

### **I add the J (SKWR) to all prefixes beginning with a vowel:**

after (SKWRAFR/PHA\*T) for aftermath, etc.

ever (SKWREFR/PHOR) for evermore, (SKWREVER/TKPWRAOEPB) for evergreen

off (SKWROF) for offhand, offset, offspring, offhand, etc.

on (SKWROPB) for onlooker, ongoing, onset, oncoming, etc. NOTE: You will have to write the proper noun John with an asterisk.

out (SKWROUT) for outlast, outlook, output, etc.

over (SKWROEFR) for oversleep, overindulge, overeat, overreact, etc.

under (SKWRUND) for underestimate, underdress, underwrite

up (SKWRUP) for uptight upkeep

in (SKWRIN)—\*Note: This can be a conflict with gin or engine—for instability, inexplicable, etc.

You simply define the prefix (SKWROEFR) in your dictionary as a prefix so that it attaches at the beginning of the following word.

### **I use the Y (KWR) for all suffixes beginning with a vowel:**

out (KWROUT) for lookout (HRAOBG/KWROUT) layout, etc.

over (KWROEFR) for takeover (TA/KWROEFR), carryover (KAER/KWROEFR), layover (LAEU/KWROEFR), etc.

off (KWROF)—\*Note: This can be a conflict with “I don’t have” – for takeoff (TA/KWROF), payoff (PAEU/KWROF), etc.

up (KWRUP)—\*Note: This can be a conflict with yup—holdup, roundup, setup, etc.

You simply define the suffix (KWROEFR) in your dictionary as a suffix so that it attaches at the end of the previous word.

### **All other prefixes and suffixes I simply add an asterisk to the stroke:**

non (TPHO\*PB) for nonexistent (TPHO\*PB/KPEU\*T/ EPBT), noncategory (TPHO\*PB/KAT/TKPWOER), etc.

er (\*r) for beginner (TKPWEUPB/\*R), shiner (SHAOEUPB/\*R), etc.

wise (WAO\*EUZ) for clockwise (KHROBG/WAO\*EUZ), moneywise (PHOEPB/WAO\*EUZ), etc.

less (HRE\*S) for worthless (WO\*RT/HRE\*S), etc.

I have also changed my writing so that my final D is always suffix “ed” -- I no longer use the final D for the word had. I write out “had.”

I have also changed my writing so that my final G is always suffix “ing” -- I no longer use the final G for the word go or gone. I write out “go/gone.”

I have also changed my writing so that my HREU is always suffix “ly” -- I no longer use the HREU for the brief “will I.” I write out “will I.”

\*Note: You have to decide how many times gin comes up as opposed to the prefix in. You can easily write gin with an asterisk.

Realtime starter tips:

There are some great books listed on the NCRA website:

- 1) Realtime Writing - The Court Reporter's Guide to Mastering RT Skills - National Captioning Institute
- 2) My System - The Road to Realtime Excellence - Mark Kislingbury
- 3) I started with a spiral-bound book with a purple cover, I believe it was called: Guide to Realtime Writing. I used to have two copies but cannot find them.
- 4) Realtime Writing the Vitac Way.
- 5) Writing Naked: Principles of Writing for Realtime and Captioning - Kevin and Mary Daniel.

I'm sure there may be more. All of these are available through the NCRA website. Choose one and go with it!

GETTING STARTED is the key.

As for getting started, if you don't write your prefixes and suffixes separately, here are some suggestions to get you started - you may be surprised the next time "lendeer" is mentioned - and translates!

Prefixes:	Suffixes:	Potential Conflict;
in^ = EU*N	^en = YEN or JEN	inn = TPH* in = TPH
pre^ = PRAOE	^ee = YAOE or JAOE	
out^ = OUT*	^out = YOUT or JOUT	
	^back = YAK	yak - spell out
er^ = *ER	^er = YER or JER	err - I use AIR for air and A*IR for err
or^ = *OR	^or = YOR or JOR	

These are just some suggestions - there will be a few conflicts you may have to work out, such as if you write "engineer" JER, you may have to change that. But overall, getting your words to translate by using prefixes and suffixes as opposed to having EVERY word in your dictionary is a great way to start!

Find a system that works for you! Ask around, and see what other people use.