

PRESENTED BY DONNA URLAUB

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\begin{array}{llll}
25 & 26 & 27 & 28
\end{array}
$$

# Writing principles I DID NOT <br> learn in school, but wish I had. 

Tucking It started with KAIT/-G All I had to do was tuck = KAIGT

## Tucking the R

The first "r" tuck was computer

KPUT/ER = KPURT

## 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 | ladder | LARD |
| summary | SURM | memory | MERM |
| diaper | DAOIRP | repair | RAIRP |



## tucked "a"

alone LAON effect FEKT affect FAEKT dress DRES address DRAES

## DROP THE BEGINNING A

adopt
adapt

DOPT
DAPT

## Drop the A-CID Dropped A - Tucked A

$>$ acid SID
$>$ apology POLG

- apologize JAOIZ
- analysis NALS
> analyze NALZ
- assigned SAIND
$>$ away WAU
> appropriate PROEPT
$\downarrow$ asthma SMA
* *rifle RAO*IFL

| adopt | DOPT | adapt | DAPT |
| :--- | :--- | :--- | :--- |
| appear | PAER | associate | SOERBT |
| arthritis | THRAOITS | aspirin | SPRIN |
| authority | THORT | application PLIKS |  |
| attachment | TAFMT | allow | LOU |
| arrive | RAOIF | arrival | *RAOIFL |
| available | VAIBL | assume | SAOUM |
| accurate | KRAIT | asset | *SAET |

abandon BAN/DON approyal PRAOFL approach PROEFP
attach TAFP
athlete THRAOET
appreciate PRAOERB
assuming SAOUMG
assessment SEFMT
abandon BAN/DON
approyal PRAOFL
approach PROEFP
attach TAFP
athlete THRAOET
appreciate PRAOERB
assuming SAOUMG
assessment SEFMT
*seat SAOET

## Most useful tucked A's -- with a bonus

> aware
WAUR aware of WAUF
aware of the WAUFT
$>$ ahead
HAED
ahead of HAEF
degree of GREF
degree of the GREFT
> agree GRAE agreed GRAED
agreement GRAEMT

## THE ONLY GOOD VOWEL IS A DROPPED/TUCKED VOWEL



## Dropped E

embarrass

BRAS
environment


VAOIRMT
encourage


NOURJ

## Tucked E

Event

VAENT

## NO!



## Let's look at some "and" possibilities

> STKPWHR-ANT
Q And the
> STKPWHR-AUN
Q And you
> SKP-EBS
and he said
SKP-EFS and he was
> SKP-ERGD
and he agreed
SKP-ELD and he would
> SKP-URG
and you agree
SKP-URZ and you recognize
> SKP-UBD
and you did
SKP-EDZ and he does
> SKP-EURG
and I agree
SKP-EURZ and I recognize
SKP-EKD
and he could
$>$ SKW-EBS
and he said
SKW-URP and you were
SKP-EPTD and he wanted
SKW-EFS and he was
SKP-UBS and you said
SKW-EUFS and I was
SKP-EKD and he could
SKW-UBS and you said

## Use -F for S

## Great for "st" endings

Example: guest GEFT guess GES

## Dropped E/F for S

embarrassed

BRAFD
embarrassing
embarrassment


## F for S

DO NOT PASS GO


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 |

and there are the -ist endings:

SPEGS/IFT
DROIFT dermatologist
GROIFT gastroenterologist
KROIFT cardiologist
SKOIFT psychologist
SKRIFT psychiatrist

## CAN YOU SAY F?



## Dropped $\mathbf{A} / \mathbf{F}$ for $\mathbf{S}$



## Dropped E/Tucked "y" ending

SENGS
essentially
SAENGS

## Dropped O

> occur KER occurring KERG occurred KERD

Docean SHAN

## 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 |

## THE ASTERISK CAN CONTRACTIONIZE ANY WORD OR PHRASE

Try it - you'll like it!

|  |  |
| :---: | :---: |
| I've | *IF |
| you've | U*F |
| you're | U*R |
| they're | TH*ER |
| we'll | W*EL |
| they'll | TH*EL |



|  |  |
| :---: | :---: |
| I'll | *IL (ill YIL |
| they've gone | TH*EFG) |
| you'll | *UL |
| we've been | W*EFB |
| we've | W*EF |
| they've | THE*F |

Use -Z standing alone for
plural/define as a suffix
> crews KRAOU/-Z counties KI/-Z
$>$ pros PRO/Z
>cons KON/Z
$>$ cameras KAO/-Z
$>$ to clarify for yourself that something is plural,

Dhighs HAOI/Z
Dlows LOE/Z
>countries KRI/-Z the "haves" SR/Z. It will translate perfectly.

## Define -D standing alone as suffix

## billed

 prayedBIL/-D
PRAI/-D

## Use -ND for "ened"

darkened

DARK/-ND
likened

## LAOIK/-ND

## Use -NS for "ness"

(or are you still replacing necessary?)
likeness weakness

## LAOIK/-NS

## WAEK/-NS

\[

\]

W for V ...

Dinvoice WOIS
Dinvade WAID
>advice VAOIS
>advise VAOIZ
>adviser WAOIFR
>invention WENGS
invasion WAIGS
>invisible NIFBL

## -DZ for "ing" ending -

singing SINGDZ inning INGDZ lounging LOUNGDZ
planning PLANDZ raining RAINDZ planking PLANGDZ
ranging
RAINGDZ urging URJDZ
locking
LOKDZ

## Most useful "inter" words

> internet
> interview

- international SPWR-L
- intermittent
> interstate
> intersection

SPWR-T

SPWR-U

SPWRINT or SPWR-NT

SPWR-S

SPWR-KS

## MELLOW YELLOW

- fellow FEBL
- jello JEBL
- hello HEBL
- mellow MEBL
- yellow YEBL
- wallow WABL
swallow SWABL
- elbow *EBL
- umbrella BREBL


## CHaCHaCHa

| bench BEFP |  |
| :--- | :--- |
| church KHUFP |  |
| punch | PUFP |
| French | FREFP |
| lunch | LUFP |
| bunch BUFP |  |



## If I could just get over the " M " hump

determination DERMGS = DERNGS
determining DERMG = DERNG
assumption SUMP/SHON = SUNGS
presumption PRUMGS = PRUNGS

recommendation REMGS = RENGS
recommending REMG = RENG

## LHPS (left hand phrase starters) RHPEs

> YA
I can't
DOU
-R remember
> YI I didn't
KU
> YO
I don't
WOU
-RG agree

- YU I couldn't

FU
-RZ recognize

## 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 $\quad$-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,
> Imean INL , I mean, *INL


## NEW BEGINNINGS ...

was SW-
was your SWUR was it SWIT
was her SW-FR was my SWOI
was the SW-T was she SW-RB

## NEW BEGINNINGS ...

## before BR-

## NEW BEGINNINGS ...

because KB-

because you KB-U because I KB-I because her KB-FR because my KB-OI because the KB-T because she KB-RB

## HIDING IN PLAIN SIGHT- DECONSTRUCT THE OUTLINE

whether or not WHORNT or not ORNT
wrote OR/NOT 7,299 before I smartened up!
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
at this point
TIT
at that time
TIPT
TAT
at that point TAPT at that TA*


If you're still writing take TA switch to TAIK

## 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
$\downarrow$ 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
greater than GRAIRN
> more than MORN

## A recently discovered word pair

$>$-which RP in which $\mathbf{N}$-RP
to which TORP for which FORP
> from which FR-RP
by which BAOIRP
about which B-RP
$>$ as to which STO-RP
into which SPWAORP
> all of L-F
> all of a sudden L-FS

## Q A Extensions - THEY'RE WONDERFUL!

- NO FRPBLGTS
> SNO FRPBLGTS
- K FRPBLGTS
- KR FRPBLGTS
- R FRPBLGTS
- WE FRPBLGTS
- STKPWHR AN
- STKPWHROEK *
- STPWHR-RT
- STPWHR EL
> * (or just -K)
A. No
A. No, sir
A. Okay
A. Correct
A. Right
A. Well
Q. And
Q. Okay
Q. All right
Q. Well


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

| forever | FOEFR | for that | FOPBLG |
| :--- | :--- | :--- | :--- |
| for her | FOFR | for this | FOLGTS |
| for she | FORB | for the | FO-T |
| for a deposition | FAOPGS | for a little | FAOLGTS |
| for a second | FAOKD | for a while | FAOEUL |
| for example | FREG | for him | FOIM |
| for identification | FROID | for instance | FRINS |
| for us | FOUS | for you | FOU |
| for your own | FOURN | for your report | FOURPT |

for your understanding FOURNG


## 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"

| $>$ | one of | WUF |
| :--- | :--- | :--- |
| some of | SM-F |  |
| $>$ | group of | GROUF |
| $>$ | friend of | FREF |
| $>$ | front of | FROF |
| $>$ | proud of | PROUF |
|  |  |  |
| $>$ | kind of | KAOIF |
| $>$ | afraid of | FRAIF |
| $>$ | most of | LAOF |
| $>$ | sort of | SOFR |
| $>$ | out of | OUF |
| $>$ | yourself | YOU |
| $>$ | scope of | SKOEF |
| $>$ | aware of | WAUF |

Add -T for the WUFT SM-FT


## $\mathrm{FB}=\mathrm{V} \quad$ Who knew?

$>$ live LAOIFB live LIFB life LAOIF review RAOEFB
save SAIFB safe SAIF

## Are you still writing your conflicts?

> knowledge/acknowledge -PBLG/APBLG

- ever/every EFR/-FR
> hire/higher HIR/HAOIR
I am/immaterial

I remember/irrelevant IR/IRT

I can/incompetent
IK/IKT

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 answer ANS
company KOE opinion PIN important POR notice NOE
signature SIGT SNIG apartment APT PARMT
expert witness SW-NS asked and answered SKAEND

## My favorite outlines of late:

alternative TRIF or TRIFB (my favorite child)
appropriate PROEPT
accountable K-BL accountability K-BLT
accountant KANT Ph.D. P-FPD
reliable WRAOIBL facility FILT
transition TRIR
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 conversational words that will put you behind every time!

| thank you | TU | $(33,894)$ |
| :--- | :--- | :--- |
| thank you very much | TUFP |  |
| go ahead | -GD |  |
| 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
IN THIS
N-S

- in terms of the NERMT
in terms of NERMS
- as opposed to SPAOFD
opposed PAOFD
- opposing counsel PAOFK
> at that time TAT
at that TA
$>$ at this time
TIT
at this
TI



## PHRASES - THEY MAKE SENSE!

for example

- any of the NIFT
$>$ in addition NAD
- as far as SFARS
$>$ in our
- period of time
> bear in mind BAOIRMD
- in your own words NURNDZ
> quite frankly KWAOIFL
- quite a lot
asked and answered SKAEND
of course -FK
something like that SLAK or SLAT
in fact N -FT
do it DOIT
with regard WRARD
bear with me BAIRM
one way or the other WROERT
quite a while KWAOIL
quite a few KWAOIF

| in other words | NERDZ |
| :--- | :--- |
| let me (tell) | LEM(T) |
| whether or not | WHORNT |

with respect W-PT
as soon as possible SNPS
saw him
SAUM
as opposed to
SPAOFD
one way or another WRAERT
quite a bit
KWAOIBT
answers to interrogatories TROGS

## PHRASES - CONT’D

For a while FRAOIL back and forth BRAURT
$>$ as you sit here today SHAOERT off the top of my head FOPD

- you know what I'm saying YUMS you know what I mean YUM
in the meantime $\mathrm{N}-\mathrm{MT}$ meantime MAOENT
to do TAOD to do so TAODZ
- Some useful medical terms
> heart attack
HARK
- bipolar

BAOIP
> cholesterol
KLEFT

- myocardial infarction MAOIFK
- primary care

PRAIRK

- Medicare MAIRD
- Medicaid

MAIKD

## SOME THEMES

| perform | PORM | platform | PLORM | diploma PLOEM |
| :--- | :--- | :--- | :--- | :--- |
| mistake | MAEK | mistakes | MAEKS | motel MOELT |
| focus | FOEKS | folks | FLOEKS | hotel HOELT |
| foundation FOUNGS | population | POPGS | perfect P-FT |  |
| really | R-L | actually | T-L | perfectly P-RL |
| exactly KP-L | increase KRAOEF | decrease DRAOEF |  |  |
| research | RAOEFRP |  |  |  |

## OLDIES BUT GOODIES

- especially EP
- educate KED
> perhaps PRAPS
- testimony T-M
- approximate P-
identify AOIF
education KEGS
observe OEB
otherwise OIS
approximately P-L
identified AOIFD
information FOERGS
observation OEBGS
outside
ous
approximated P-D


## Why write the second stroke?

| $>$ | pretty | PRET | photo | FOET | scenario | SNAIR |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $>$ | data | purpose | PURP | duty | DAOUT | public | PUB



## SQUEEZE IT! TUCK IT!

- component KPOENT
- capable KPAIBL
- capability KPAIBLT
> challenge KLENG
$>$ settle SELT
$>$ frequent FREKT
> substantial STAUB
$>$ couple KUPL
$>$ colleague KLAOEG
- vulnerable VURBL
$>$ guideline GLAOIN
b baseline BLAOIN


## Grammatically incorrect steno - YAY!

> I/HOEPS I hope so

- IBLS I believe so

D 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/injury JUR/JER |  |
| incorporation NORPGS |  |
| innocent | N-NT |
| inpatient | NAIRBT |
| insane | SNAIN |
| insist | SNIFT |
| magazine | ZAOEN |

## Words that begin with vowels (cont.)

$>$ inspect N-PT
> install SNAUL
> instead SNED
> institute SNAOUT
$>$ instruction STRUKS

- insulate SLAIT
$>$ insult SNULT
$>$ insure N-RB
> intelligent JENT
> interrupt TRUPT
$>$ intervene SPWRAOEN
$>$ interval SPWRAL

| inspectionn | N-PGS |
| :--- | :--- |
| installation | SNAULGS |
| instead of the | SNEFT |
| institution | SNAOUGS |
| instrument | STRU |
| insulation | SLAIGS |
| insulting | SNULG |
| insurance | N-RNS |
| intelligence | JENS |
| interruption | TRUPGS |
| intervention | SPWRENGS |
| into | SPWAO |

Instagram SGRAM
instant STANT
insulin SLIN
instruct STRUKT
instrumental STRUL
(slate SLA*IT)
expertise SPRAETS
insurance company N-P
interrogatories TROGS
answers to interrogatories TRAGS
into that
SPWAOPBLG

## Outlines that have been used over 12,000 times

- If these seem elementary, just remember, I don't know what you don't know.
- nurse NURS
- vehicle VEK
$>$ specific SPEF
- community KMUNT
- family FAEM
> ideal Y-L
$>$ recall RAUL
- lawsuit LAUT
> yesterday YED
- county KI

| testified | TEFD |
| :--- | :--- |
| everything | -FRG |
| specifically | SPEFL |
| percent | PERS |
| at all | TAUL |
| procedure | PROER |
| member | MEB |
| employee | PLOE |
| repeat | RAOEPT |
| city | STI |

police PLIS
getting GEGT
review RAOEFB
documents DOUMTS
idea
construction
Y-D
obvious(ly) OUB(L)
picture PIR
country KRI

## Briefs from an official reporter

$>$ one-count indictment
$>$ two-count indictment TWOUNT
$>$ three-count indictment THROUNT
> unanimous
NAMS
> amphetamine
AEFM
$>$ FOID FOID
$>$ FOID card
FOIK
four-count indictment
five-count indictment
six-count indictment
unlawful
methamphetamine



