Lesson 1 - The Teeline Alphabet

This lesson covers the Teeline alphabet and how to join letters together. You will learn some short forms called Special Outlines. These are easier ways of writing outlines that occur regularly in the English language. There are a lot of these to learn throughout the course and the more you learn the quicker you will be able to write.

Aim

By the end of Lesson One you should be able to write the letters of the alphabet, including additional "combination characters", and the special outlines, quickly and easily from memory.

Writing in Teeline - Unnecessary Letters

Written words can still be read after leaving out silent consonants, "double" consonants and most of the vowels. However, a vowel at the beginning of a word must be written, as must a vowel at the end of a word if it is pronounced. Therefore, GHOST becomes GST, LAMB becomes LM, LETTERS becomes LTRS, COMMA becomes CMA, ABOUT becomes ABT, LIGHT becomes LT.

Omitting unnecessary letters reduces the amount of writing by about 30 per cent giving an immediate increase in writing speed.

Exercise 1

The following passage includes only the essential vowels. See how quickly you can read it:

U shld b abl t rd ths wth a lt o vwls tkn out. Ths is hw Tln is frmd by usng a qkr wa o rting th alfbt. U cn us a pn or pncl to rt Tln, tho a pn is btr as it flws acrs th pg esily n wnt brk. Hwvr, u ma us wtvr u fl mst cmfrtabl wth.

Answer to Exercise 1

(you will need to turn the page upside down to view the answers to all exercises)

You must use whatever you feel most comfortable with. By using a quicker way of writing the alphabet you can use a pen or pencil to write Teeline. Though a pen is better as it flows across the page easily and won't break. However, you should be able to read this with a lot of vowels taken out. This is how Teeline is formed.

Teeline letters are adapted from the longhand letters either capital or small versions. They keep the same positions as in longhand at the beginning of a word i.e. G, J, P and Q go through the
line and T is written on or just above the line representing the cross stroke of a capital T. Note that D is the same outline as T but is written on or just above the line to start a word. In speech, D is sometimes pronounced T (walked, based) and is a voiced version of T, therefore, T and D are the same outlines in Teeline. Other letters are placed on the line. Teeline letters are the same sizes as in longhand. Vowels are smaller than the consonants. There are two versions of each vowel called the full vowel and the indicator. Vowels will be covered in more detail later and are used in this lesson only for special outlines.

The arrow next to the letters shows the direction they should be written. Sometimes, two versions of the same letter are shown. The first version is more common and the second is used to make it easier to join to other letters. Here they are introduced and used for special outlines only.

Now have a look at the first half of the alphabet.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Formed from</th>
<th>Teeline</th>
<th>How to write letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>A</td>
<td></td>
<td>Written as one stroke without lifting the pen</td>
</tr>
<tr>
<td>a indicator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>b</td>
<td></td>
<td>A curved version of a small b</td>
</tr>
<tr>
<td>c</td>
<td>c</td>
<td></td>
<td>Also represents CK at the end of words</td>
</tr>
<tr>
<td>d</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e indicator</td>
<td></td>
<td></td>
<td>Used only rarely for easier joining</td>
</tr>
<tr>
<td>f</td>
<td>f</td>
<td></td>
<td>Also used for GH and PH when making the ‘f’ sound</td>
</tr>
<tr>
<td>g</td>
<td>g</td>
<td></td>
<td>Also used for soft sound DGE when D is silent as in edge</td>
</tr>
<tr>
<td>h</td>
<td>h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>i</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i indicator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j</td>
<td>j</td>
<td></td>
<td>The dot is removed from a small j</td>
</tr>
<tr>
<td>k</td>
<td>K</td>
<td></td>
<td>The back is removed from capital K</td>
</tr>
<tr>
<td>l</td>
<td>l</td>
<td></td>
<td>2nd option can be written upwards for easier joining</td>
</tr>
</tbody>
</table>
Here they are written in order:

\[
\begin{array}{ccccccc}
\hat{a} & b & c & d & e & f & g & h \\
& & i & j & k & l & & \\
\end{array}
\]

**Video - The alphabet part 1**

Here is a demonstration on writing the alphabet – part 1. For videos, just like sound files you will need to be connected to the internet. View it on YouTube by using this link: [Writing the alphabet - part 1](#).

**The Worksheets**

The worksheets are designed to enable you to practice writing Teeline and learn the new letters. You need to copy the printed Teeline directly onto the worksheet as fluently and quickly as you can, saying the letter or letters over in your mind as you do so. In this way, you will learn the new theory and begin to write Teeline with ease.

Before you begin Worksheet One, familiarise yourself with the alphabet. Complete the worksheet and then test yourself again to see if you know the alphabet thoroughly.

**Worksheet 1 - The Alphabet**

Print the following worksheet and practice writing the alphabet in Teeline by copying on to the rows below.

\[
\begin{array}{ccccccc}
\hat{a} & b & c & d & e & f & g & h \\
& & i & j & k & l & & \\
\end{array}
\]

**Dictation practice - the Alphabet part 1**

The following recording tests your knowledge of the alphabet. See how quickly you can recall the Teeline letters, without looking. First in order and then randomly.
Please note, for all dictations in the PDF versions of the lessons, you will need to either be connected to the internet if viewing the PDF on a computer, or if you are viewing a printed hard copy, will need to go online to play the dictations. ▶ Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any letters you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The letters you were unsure of – drill them a number of times so that you can remember them. Then try the dictation again.

**Alphabet part 2**
Now have a look at the second part of the alphabet:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Formed from</th>
<th>Teeline</th>
<th>How to write letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>m</td>
<td>m</td>
<td><img src="m.png" alt="Image" /></td>
<td>One half of a small m</td>
</tr>
<tr>
<td>n</td>
<td>n</td>
<td><img src="n.png" alt="Image" /></td>
<td>Always written downwards towards the line</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td><img src="o.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>o indicator</td>
<td></td>
<td><img src="o_indicator.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>p</td>
<td>p</td>
<td><img src="p.png" alt="Image" /></td>
<td>Same as ‘h’ but through the line as in the small longhand ‘p’</td>
</tr>
<tr>
<td>q</td>
<td>q</td>
<td><img src="q.png" alt="Image" /></td>
<td>Taken from the loop that joins Q and U – the U is never represented</td>
</tr>
<tr>
<td>r</td>
<td>r</td>
<td><img src="r.png" alt="Image" /></td>
<td>Always written upwards</td>
</tr>
<tr>
<td>s</td>
<td></td>
<td><img src="s.png" alt="Image" /></td>
<td>A small circle (smaller than the Teeline O)</td>
</tr>
<tr>
<td>t</td>
<td>T</td>
<td><img src="t.png" alt="Image" /></td>
<td>Taken from the horizontal stroke of a longhand capital T above the line</td>
</tr>
<tr>
<td>u</td>
<td>U</td>
<td><img src="u.png" alt="Image" /></td>
<td>Kept narrow to distinguish from O indicator</td>
</tr>
<tr>
<td>u indicator</td>
<td></td>
<td><img src="u_indicator.png" alt="Image" /></td>
<td>Same as E</td>
</tr>
<tr>
<td>v</td>
<td>v</td>
<td><img src="v.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>w</td>
<td>W</td>
<td><img src="w.png" alt="Image" /></td>
<td>Same as m upside down – quite flat to distinguish between full U and O indicator</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td><img src="x.png" alt="Image" /></td>
<td>Like longhand but small ‘tail’</td>
</tr>
<tr>
<td>y</td>
<td>y</td>
<td><img src="y.png" alt="Image" /></td>
<td>Used only at the beginning of words otherwise ‘s’ is used</td>
</tr>
<tr>
<td>z</td>
<td>z</td>
<td><img src="z.png" alt="Image" /></td>
<td></td>
</tr>
</tbody>
</table>
Here they are written in order:

<table>
<thead>
<tr>
<th>m</th>
<th>n</th>
<th>o</th>
<th>p</th>
<th>q</th>
<th>r</th>
<th>s</th>
<th>t</th>
</tr>
</thead>
<tbody>
<tr>
<td>u</td>
<td>v</td>
<td>w</td>
<td>x</td>
<td>y</td>
<td>z</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Video - Writing the alphabet - part 2**

Here is a demonstration on writing the second half of the alphabet. View it on YouTube by using this link: [Writing the alphabet part 2](#)

**Worksheet 2 - The Alphabet part 2**

When you have familiarised yourself with the second half of the alphabet complete WORKSHEET TWO, filling in the three lines. As with Worksheet One, once you have completed it test yourself to see if you know the alphabet thoroughly.

**Dictation practice - the Alphabet part 2**

Here's a dictation of the second half of the alphabet. As before, in order first and then mixed up.

[Play Dictation](#)

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any letters you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The letters you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again.
Joining Consonants
Whenever possible, letters are written in one stroke without lifting the pen. The first letter is usually written in its correct position and the following letters always retain their original size and shape.

Here 'c' as with other small horizontal letters can start above or on the line.

Video - Joining consonants
Here is a demonstration on joining consonants. View it on YouTube by using this link: Joining consonants
Dictation practice - joining letters
In this dictation, you have to join letters up. Try to do it first, time without taking your pen off the paper. If you do hesitate, stop the recording and write each letter separately and then try joining them. At the end have a look at what you have and see what words you can make. ► Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any joined letters you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The joined letters you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again.

More about letters
More combinations:

<table>
<thead>
<tr>
<th>tmn</th>
<th>dmr</th>
<th>pc</th>
<th>hbk</th>
</tr>
</thead>
<tbody>
<tr>
<td>pd</td>
<td>gp</td>
<td>rp</td>
<td></td>
</tr>
</tbody>
</table>

Forming Words - letters that are not sounded are omitted:

light walk numb laugh

When a double letter occurs, only one is represented:

little still mess

Sizes: To demonstrate the correct sizes of U, O indicator and W, imagine a cup, saucer and plate:

U

O

W
Exercise 2 - Letters in Teeline

See how quickly you can recognise the following letters:

Answer to Exercise 2

Joined Letters

Common letter combinations are represented by the following Teeline characters:

- **CH**: th
- **TH**:
- **WH**: y

**CM** - It would be difficult to join C and M so a Teeline C is written as wide as M to represent CM:

- **CM**: c
- **COME**: come
- **COMES**: comes
- **CAMP**: camp
- **CAMPAIGN**: campaign
- **COMPARE**: compare

**CN** - Another difficult joining would be C and N. In Teeline, the N is reversed to represent C-vowel-N

- **CN**: n
- **CAN**: can
- **CANDLE**: candle
- **CON**: cone
- **SCONE**: scone
- **CONTACT**: contact
- **CONNECT**: connect

**SH** - This is a special sign joined to other letters and used to represent the word "shall":

- **SH**: s
- **SHE**, **SHE**, **SHE**
PL – when L follows P with no vowels in between, a Teeline L is written through the line to represent P followed immediately by L:

place BUT palace
please BUT pulls

Dictation practice - joined letters
Here are some combinations using joined letters CH TH WH and SH which don’t forget is a longhand “S”. ► Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any joined letters you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The words you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again.

Video - Combining characters
Here is a demonstration on combining characters. View it on YouTube by using this link: Combining characters

Dictation practice - combination characters
Remind yourself of the special combinations CM and CN and try these words: ► Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any combinations you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The combinations you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again.

Forming Words

black check girl manage
square wave pass still
Exercise 3 - Words in Teeline
Read the following words. Write them in longhand and then without looking, write them again in Teeline.

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  

Answer to Exercise 3

Dictation practice - writing words
Now to consolidate the alphabet, try these words containing all the letters covered>

1. chain/chin 2. blame 3. view 4. manager
5. paper/pepper 6. stop/step/step 7. calm/claim/claim 8. make
9. time/team/tame 10. mud/made 11. bear/bear 12. neighbour

Hint
The letter "L" can be written upwards, but never at the beginning of a word. It is usually used after a stroke that is written downwards so that it doesn’t reach the line below. It is easier to write L upwards after M, N, H and P.

After writing L upwards, the letters T and D are disjoined see the illustration below for examples:

- pull
- glass
- help
- mail
- nail
- mailed
- nailed
- knelt
Special Outlines
Here are the first of the Special Outlines. These are commonly used words that are represented by a short cut in Teeline. You must learn them thoroughly by drilling as you do with the worksheets. Keep revising them as you go through the course and learn new ones. The more you know, the faster you will be able to write.

Please note: the “D” in Department begins on the line - if it starts higher up in the “T” position, the word becomes “typed”

DEPARTMENT can also be written: erset (a backwards b)

Dictation practice – special outlines.

See how quickly you can take down the special outlines. ► Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any words you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The words you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again. Once you have learnt the Special Outlines, try exercises four and five.
Exercise 4 - Sentences in Teeline

See how easily you can read the following sentences:

1. The man saw the girl and stopped to talk to her
2. I will come and collect you and take you to the park
3. Please show me how to type this letter
4. When you go home, take the letter to the letter box
5. Wash your clothes and put them where I will find them
6. Will you please go to the shops and get me some fish

Answer to Exercise 4

Dictation practice - sentences

Now try these dictated sentences. See how you would write the following words first and drill them a few times before listening to the recording:

clothes, parcel, behind, contact, manager, compare, select, best

► Play Dictation

Now you have completed the dictation, go back and transcribe into long hand what you have just written. Circle any words you are unsure of. Replay the dictation to check if you have transcribed the dictation correctly. The words you were unsure of - drill them a number of times so that you can remember them. Then try the dictation again.
Exercise 5 - Special Outlines
See how quickly you can recognise the following "Special Outlines":

Answer to Exercise 5

Video - Special Outlines - Test Yourself
Test yourself on the following outlines. At the end, you can check yourself by looking at the answer to Exercise 5 above

View it on YouTube by using this link: Special Outlines - test yourself

Punctuation
A long diagonal line is used for a full stop - it can be written either upwards or downwards.

full stop /

Capital Letters
Capital letters are shown by two dashes below the word:

Jane / Spain /

Progress Check
By the end of Lesson 1, you should be able to:

- Write the letters of the alphabet
- Recognise and write the joined letters
- Write the first set of Special Outlines fluently and quickly from memory

Remember
Teeline is very personal and flexible. You may decide that you do not want to use the outlines exactly as shown. For example, you may wish to include vowels for clarity or make up your own short cuts. We will use a mixture of outlines with and without the vowels throughout the lessons. Remember Of course, that the special outlines are optional - it's better to learn a few very well, rather than lots that take the time to remember when you are taking a dictation at speed.
Quiz
Before you go any further why not have a try at our quiz to see how well you are doing? This is a multiple choice, 10 question quiz which will give you a score at the end. This is a flash based quiz and if you are using an Apple/Mac device you may have to download an app to enable you to view it. Try it online Lesson 1 Quiz

Most common 500 words
Apart from the Special Outlines, there is a list of 500 commonly occurring words in the English language that you could familiarise yourself with as you go along so they are quick and easy to recall when dictated in future. You can download a copy of them from the website here as a worksheet. Obviously, some words are written using theory you will come across in future lessons, so it’s up to you if you learn them now or not and it’s not a good idea to try to memorise them unless you know why they are formed as they are. But there will be some you can work out and some special outlines you may want to learn in advance along with the ones in the lessons. There is also a sound file with each dictated for when you are ready to try taking them down.
You can come back to this lesson and practice them whenever you wish.

Download the "Most common 500 words worksheet"
► Play Dictation of most common words A–E
► Play Dictation of most common words F–J
► Play Dictation of most common words K–N
► Play Dictation of most common words O–R
► Play Dictation of most common words S–Y

Hint
Be careful with the word WHEN – it needs the H.

Assignments
You are now ready to test your progress with the assignments. There are three pieces that test your reading, transcribing into Teeline and the final piece is a slow spoken passage to start getting you used to dictations.

There are no answers available for these, however, if you are a Gold Member you can send these in for marking by email. You will need to scan your work, or take a picture with a camera/phone then attach these to your emails.

It is best if you complete all three pieces: a, b and c and send them all at once so that you get the benefit of the feedback as it covers the whole lesson before you move on. If you need more time, go back and revise and consolidate to ensure you can recall the alphabet and special outlines quite automatically before you try the assignments and submit them.

If you need further help please use get in touch.
Gold/Platinum members - instructions for submitting assignments:
Please insert your name, membership number and assignment number on each piece of work that you submit. You will find listed below each assignment everything you need to include when you return it for marking.

How to submit assignments

When submitting assignments, please put your name and membership number, starting with GO or PL at the beginning and whether the piece is a) b) or c).

*When taking dictations and doing the final dictation assignment, write on every line and then write the transcription below.*

Whenever you take dictations, always write on every line, don’t leave a line space below. In order to produce, neat, easy to read and condensed outlines that help with speed and especially if your writing is particularly large, you can draw a line down the middle of the page (as shown below) and write on one side only. You could have a margin on the left side for notes and grip the bottom of the page with your free hand ready to turn the page over.

*When submitting the dictation piece (c) I need to check the longhand transcription as well as the Teeline. The third dictation piece should look like this:*
When you have finished your assignments, you should then either scan or take a photo with your phone/tablet etc., Save as a PDF or JPG and then use the button at the top of the page to open your email programme and send your assignments as an attachment. You can also upload your assignments to a ‘Dropbox’ and then share the link with us via email. If you open your email programme manually then ensure you send your assignments to these two email addresses: alisonberglas@teelineonline.co.uk and admin@teelineonline.co.uk.

Assignment A
Transcribe the following sentences into longhand.

1. abcdefghijklmnopqrstuvwxyz = ?
2. abcdefghijklmnopqrstuvwxyz = /
3. abcdefghijklmnopqrstuvwxyz = /
4. abcdefghijklmnopqrstuvwxyz = /
5. abcdefghijklmnopqrstuvwxyz = /

Gold/Platinum members submit just your longhand transcription of this assignment

Assignment B
Transcribe the following sentences into Teeline:

1. Please type this letter.
2. Can I come to the shops when you go?
3. The man from the garage said get the car to him today.
4. How do you use this machine?
5. Wash your hands and get the dinner plates.

Gold/Platinum members – submit just your Teeline transcription of this assignment

Assignment C
Dictation at 30 words per minute. ► Play Dictation

- Take the letter to the box.
- Go and find the dog the lady bought today.
- Tell the manager to stop and go home.
- The Chairman told me to call him today.
- Tell the lady to sit there till I get her help.

Gold/Platinum members – For this assignment, you should listen to the sound file and take your dictation in Teeline. When you have finished the exercise, transcribe your Teeline into longhand without looking at the text on this page. You should then submit both the longhand and Teeline,
please. It doesn’t matter for the dictations if the Teeline outlines are not taken down perfectly, as long as you can read them back. Therefore, we will mark your longhand and correct the Teeline only if an outline can be written more fluently or quickly.

You are now ready to move on to your next lesson.