ILCRA 2021

PRESENTED BY DONNA URLAUB

I DON'T KNOW WHAT YOU DON'T KNOW

RIGHT OUTTA THE GATE



Donna's Brain on Steno

THE DREADED POSSESSIVE APOSTROPHE!



Simply add the Z

that's	THAZ
today's	DAZ
mother's	MOERZ
father's	FAERZ
Donna's	DAONZ
tomorrow's	TOEMZ
tonight's	TONTZ

truck's	TRUKZ
where's	WR-Z
what's	WHAZ
wife's	WAOIFZ
woman's	WOMZ
she's	SHEZ
America's	MERKZ

ENDINGS



They're like rolling off a log!

Use -Z standing alone for plural

crews KRAOU/-Z

► counties KI/-Z

cameras KAO/-Z

countries KRI/-Z

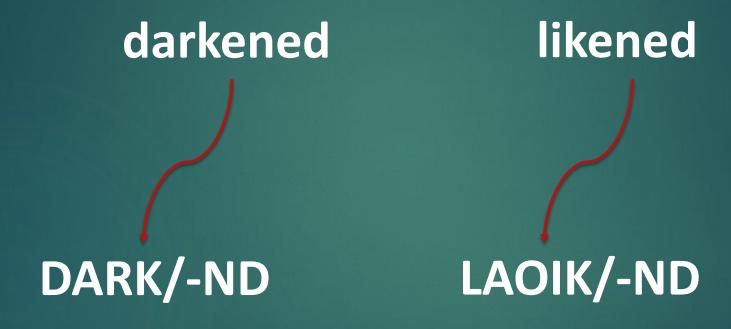
pass-throughs PAS/THRU/-Z

Define -D standing alone as suffix

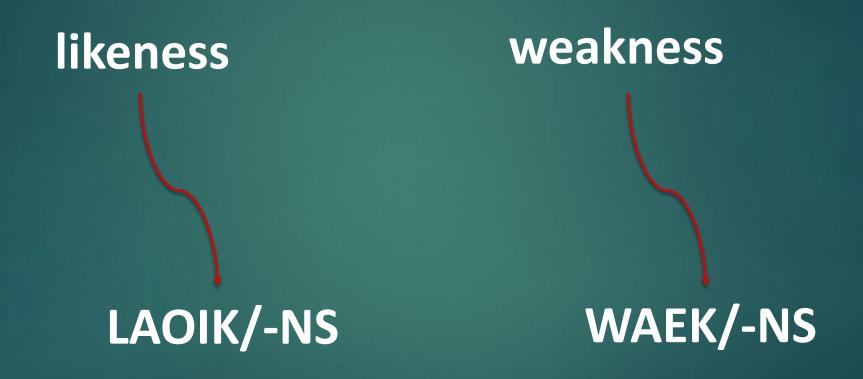
bounced indicated

BOUNS/-D KAIT/-D

Use -ND for "ened"



Use -NS for "ness"



A PB D

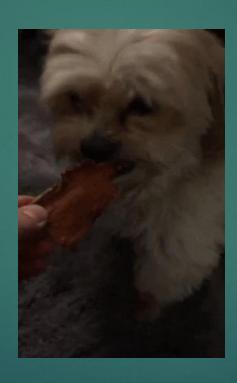
- ► You can use **SKP**
- ► You can use **SKW**
- ► You can use AN
- ▶ BUT NEVER **APBD**



THE ASTERISK CAN CONTRACTIONIZE ANY WORD OR PHRASE

Try it – you'll like it!

l've	*IF
you've	U*F (19,000)
you're	U*R
they're	TH*ER
we'll	W*EL
they'll	TH*EL



1'11	*IL (ill YIL
they've gone	TH*EFG)
you'll	*UL
we've been	W*EFB
we've	W*EF
they've	THE*F

-DZ for "ing" ending —

singing SINGDZ inning INGDZ lounging LOUNGDZ

planning PLANDZ raining RAINDZ planking PLANGDZ

ranging RAINGDZ urging URJDZ locking LOKDZ

My most useful "inter" words

▶ internet SPWR-T

interview SPWR-U

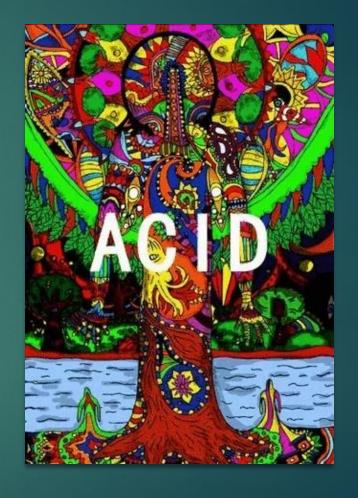
▶ international SPWR-L

▶ intermittent SPWRINT or SPWR-NT

▶ interstate SPWR-S

▶ intersection **SPWR-KS**

THE ONLY GOOD VOWEL IS A DROPPED/TUCKED VOWEL



SID abandon BAN/DON acid adopt **DOPT** adapt DAPT **PAER** associate **SOERBT** approval PRAOFL Drop the Pole Py appear **THRAOITS** aspirin **PROEFP** arthritis **SPRIN** approach analysis NALS Droppedu Arity Thucked Application PLIKS attach **TAFP** analyze NALZ attachment **TAFMT** allow LOU athlete **THRAOET** assigned **SAIND RAOIF RAOIFL** appreciate PRAOERB arrive arrival away WAU available assuming **SAOUMG** VAIBL appropriate PROEPT **SAOUM** assume

SAET

asset

SEFMT

assessment

accurate

KRAIT

Dropped/Tucked A

agree GRAE (degree GRE) affect FAEKT (effect FEKT)

agreement GRAEMT (8292) approval PRAOFL

alone LAON address DRAES

Add "of" "of the" to your tucked A

aware WAUR aware of WAUF aware of the WAUFT

▶ ahead HAED ahead of HAEF ahead of the HAEFT

degree of GREF degree of the GREFT

Dropped A/F for S

accused KAOUFD addressed DRAEFD based BAIFD (21,000)

advertise TIS advertisement TIFMT stressed STREFD

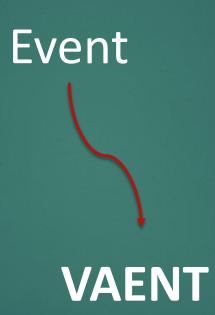
basically **BAIFL**



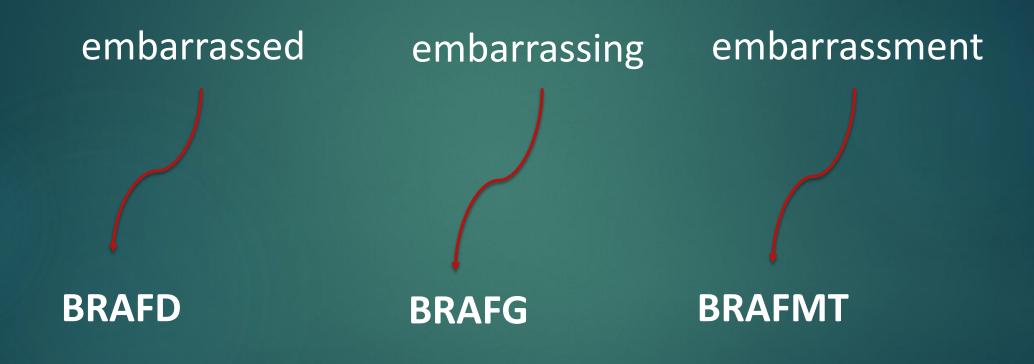
Dropped E



Tucked E



Dropped E/F for S



Dropped E/Tucked "y" ending



Dropped O

occurred KURD occurring KURG occurred KURD

ocean SHAN

F for S

DO NOT PASS GO

GO PAST READING RAILROAD

YOU PASSED VERMONT AVENUE



pass	PAS	past	PAFT
passed	PAFD		
loss	LOS	lose	LOZ
loose	LAOS	lost	LAUFT
chess	KHES	chest	KHEFT
lease	LAOES	least	LAOEFT
pose	POES	post	POEFT
placed	PLAIFD	closing	KLOEFG

MELLOW YELLOW



- ▶ fellow FEBL
- ▶ jello JEBL
- ▶ hello HEBL
- ▶ mellow MEBL
- yellow YEBL
- ▶ wallow WABL
- ▶ billow BIBL
- ▶ umbrella BREBL

"ellow" words with "ing" ending.

MEBLDZ

YEBLDZ

WABLDZ

BIBLDZ

The fellow said hello while wallowing in jello and mellowing in his yellowing pillow as smoke was billowing from his umbrella.

YOU DON'T TUCK???



TUCK THE R - YOU HAVE TWO OF THEM!

computer	KPURT	teacher	TREAFP
walker	WAURK	worker	WRORK
better	BERT	owner	ROERN
either	AERT	leader	LAOERD
father	FAER	memory	MERM
diaper	DAOIRP	repair	RAIRP
summary	SURM		



CHa CHa CHa

bench **BEFP**

church KHUFP

punch **PUFP**

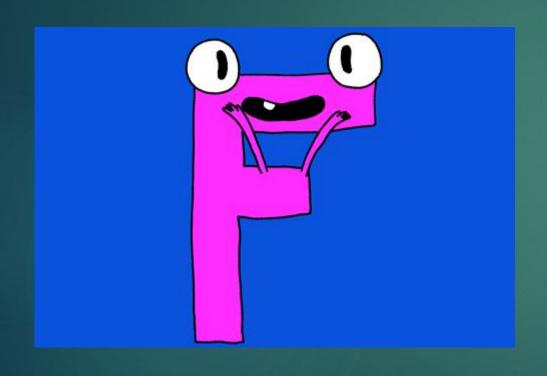
French FREFP

lunch **LUFP**

bunch **BUFP**



CAN YOU SAY F?



disk **DIFK** dusk **DUFK** task **TAFK**

bask **BAFK** mask **MAFK** risk **RIFK**

whisk WHIFK disk DIFK dusk DUFK

task **TAFK**

IFT = ist

cardiologist KROIFT gynecologist GOIFT

gastroenterologist **GROIFT** science **SKAOINS**

scientist **SKAOIFT**

If I could just get over the "M" hump

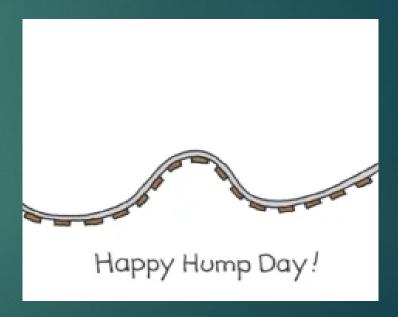
determination **DERMGS** = **DERNGS**

determining **DERMG** = **DERNG**

assumption **SUMP/SHON** = **SUNGS**

recommendation **REMGS** = **RENGS**

recommending **REMG** = **RENG**



LHPS (left hand phrase starters)

- ► YA I can't YI I didn't SW- was BR- before KB- because
- ► YO I don't YU I couldn't

RHPEs (right hand phrase enders)

- ► -FP much -RP were/which -LD would -PT want -FRPB know
- ► -RB she -NG think * (EUNG used 65,000 times) -NGS think so -GS guess/goes
- ► -RL recall -RKT recollect -PBLG that -LGTS this -FR her -FPL them
- ► -RG agree -BD did -BS said -S say -Z see
- ► -RZ recognize -DZ does -RBD should -BT about -GD good
- ► -PGS deposition UJ you know *UJ, you know, (11,000)
- ► I mean INL , I mean, *INL

HIDING IN PLAIN SIGHT— DECONSTRUCT THE OUTLINE

whether or not **WHORNT** or not **ORNT** wrote **OR/NOT** 7,299

to my knowledge **TO I J** to my **TOI** (toy **TO*I**)

for my **FOI**

by my **BOI**

in your opinion NURP

in my opinion NOIP in my NOI

at this time **TIT**

at this point **TIPT** at this **TI**

at that time **TAT**

at that point **TAPT** at that **TA**



ELSE

- anybody else NIBLS somebody else S-BLS
- something else = S-G/ELS = SLGS
- nobody else = NOB/ELS = NOBLS
- nothing else = NOG/ELS = NOLGS
- anything else = NIG/ELS = NILGS
- is there anything else = STHR/NIG/ELS = STHR-LGS
- is there anyone else = STHR/NIN/ELS = STHR-NLS
- somewhere else = SWR/ELS = SWR-ELS
- what else WHA/ELS = WHAELS (wheels WHAOELS)
- whatever else WHAFR/ELS = WHAFRLS
- ▶ where else WR/ELS = WRELS
- who else
 WHO/ELS = WHOELS

THAN

- ▶ other than **OERN**
- ▶ better than BERN
- ► more than MORN

W for INV

▶ invoice WOIS

▶ invade WAID

A recently discovered word pair

- -which RP in which N-RP
- ▶ from which FR-RP
- ▶ as to which STO-RP
- ▶ all of L-F
- ▶ all of a sudden **L-FS**

to which **TORP** for which **FORP**

by which **BAOIRP** about which **B-RP**

into which **SPWAORP**

Q A Extensions – THEY'RE WONDERFUL!

▶ NO FRPBLGTS

A. No

▶ SNO FRPBLGTS

A. No, sir

▶ K FRPBLGTS

A. Okay

► KR FRPBLGTS

A. Correct

► R FRPBLGTS

A. Right

▶ WE FRPBLGTS

A. Well

► STKPWHR AN

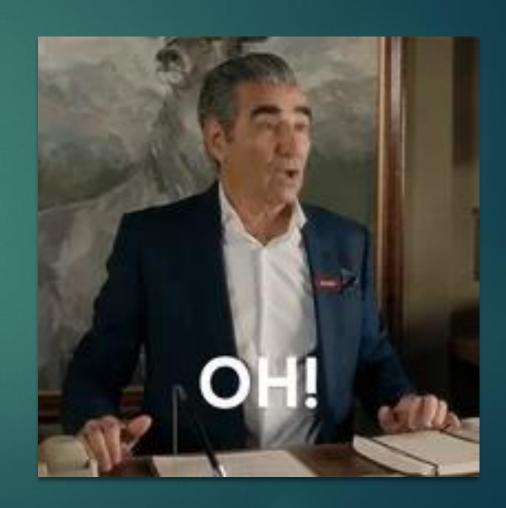
Q. And

► STPWHR -RT

Q. All right

▶ STPWHR EL

Q. Well



Drop the -R in "for" phrases, and the possibilities are endless

forever	FOEFR	for that	FOPBLG	for your
for her	FOFR	for this	FOLGTS	for their
for she	FORB	for the	FO-T (8222)	for my
for a deposition	FAOPGS	for a little	FAOLGTS	for a minut
for a second	FAOKD	for a while	FAOEUL	for it
for example	FREG	for him	FOIM	for itself
for identification	FROID	for instance	FRINS	for many
for us	FOUS	for you	FOU	for your kn
for your own	FOURN	for your repo	rt FOURPT	for your tes
for your understar	nding FOURNG			for yourself

FOUR (FOIR) FOFRL FOI for a moment FOMT **FAONT FOIT FOTS FOM** nowledge FOURJ stimony FOURM

FOUF



for them FOFPL

for there FO*FRL

for a FAO

LESS IS MORE Drop The B

- walking WAUG
- ▶ talking TAUG
- parking PARG
- working WORG
- ▶ looking LAOG
- breaking BRAEG
- ► taking **TAIG**
- making MAIG
- ▶ thinking **THIG**

MY FRIEND "OF"

KAOIF

FRAIF

LAOF

MOEF

SOFR

FROF

OUF

L-F

YOUF

WAUF

kind of

afraid of

a lot of

most of

sort of

front of

out of

all of

yourself

aware of

Add -T for the **WUFT** one of WUF **SM-FT** some of SM-F group of **GROUF** friend of FREF proud of **PROUF** NIF any of type of **TAOIF**

FB = V Who knew?

▶ Live LAOIFB live LIFB life LAOIF review RAOEFB

save **SAIFB** safe **SAIF**

Are you still writing your conflicts?

knowledge/acknowledge -PBLG/APBLG	I am/immaterial	IM/IMT
-----------------------------------	-----------------	--------

- ever/every EFR/-FR
 I remember/irrelevant IR/IRT
- ► hire/higher HIR/HAOIR I can/incompetent IK/IKT
- ► retire/require RAOIR/RIR I object IBT
- ► have/very SR/SRE roof/radiograph RAOUF/RAOF

SOME BLENDS

- very well VEL; very good VEGD; very much VEFP; very bad VEBD
- pretty well PREL; pretty good PREGD; pretty much PREFP;
- pretty bad PREBD; pretty sure PRERBT
- ▶ thought about **THOBT**; what about **WHABT**; how about **HOUBT**

THINK ABOUT IT!

If you're still writing witness **WIT** - Try: **W-NS**

answer ANS AEN asked and answered SKAEND

company **KOE** K-P

opinion PIN P-N

important POR PORN

notice **NOE** N-TS

signature **SIGT SNIG**

apartment APT PARMT

My favorite outlines of late:

alternative TRIF or TRIFB (my favorite child)

accountable K-BL accountability K-BLT

accountant KANT Ph.D. P-FPD

reliable RAOIBL facility FILT

transition TRIRN clinician KLIRN

infrastructure FRAUR or FRAOUR

clinical KLIL social media SMAOED

visible VIBL visibility VIBLT

TV TAOEFB or TAOEF television TWIFN

foundation **FOUNGS** algorithm **GRIFM**



Some expert beginnings ...

is it your opinion STURP

is it your understanding STURNG

▶ is it your testimony
STURM

would you agree WOURG

would you say
WOUS

can you agree KURG

do you recognize
DOURZ

► do you agree **DOURG**

▶ will you agree **LURG**

Some conversational words that will put you behind every time!

thank you **TU** (33,894)

thank you very much **TUFP**

go ahead -**GD** (11,000)

I'm sorry **SOIM**

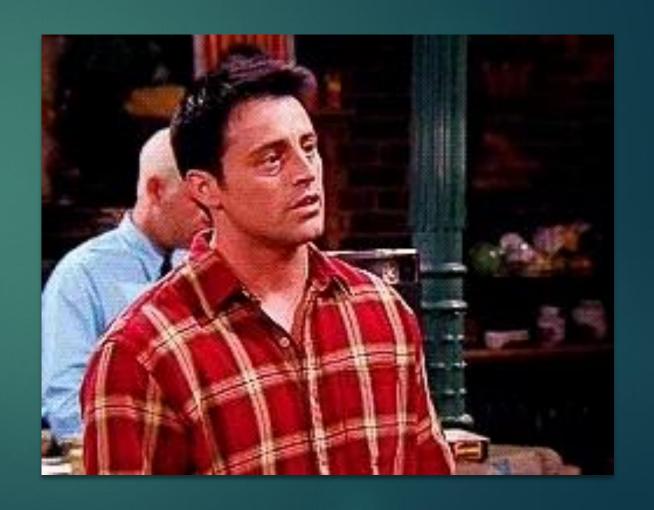
excuse me **SKAOM**

you're welcome YOURK

welcome W-K

birthday **BIRTD**

Happy Birthday H-BD



BACK OUT OF THE OUTLINE

- ▶ in this case **NIS** (8502) IN THIS **N-S** (8535)
- ▶ in terms of the **NERMT** in terms of **NERM**
- as opposed to SPAOFD opposed PAOFD
- ▶ at that time TAT at that TA
- ▶ at this time TIT at this TI



PHRASES!

•	for example	FREG	asked and answere	d SKAEND	in other words	NERDZ
•	any of the	NIFT	of course	-FK	let me	LEM
•	in addition	NAD	something like that	SLAK	whether or not	WHORNT
•	as far as	SFARS	in fact	N-FT	with respect	W-PT
•	in our	NOUR	do it	DOIT	as soon as possible	SNPS
•	period of time	PEFT	with regard	WRARD	saw him	SAUM
•	bear in mind	BAOIRMD	as opposed to	SPAOFD	in your own words	NURNDZ
•	quite frankly	KWAOIFL	quite a while	KWAOIL	quite a bit	KWAOIBT
•	quite a lot	KWAOILT	quite a few	KWAOIF		

SOME THEMES

RAOEFRP

research

perform	PORM	platform	PLORM	diploma PLOEM
mistake	MAEK (833)	mistakes	MAEKS (191)	motel MOELT
focus	FOEKS (2447)	folks FLO	DEKS (1825)	hotel HOELT
foundation	FOUNGS	population	POPGS	
really	R-L (26,000)	actually	T-L (28,000)	exactly KP-L (11,000)
to do	TAOD (23,000)	increase KR	AOEF	decrease DRAOEF

OLDIES BUT GOODIES

▶ e	specially	EP	identify	AOIF	identified	AOIFD
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- ▶ educate **KED** education **KEGS** (3722) information **FOERGS**
- perhaps PRAPS observe OEB observation OEBGS
- ► testimony **T-M** (23,000) otherwise **OIS** outside **OUS**
- ▶ approximate P- approximately P-L approximated P-D

Why write the second stroke?

•	pretty	PRET	photo	FOET	scenario	SNAIR
•	data	DAT	duty	DAOUT	public	PUB
•	purpose	PURP	language	LANG	journey	JOURN
•	human	НАОИМ	human being	HAOUB	hazard	HAZ
•	review	RAOEFB	ability	ABLT	ultimate	ULT
•	spirit	SPIRT	angry	ANG	hierarchy	HAOIRK
•	discrepancy	SKREP	value	VAU	valuation	VAUGS
•	study	STUD	habit	НАВТ	mirror	MIR
•	Suspend	SPUND	practice	PRA	disturb	DURB
•	people	PAEPL (40,347)	guarantee	GARNT	beauty	BAOUT
•	plaza	PLAZ	priority	PRAOIRT	molecule	MOL
•	turkey	TURK	shoulder	SHOULD	schedule	SKED
•	progress	PROG	carbohydrate	KARB	cash	KAURB
•	carb	KA*RB	project	PROJ	cigarette	GRET
•	permit	PERMT	security	SKURT	ligament	LIG
•	future	FAOUT	political	PLILT	guidance	GAOINS
•	salon	SLON	island	SLAND	salon	SLON

PERMT

permit

SQUEEZE IT! TUCK IT!

component KPOENT

capable KPAIBL

capability KPAIBLT

► challenge KLENG

▶ settle **SELT**

settlement SLEMT

► frequent FREKT

substantial STAUB

couple KUPL

colleague KLAOEG

vulnerable VURBL

Grammatically incorrect steno – YAY!

- ▶ I/HOEPS I hope so
- ▶ IBLS I believe so
- ▶ DO/NOT/BLAOEFS do not believe so

Let's talk about words that begin with vowels – you don't have to write them!

alley	LAEL
anxiety	ZAOIT
ambulance	BLANS
obstacle	STOBL
analysis	NALS
analyze	NALZ
and a half	NAF
engine	JIN
inmate	NAIT
inner	IRN
innovate	NOEFT
inquire	KWIR
insert	SNERT
into this	SPWAOLGTS

Amazon	ZON
artery	RAERT
America	MERK
among	MAONG
analyses	NALSZ
anaphylaxis	NAFLS
initial(ly)	NIRB(L)
injunction	NUNGS
incorporate	NORPT
innocence	N-NS
innovation	NOEFGS
inquiry	KWAOIR
inside	SNAOID
into which	SPWAORP

anxious	SHOUS
ambition	BIRN
American	MERN
analogy	NALG
analyst	NALT
ancient	AIFPT
Inject	JEKT
injure/injur	y JUR/JER
incorporati	on NORPGS
innocent	N-NT
inpatient	NAIRBT
insane	SNAIN
insist	SNIFT

ZAOEN

magazine

Words that begin with vowels (cont.)

	inspect	N-PT	inspectionn	N-PGS	Instagram	SGRAM
•	install	SNAUL	installation	SNAULGS	instant	STANT
•	instead	SNED (2271)	instead of the	SNEFT	insulin	SLIN
•	institute	SNAOUT	institution	SNAOUGS	instruct	STRUKT
•	instruction	STRUKS	instrument	STRU	instrumental	STRUL
•	insulate	SLAIT	insulation	SLAIGS	(slate	SLA*IT)
•	insult	SNULT	insulting	SNULG	expertise	SPRAETS
•	insure	N-RB	insurance	N-RNS	insurance comp	pany N-P
•	intelligent	JENT	intelligence	JENS	interrogatories	TROGS
•	interrupt	TRUPT	interruption	TRUPGS	answers to inte	errogatories TRAGS
•	intervene	SPWRAOEN	(TWAOEN)		intervention	SPWRENGS
	interval	SPWRAL	into	SPWAO	into that	SPWAOPBLG

12,000 hits (DESCENDING) This was inspired by Greg, who recently started writing recall RAUL!

▶ If these seem elementary, just remember, I don't know what you don't know.

•	nurse	NURS	testified	TEFD	police	PLIS
•	vehicle	VEK	everything	-FRG	getting	GEGT
•	specific	SPEF	specifically	SPEFL	review	RAOEFB
•	community	KMUNT	percent	PERS	documents	DOUMTS
•	family	FAEM	at all	TAUL	idea	Y-D
•	ideal	Y-L	procedure	PROER	construction	KRUKS
•	recall	RAUL	member	MEB	obvious(ly)	OUB(L)
•	lawsuit	LAUT	employee	PLOE	picture	PIR
	yesterday	YED	repeat	RAOEPT	country	KRI
•	county	KI	city	STI		

IF YOU'RE STILL WITH ME, LET'S TALK ABOUT POLICY

► Are you getting **POL/IRB** = polish? Or policy issue?

