**UEB and ME!**

**RULES**

**Most common errors:**

1. Hyphen should be a dash
	1. 7.2.1 Follow print spacing of the dash. However, when the spacing in print is indeterminate or inconsistent, space the dash from adjacent words, unless it is clear that the dash indicates omission of part of a word.
	2. Hyphen(s) used as dash 7.2.5 Represent a spaced hyphen in print with a spaced hyphen in braille.
	3. 7.2.6 When print uses two adjacent hyphens as a substitute for a dash (e.g. in typing or email), it is permissible to use a dash in braille. Use two hyphens when it is clear that two hyphens are intended, e.g. to represent two missing letters in a word. When in doubt, use two hyphens.



1. Grade one passages (multiple words, terminator sign)
	1. 5.3.1 The grade 1 word indicator sets grade 1 mode for the next symbols--sequence or the remainder of the current symbols-sequence.
	2. 5.3.2 The effect of a grade 1 word indicator is terminated by a space or a grade 1 terminator.
	3. A grade 1 passage is terminated by the grade 1 terminator. Passage is 5-6, 5-6, 5-6. Terminator is 5-6, 3.
2. Stand alone rules
	1. 2.6 Standing alone 2.6.1 A letter or letters-sequence is considered to be "standing alone" if it is preceded and followed by a space, a hyphen or a dash. The dash may be of any length, i.e. the dash or the long dash.
	2. 2.6.2 A letter or letters-sequence is considered to be "standing alone" when the following common punctuation and indicator symbols intervene between the letter or letters-sequence and the preceding space, hyphen or dash: • opening parenthesis (round bracket), opening square bracket or opening curly bracket (brace bracket) • opening quotation mark of any kind, nondirectional quotation mark of any kind • apostrophe [also see Section 2.6.4] • opening typeform indicator of any kind • capitals indicator of any kind • opening transcriber's note indicator • or any combination of these.
	3. 10.1.1 Use the alphabetic word sign when the word it represents is "standing alone".
	4. Use the alphabetic word sign when the word it represents is followed by an apostrophe with the following letters: d, ll, re, s, t, ve, provided the resulting word is standing alone.
3. How to use/not use the following contractions:

One (initial letter contraction)

 10.7.1 Use the initial-letter contraction as a word sign and wherever the letters it represents occur; except for the specific provisions given below; and unless other rules limit its use.

 10.7.6 Use the initial-letter contraction for "one" when the letters it represents are pronounced as one syllable, or are in a word ending with the letters "oney", or are in the words "honest" or "monetary" and their derivatives. However, do not use the contraction when the letters "one" are preceded by the letter "o" or when other rules limit its use.

ea (lower group sign)

 10.6.5 Use the lower group sign for "ea", "bb", "cc", "ff", or "gg" when the letters it represents are both preceded and followed by a letter, a contraction, a modified letter or a ligatured letter unless other rules limit its use.

 10.6.6 Do not use the lower group sign for "ea", "bb", "cc", "ff", or "gg" when the letters it represents are preceded or followed by a capitals indicator or a capitals terminator.

 10.6.7 Do not use the lower group sign for "ea" when the letters "ea" bridge a prefix and the remainder of the word.

of (strong contraction)

 10.3.1 Use the strong contraction wherever the letters it represents occur unless other rules limit its use.

For (strong contraction)

 10.3.1 Use the strong contraction wherever the letters it represents occur unless other rules limit its use.

Dis (lower group sign)

 10.6.1 Use the lower group sign for "be", "con" or "dis" when the letters it represents form the first syllable of a word.

 10.6.2 Use the lower group sign for "be", "con" or "dis" only at the beginning of a word and only when followed by a letter, a contraction, a modified letter or a ligatured letter.

 10.6.3 Do not use the lower group sign for "be", "con", or "dis", when the letters it represents are followed by a capitals indicator or a capitals terminator.

er (strong group sign)

 10.4.1 Use the strong group sign wherever the letters it represents occur unless other rules limit its use.

 10.11.5 In general use a group sign which bridges a prefix and the remainder of a word unless its use would hinder the recognition or pronunciation of the word. In particular, use the groupsigns for "ed", "en", "er", "of" and "st".

 10.11.6 Use a group sign when the addition of a prefix or the formation of an unhyphenated compound word provides an opportunity to use a group sign not used in the original word, even if this alters the usual braille form of the original word. However, do not use the group sign if its use would hinder the recognition or pronunciation of the word.

 10.11.7 Generally, use a group sign which bridges a word and its suffix unless its use would hinder the recognition or pronunciation of the word.

1. Incorrect formatting (leaving blank lines, not indenting properly)
2. Creating an answer line (46 36)
3. Lower cell rules and punctuation
	1. 10.5.1 Use the lower word sign for "be", "were", "his" or "was" when the word it represents is "standing alone". However, the lower word sign is not used when in contact with any punctuation sign, including the hyphen and dash, that has only lower dots. For the purposes of this rule, any type of quotation mark which may be present is considered to have only lower dots. When a capitals indicator or a capitals terminator is present, it is disregarded in determining whether to use the lower word sign.
4. Use the larger contraction (Spencer – ence not en – c- er, experienced – exp (er) I (ence) d – NOT en – ed)
	1. 10.8.1 Use the final-letter group sign when the letters it represents follow a letter, a contraction, a modified letter or a ligatured letter unless other rules limit its use.
	2. 10.8.2 Do not use the final-letter group sign when the letters it represents follow a capitals indicator or a capitals terminator.
	3. 10.10.2 Give preference to the group sign which causes a word to occupy fewer cells.
	4. 10.10.6 Use the final-letter group sign for "ence" in the letters-sequences "encea", "enced" and "encer".
5. Enough
	1. 10.5.2 Use the lower word sign for "enough" when the word it represents is "standing alone". When a capitals indicator or a capitals terminator is present, it is disregarded in determining whether to use the lower word sign. The lower word sign is also used in the word "enough's".
	2. 10.10.10 Do not use the final group sign or word sign in a sequence that would otherwise consist wholly of lower signs. For the purposes of this rule, any type of quotation mark which may be present is considered to have only lower dots. When a capitals indicator or a capitals terminator is present, it is disregarded in determining whether to use a lower word sign.
6. Dot 5’s in the middle of words are forgotten (swordfish – s – 5w – fi – (sh))
	1. 10.7.1 Use the initial-letter contraction as a word sign and wherever the letters it represents occur; except for the specific provisions given below; and unless other rules limit its use.
7. When can/can’t you cross syllables with contractions
	1. 10.11.1 Do not use a group sign which would bridge the words which make up an unhyphenated compound word.
	2. 10.11.2 Do not use the strong groupsigns for "ch", "gh", "sh", "th", or "wh" or the strong contraction for "the" when the "h" is aspirated.
8. Spacing after numbers (1.98 m) and grade 1 indicator (m stands for more)
	1. 6.5.1 When grade 1 mode is set by the numeric indicator it is terminated by a space, hyphen, dash or grade 1 terminator.
	2. 5.7.2 Grade 1 mode is required to prevent a letters-sequence from being misread as a short form or as containing a short form.
9. When using numbers – all letters are uncontracted (16th NO TH sign)
	1. 6.5.2 While grade 1 mode is in effect, a grade 1 indicator is not required unless a lowercase letter a–j follows a digit, full stop/period or comma.
10. Instantaneous - Missing the ou sign
	1. 10.4.2 When the use of a strong groupsign for "ch", "sh", "th", "wh", "ou" or "st" would be misread as a word, braille the letters individually.
11. @ symbol 4, 1 not 1, 4
	1. 3.7.1 Follow print for the use of the commercial at sign.
12. Al as a name needs the grade one indicator,
	1. 10.9.1 Use the shortform whenever the word it represents is "standing alone", regardless of meaning or pronunciation, and regardless of whether the word is used as an ordinary word or as a proper name.
	2. 10.9.5 Use a grade 1 symbol indicator before a letters-sequence that could be read as a shortform when "standing alone", or which occurs at the beginning of a longer letters-sequence.
* Lack of grade 1 symbol (e-mail) (- -s)
	1. 5.7.1. Grade 1 mode is required to prevent a letter from being misread as an alphabetic word sign.
	2. 5.7.2 Grade 1 mode is required to prevent a letters-sequence from being misread as a short form or as containing a short form.
1. Letter sign is NOT needed on KG – it is not a short form or contraction
2. Missing MENT sign in moment. Not just the en sign.
	1. 10.8.1 Use the final-letter groupsign when the letters it represents follow a letter, a contraction, a modified letter or a ligatured letter unless other rules limit its use.
3. Forgetting to use the OUGHT sign
	1. 10.7.1 Use the initial-letter contraction as a wordsign and wherever the letters it represents occur; except for the specific provisions given below; and unless other rules limit its use.
4. Forgetting to use PART in party
	1. 10.7.1 Use the initial-letter contraction as a wordsign and wherever the letters it represents occur; except for the specific provisions given below; and unless other rules limit its use.
5. When a short form word is all caps – use the cap word indicator
6. Further – USE THE not TH – ER
	1. 10.3.1 Use the strong contraction wherever the letters it represents occur unless other rules limit its use. THE IS A STRONG CONTRACTION
	2. ER IS A STRONG GROUP SIGN. 10.4.1 Use the strong groupsign wherever the letters it represents occur unless other rules limit its use.
7. Capitals with words and apostrophes
	1. 8.4.1 The capitalized word indicator sets capitals mode for the next letters sequence or the remainder of the current letters-sequence.
	2. 8.4.2 The effect of a capitalized word indicator is terminated by a space, a single capital letter, a nonalphabetic symbol, or a capitals terminator, but not by a modifier or a ligature indicator.