

Braille Formats

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Example 1 – Emphasis

The Forms of Writing NARRATIVE WRITING Writing a Personal Narrative 79 Narrative Writing Warm-Up and Paragraph 80 STUDENT MODEL "A Gorgeous Dare" 81 Understanding Your Goal 82 STUDENT MODEL "Walking for Life" 83 Prewriting 85 Drafting 91 Revising 97 Focus and Coherence: Grab the reader's attention and test my ending. 98 · Organization: Avoid unnecessary repetition, but use repetition effectively. 100 · Development of Ideas: Show, don't tell, and include enough details. 102 Voice: Use realistic dialogue and specific verbs. 104 Editing 107 Conventions: Use pronouns correctly, vary sentence beginnings, and punctuate dialogue correctly. 108 Publishing: Sharing Your Narrative 113 Evaluating a Narrative 114 STUDENT MODELS 114 Evaluating and Reflecting on Your Writing 120



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Line 3: This could also be done as a cell 5 heading (moving everything else to the left by two cells).

Line 4: The bold can be ignored; the red for the page number can also be ignored.

Lines 7 and 10: The underlining can be ignored (the capitalization sets it off enough).

Lines 12-14: The color has no meaning—but emphasis needs to be retained for distinction. The first transcriber-defined typeform indicator can be used to represent all color. Explain this on the Special Symbols page:

Colored word indicator

Please note: if the individual colors have meaning, this system would not work.

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Example 2 – A Redacted Poem

This is two pages from the original writing of the poem.

The Raven

Once upon a midnight dreary, while I pondered, weak and weary,

Over many a quaint and curious volume of forgotten lore—

While I nodded, nearly napping, suddenly there came a tapping,

As of some one gently rapping, rapping at my chamber door.

"'Tis some visiter," I muttered, "tapping at my chamber door—

Only this and nothing more."

Ah, distinctly I remember it was in the bleak December;

342 au

And each separate dying ember wrought its ghost upon the floor.

Eagerly I wished the morrow;—vainly I had sought to borrow

From my books surcease of sorrow—sorrow for the lost Lenore—

For the rare and radiant maiden whom the angels name Lenore—

Nameless here for evermore.

And the silken, sad, uncertain rustling of each purple curtain

Thrilled me—filled me with fantastic terrors never felt before;

So that now, to still the beating of my heart, I stood repeating

"Tis some visiter entreating entrance at my chamber door—

Some late visiter entreating entrance at my chamber door;—

This it is and nothing more."

Presently my soul grew stronger; hesitating then no longer,

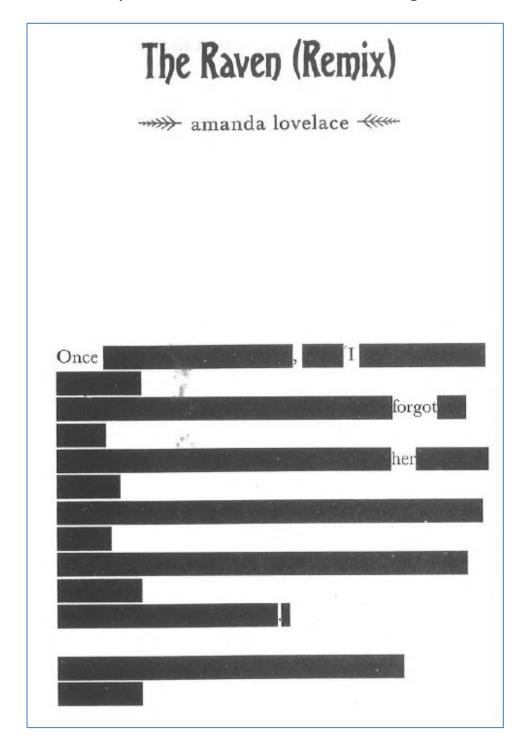
"Sir," said I, "or Madam, truly your forgiveness I implore;

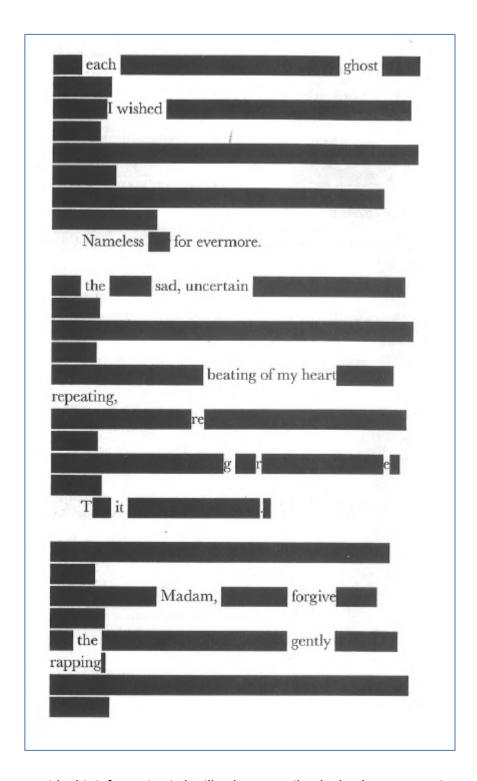
But the fact is I was napping, and so gently you came rapping,

And so faintly you came tapping, tapping at my chamber door,



This is the redacted poem – which is used to create new meaning for the reader.





In order to provide this information in braille, the transcriber had to be very creative.

Questions for discussion: Would you do something different? Would you have omitted the redacted version? What do you think of the layout of the redacted poem?



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Another option

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Example 3 – Sidebars, Marginal Notes and More

CAUSE-AND-EFFECT ESSAY

The introduction states the central idea of

the essay.

The body of the essay tells

about the

main causes

and effects.

Irish Immigration in the United States

by Diana Chadwell

In the mid-1800s, more than a million Irish people crossed the Atlantic Ocean. They were on their way to start a new life in the United States.

Irish people were escaping a major agricultural crisis. In 1845, Irish potato crops were wiped out by a blight, or plant disease. At that time, half of the Irish population depended almost completely on potatoes for their diet. As a result of the blight, more than a million people died of hunger. Another 1.5 million decided to immigrate to the United States.

When Irish immigrants arrived, they faced many challenges. Not only had they lost almost everything to the blight, they also found a great deal of prejudice in the United States. Because of this, they were forced to take low-paying jobs and live in cheap housing.

Though the new life in America was hard, the Irish community in the United States prospered and contributed a great deal to modern American culture. The writer explains the cause first and then describes two effects.

The writer uses signal words to help the reader identify causes and effects.

The conclusion wraps up the essay and ties back to the central idea.

Something to consider: If the information on the right is treated as marginal labels, there will be overlap with the labels from the left side. With the way marginal labels are handled, that won't work. So I came up with a way to mark them using the emphasis rather than using the technique for marginal labels.

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Lines 3-16: A transcriber's note defines the emphasis used.

Lines 18-23: This part of the transcriber's note addresses the marginal labels.



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Lines 1-13: The transcriber's note about the marginal label continues.

Lines 19, 22, 23: The marginal labels begin and end with braille grouping indicators (preceded by a grade 1 indicators); the key precedes the opening grouping indicator.

Line 24: The emphasis indicators are used to represent the print highlighting.

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7
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• :
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```

Lines 1, 3, 10: Emphasis indicators

Lines 12, 13, 16: Keys and braille grouping indicators for marginal labels.



Example 4 – Table Complications

	Focus a	nd Unity
	How clearly does the writing present a central idea or claim?	How well does everything go together?
4 Wow!	The writing expresses a <u>clear</u> central idea or claim about the topic.	Everything in the writing goes together. The main idea of each paragraph goes with the central idea or claim of the paper. The main idea and details within each paragraph are related. The conclusion is about the central idea or claim.
3 Ahh.	The writing expresses a generally clear central idea or claim about the topic.	Most parts of the writing go together. The main idea of most paragraphs goes with the central idea or claim of the paper. In most paragraphs, the main idea and details are related. Most of the conclusion is about the central idea or claim.
2 Hmm.	The writing includes a topic, but the central idea or claim is <u>not</u> clear.	 Some parts of the writing go together. The main idea of some paragraphs goes with the central idea or claim of the paper. In some paragraphs, the main idea and details are related. Some of the conclusion is about the central idea or claim.
1 Huh?	The writing includes many topics and does not express one central idea or claim.	The parts of the writing do not go together. • Few paragraphs have a main idea, or the main idea does not go with the central idea or claim of the paper. • Few paragraphs contain a main idea and related details. • None of the conclusion is about the central idea or claim.

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Repeating column headings makes the information clear and concise. A transcriber's note lets the reader know about the change in format.



Example 5 – More Table Complications

Articles

An article is a word that helps identify a noun.

Articles	Examples	
A, an, and the are articles.	It is an amazing event when a flying frog glides in the forest.	
A and an are indefinite articles . Use a or an before a noun that names a nonspecific thing.	A flying frog stretched its webbed feet. An owl watched from a nearby tree.	
 Use a before a word that starts with a consonant sound. 	a foot a pool a nest a rainbow a union (u is pronounced like y, a consonant)	
• Use an before a word that starts with a vowel sound.	an e gg an a nimal an i dea an o cean an hou r (The <i>h</i> is silent.)	

Things to consider:

No wide table format would work here.

The print uses shading to set off different parts of the table; this makes it so those parts of the table are to be kept together in braille.

The parenthetical information in the examples makes it difficult to present that information as it appears in print (as columns within the column) due to space issues.

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Lines 6-7: The transcriber's note describing the format goes inside the box as it relates to the material in the box. Lines 9, 16: The "Articles" heading is in cell 5.

Line 12: The "Examples" heading is in cell 7 as it applies to the Articles.



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Lines 2-3: These sentences are listed (margins 1-3).

Line 11: A blank line shows a break in context.

Example 6 – One More Table!

Modals/Meanings	Affirmative	Negative	Yes-No Questions
can-ability (present and future)	She can drive,	She can't drive.	Can she drive?
could-ability (past)	When he was ten, he could run very fast.	When he was ten, he couldn't vote.	Could he run very fast when he was ten?
could-possibility	They could be at the movies.	They couldn't be at the movies.	Could they be at the movies?
may-possibility	We may stay out late.	We may not get home early.	
might-possibility	She might know how to help us.	She might not know how to do it.	
must making logical conclusions)	Their car is here, so they must be home.	Their car isn't here, so they must not be home.	
must-necessity	You must do your homework. (Have to is more common.)	****	
nave to-necessity	I have to do my homework. I had to do my homework before I went to work.	I don't have to do my homework now. I can relax. I didn't have to do homework when I was in first grade.	•Do I have to do my homework now? •Did you have to do homework when you were very young?
vill-future 100% sure offer orefuse promise	•I will see you tomorrow. •I'll help you. •I promise I'll be there.	I won't see you tomorrow. I won't go. I promise I won't smoke.	Will I see you tomorrow?
should-advice	 You should relax. You should come to class early tomorrow. 	You shouldn't be here right now. You shouldn't come to class tomorrow.	•Should we go there now? •Should we go there tomorrow?

Things to consider:

Stairstep format won't work because of the listed items with bullets. Linear won't work for the same reason. In the list format, the first column becomes a cell 5 heading—which won't work because of the listed items near the bottom. The columns ARE related ... so just converting to a basic list won't work either. Even breaking this up by the sections divided using the green lines won't work—in the last two sections there are clear relations between items within the columns which are made more clear by the fact the symbol ---- is used in parts of those sections.



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I did this as a nested list. I made the first column the "main entry" and each other column a "subentry". This helps the readability when there is more than one row under an entry. I put blank lines between each row (there are green lines in print) as a break in context. All of this is explained in a transcriber's note at the beginning of the table. I followed print for the hyphens—no transcriber's note is necessary.



Example 7 – Table of Contents

Unit 1 Parts of Speech 1 Nouns First Day of School 2 Adjectives Postcard from Hawaii 3 Verbs Chatting at the Bus Stop 4 Adjectives and Adverbs Looking for a Job 5 Prepositions Stuck in Traffic Review/Have Fun	PAG	E
1 Nouns 2 Adjectives 3 Verbs 4 Adjectives and Adverbs 5 Prepositions Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun First Day of School Postcard from Hawaii Chatting at the Bus Stop Looking for a Job Stuck in Traffic Family Photos Dear Annie Review Evening Routines Evening Routines Fevening Routines Meeting at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun	2	
1 Nouns 2 Adjectives 3 Verbs 4 Adjectives and Adverbs 5 Prepositions Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun First Day of School Postcard from Hawaii Chatting at the Bus Stop Looking for a Job Stuck in Traffic Family Photos Dear Annie Review Evening Routines Evening Routines Fevening Routines Meeting at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun	4	
2 Adjectives 3 Verbs 4 Adjectives and Adverbs 5 Prepositions Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses Meeting at Biff's Cafe 11 Non-Action Verbs Trouble With Math 12 Past Tense Travel Problems 13 Used To Review/Have Fun Postcard from Hawaii Chatting at the Bus Stop Looking for a Job Stuck in Traffic Family Photos Pear Annie Review Pear Annie Reviews Evening Routines Fevening Routines Fevening Routines Trouble With Math Travel Problems Looking Back Review/Have Fun		
3 Verbs 4 Adjectives and Adverbs 5 Prepositions Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Chatting at the Bus Stop Looking for a Job Stuck in Traffic Family Photos Dear Annie Evening Routines Evening Routines Trouble With Math Travel Problems Looking Back Review/Have Fun	6	
4 Adjectives and Adverbs 5 Prepositions Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Looking for a Job Stuck in Traffic Stuck in Traffic Stuck in Traffic Family Photos Pear Annie Rock Star Interviews Evening Routines Evening Routines Trouble With Math Travel Problems Looking Back Review/Have Fun	8	
Stuck in Traffic Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs Family Photos 7 And, Or, But, So, Because Dear Annie 8 BE—Present/Past/Future (with Will) Rock Star Interviews 9 Present Tense with When, Before, and After Evening Routines Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses Meeting at Biff's Café 11 Non-Action Verbs Trouble With Math 12 Past Tense Travel Problems 13 Used To Looking Back Review/Have Fun	10	
Review/Have Fun Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs Family Photos 7 And, Or, But, So, Because Dear Annie 8 BE—Present/Past/Future (with Will) Rock Star Interviews 9 Present Tense with When, Before, and After Evening Routines Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses Meeting at Biff's Café 11 Non-Action Verbs Trouble With Math 12 Past Tense Travel Problems 13 Used To Looking Back Review/Have Fun	12	9
Unit 2 Parts of a Sentence + Verb Tense Review 6 Subjects and Verbs Family Photos 7 And, Or, But, So, Because Dear Annie 8 BE—Present/Past/Future (with Will) Rock Star Interviews 9 Present Tense with When, Before, and After Evening Routines Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses Meeting at Biff's Café 11 Non-Action Verbs Trouble With Math 12 Past Tense Travel Problems 13 Used To Looking Back Review/Have Fun	14	
6 Subjects and Verbs 7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Family Photos Dear Annie Rock Star Interviews Evening Routines Weeting at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun	16	2
7 And, Or, But, So, Because 8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Dear Annie Rock Star Interviews Evening Routines Evening Routines Funding at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun		
8 BE—Present/Past/Future (with Will) 9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Rock Star Interviews Evening Routines Meeting at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun	20	
9 Present Tense with When, Before, and After Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Evening Routines Meeting at Biff's Café Trouble With Math Travel Problems Looking Back Review/Have Fun	22	
Review/Have Fun Unit 3 Verb Tense Review—Present and Past + Used to 10 Contrast: Present and Present Continuous Tenses Meeting at Biff's Café 11 Non-Action Verbs Trouble With Math 12 Past Tense Travel Problems 13 Used To Looking Back Review/Have Fun	24	9
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10 Contrast: Present and Present Continuous Tenses 11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Meeting at Biff's Café Trouble With Math Travel Problems Looking Back	28	9
11 Non-Action Verbs 12 Past Tense 13 Used To Review/Have Fun Trouble With Math Travel Problems Looking Back		
12 Past Tense Travel Problems 13 Used To Looking Back Review/Have Fun	32	
13 Used To Looking Back Review/Have Fun	34	9
Review/Have Fun	36	
	38	
Unit 4 Verb Tense Review—Future + Conditional	40	9
14 Future Tense with Be going to and Will Planning Special Events	44	
15 Future Tense with Will/Won't in Different Situations Wedding Plans	46	9

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Lines 3-8: A transcriber's note explains the format used in braille.

Lines 9-12: The music note is represented as an icon; a transcriber's note explains the symbol used and the placement in braille.

Lines 20, 22, 24: The italics are not retained for the context information.



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Line 15: It is necessary to divide at the dash in order to respect the right margin required in a table of contents.

Example 8 – Table of Contents Part 2

UNIT 1	Why Roar Sloops So Much Music Filters
	Why Bear Sleeps So Much (Russian Folktale)
	Word Study: Dictionary: Multiple-Meaning Words 1
	Shades of Meaning: Similes 1
UNIT 2	Sybil Ludington's Ride (Historical Nonfiction)
	Word Study: Context Clues 1
	Shades of Meaning: Adages and Proverbs 1
UNIT 3	The Flight of the Moxarch (Magazine Article)
	monarch obstacle postpone straggle treacherous vivid

Comments to the next page:

Lines 3-5: This is a transcriber's note describing the format used. It was decided to use commas to separate the words under study for clarity for the reader. Do you agree?

Lines 7, 18: In this book, units are chapters. This information is the main entry and begins in cell 1.

Lines 9, 14: Blank lines are required preceding and following displayed material.

Line 15: The bold is retained. Normally I would say that the colon is enough distinction and the bold is retained or not at the transcriber's discretion. However, there is another item set off with a colon on the same line. As such, the bold should be retained for distinction.

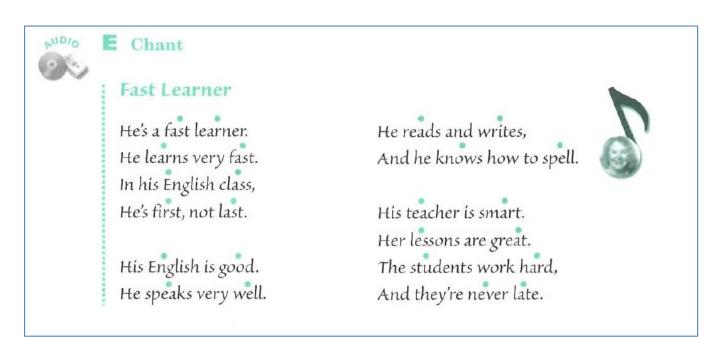
Line 25: The displayed material is considered part of a contents entry. Even though there is no page number, no text should appear on line 25.



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Example 9 - Stress Marks



The dots above the sentence show rhythm. This material is transcribed according to the rules for stress/scansion in Rule 13. The solid circle symbol is used as in print.

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Line 1: An icon is used for "Audio" (listed on the Special Symbols page).

Lines 3-7: A transcriber's note explains the format and symbol used. When only one symbols is defined, it can be within the standard tn.

Lines 11-24: First writing of the chant.



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Line 1: This line is blank as the chant ends on line 24 of the previous page.

Lines 2-24: The stress symbol is over the syllable to which it applies. A blank line separates each line of the chant. This writing uses an adjusted margin and each line begins in cell 3.

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Example 10 – Exercise Material

1. as + adjective	e + as OR as + much/many	+ as
distance	a. Coast Island is almostas close	Santa Costa.
weather	b. Santa Costa is	Coast Island.
clubs	c. Coast Island has	Santa Costa.
entertainment	d. Santa Costa has	Coast Island.
price	e. Vista Coast isn't	Coast Island.

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Lines 1-5: A transcriber's note is required to inform the reader of the change to print format.

Lines 8-9: The script font is used for the answer that is filled in.

Lines 8, 10, 12, 14, 16: The clue word is enclosed in parentheses and precedes the blank to which it applies.



Example 11 – Exercise Material With A Twist

Definitions

You were introduced to the words below in the passage on pages 36-37. Study the pronunciation, spelling, part of speech, and definition of each word. Write the word in the blank space in the sentence that follows. Then read the synonyms and antonyms.

Remember

A noun (n.) is a word that names a person, place, or thing.

A verb (v.) is a word or words that express action or a state of being.

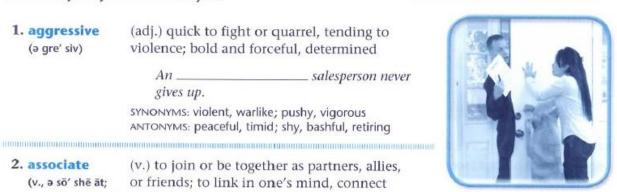
An adjective (adj.) is a word that describes a noun or pronoun.

1.	aggressive
	(ə gre' siv)

(adj.) quick to fight or quarrel, tending to violence; bold and forceful, determined

 An_{-} _____ salesperson never gives up.

SYNONYMS: violent, warlike; pushy, vigorous ANTONYMS: peaceful, timid; shy, bashful, retiring



2. associate

(v., ə sö' shē āt; n., adj., ə sö' shē ət)

(v.) to join or be together as partners, allies, or friends; to link in one's mind, connect

I will always _ _____ peaches with summer.

(n.) a partner, friend

The businessman introduced his _____

(adj.) having less than full rank

She was hired as an ______ professor in the science department.

SYNONYMS: (v.) to unite, mingle, combine, mix, relate; (n.) a companion, teammate, coworker; (adj.) assistant

ANTONYMS: (v.) to separate, distance, divorce; (n.) an enemy, foe, rival, stranger

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The sidebar is transcribed first and is boxed as in print.

Emphasis is omitted from part of speech labels according to BF 5.2. An transcriber's note is required on the TN page.



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Lines 1-7: Cell 5 heading followed by directions.

Lines 8-17: This is exercise material not end matter; margins used are 1-5, 3-5. The example sentence is displayed. Displayed material requires a blank line preceding and following.

Lines 14, 16: Words in small capitals may be represented using the capital word indicator in braille.

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Lines 4, 10, 14: each different word part is treated as a subentry to the main exercise entry. Example sentences are displayed.



Sources

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