)
smuggler: SPHURLG (smurlg)
sneaker: STPHAOERBG (snaoerk)
snippet: STPHEUPT (snipt)
snow: STPHOE (snoe)
snow and ice: STPHAOEUS (snaois)
snowboard: STPHOEB (snoeb)
snowfall: STPHOEFL (snoefl)
snowflake: STPHOEFBG (snoefk)
snowmobile: STPHOEBL (snoebl)
snowstorm: STPHORPL (snorm)
snuggle: STPHULG (snulg)
sober: SOEB
sobriety: SPWRAOEUT (sbraoit)
so-called: SKAULD
 SKA*LD: scald
social: SOERBL (soersh)
socialism: SOEFPL (soefm)
socialist: SOERBLT (soeshlt)
socialize: SO*ERBLZ (so*eshlz)
socialization: SO*ERBLGS (soershlg)
society: SOEUT
sociologist: SOERBLGS
sociology: SOERBLG
socket: SOBGT (sokt)
sodium: SOEPLD (soemd)
sodomy: SOPLD (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: SAOERP (saoern)
southwest: S*Z
 southwesterly: S*LZ
 southwestern: SWERP (swern)
South Korea: SKRAE
South Korean: SKRAEPB (skraen)
sovereign: SO*FRPB (so*vrn)
sovereignty: SO*FRPBT (so*vrnt)
space: SPAEUS (spais)
space shuttle: SPULGTS (sputl)
space station: SPAEUGS (spaigs)
spacecraft: SPAEUBG (spaik)
 SPA*EUBG: spake
spacious: SPAEURBS (spaishs)
spaghetti: SPAEGT
spaniel: SPAPBL

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

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

surprise: SPRAOEUZ
surrender: SURPBD (surnd)
surround: SROUPBD (sround)
surrounding: SROUPBGD (sroundg)
surveil: SWAEUL (swail)
surveillance: SWAEULS (swails)
survey: STPAEU (sfai)
surveyor: STPAEUR (sfair)
survive: S*UFR (s*ufr)
survival: S*UFRL
susceptible: STEBL
susceptibility: STEBLT
suspect: S-P
suspend: SP*EPBD (sp*end)
suspender: SP*ERPBD (sp*ernd)
suspension: SPEPBG (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

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

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

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

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Shortcuts for Common Words and Phrases

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

- 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
unc
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: UFRL
unhappy: TPHAEP (naep)
uniform: AOURLP (aoufrm)
uniformity: AOURLPLT (aofrmt)
unify: AOURLP (aoufn)
unilateral: AOURLP (aounl)
union: AOURLP (aoun)
unique: TPHAOEGB (naoek)
unison: AOURLPS (aouns)
AOURLPZ: unions
unit: AOURLPT (aount)
unite: KWRAOURLPT (yaount)
United Nations: TPHA*EUGZ (na*igz)
United States: AO*US
U.S.: *US
United States of America: AO*URLS (ao*ums)
unity: KWRAO*URLPT (yao*unt)
universal: KWRAOURL (yaoufrl)
universality: KWRAOURLT (yaoufrlt)
university: KWRAOURLT (yaoufrt)
unusual: AO*URL (ao*ush)
KRAO*URL: cruel and unusual punishment
update: *URLD (*upd)
upset: UPS
upstairs: *URLZ
downstairs: TKO*URLZ
uranium: AOURLP (aourm)
urban: URL
suburb: SPWURL (sburb)
suburban: SPWURLP (sburn)
urgent: URLPLGT (urjt)
urgency: URLPLGS (urjs)

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Shortcuts for Common Words and Phrases

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

- V -

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

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

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

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

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

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Shortcuts for Common Words and Phrases

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

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

- X -

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

- Y -

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