UK Association for
Accessible Formats **UKAAF**

UPDATE TO UEB (UK edition)

This course was adapted for the UK audience from the UEB Update Course developed by CNIB for use in Canada.

UKAAF gratefully acknowledges permission from CNIB for allowing this adaptation to be made.

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Introduction

This course is primarily intended for UK transcribers and teachers familiar with Standard English Braille (SEB), as set out in the *Braille Primer*, and *British Braille*.

The Update Course briefly explains the changes from SEB to Unified English Braille (UEB) needed to transcribe literary material. It is not based on any braille instruction manual but rather refers to *The Rules of Unified English Braille* (the Rulebook) as the resource for examples and more extensive explanations. One of the purposes of this course is to familiarize the transcriber with the Rulebook.

There are eleven major topics beginning with Contractions and progressing in an order that will facilitate understanding of the changes, rather than following the order presented in the Rulebook. The heading for each major topic is followed by the main Rulebook reference enclosed within square brackets. Because the Rulebook is not organized as a teaching manual, examples found there will include symbols that may not have been covered at that point in the update. For instance, typeforms will be found in the contraction rules and their examples.

Ignore the format used for the examples which are found in the Rulebook. UEB does not provide format guidelines.

UEB has developed terminology which is often different from SEB, e.g. as set out in *British Braille,* Section 1. This course introduces the new terminology within parentheses the first time it is encountered. For definitions of terms you may find in the Rulebook, see 2.1. Section 2.2 lists the contractions according to UEB terminology.

This course does not include the symbol changes needed to transcribe higher level technical material. However, in UEB the same concepts are used regardless of the material, literary or technical. Some basic concepts,

such as superscripts, are introduced in the course. They are used for literary footnote references and for powers in algebra.

Help Available

This course provided by UKAAF may be done entirely on your own, or with a tutor or group. However, if you require additional assistance you can contact UKAAF via the contact details at the back of this booklet.

Instructions for the Practices

The print practice pieces may be used for direct 6-key entry, e.g. on a brailler, or on a computer with a transcription program that allows direct entry. Alternatively, they may be used as examples to be read in conjunction with the simulated braille answers, to illustrate the rules.

If keying in the practice pieces, note that they were designed to use 40 cells across the page. You should follow this layout as some of the practice material will not show what was intended otherwise. Check your work carefully against the answers in simulated braille and ensure you understand any errors you have made.

Use ordinary paragraph format (cell 3-1) in the pieces.

1. Contraction Rules [10]

Note: There are some changes in terminology for contractions in UEB. Refer to 2.1 for definitions and 2.2 for a summary of the new contraction terminology.

1a Spacing

Follow print spacing for words. That is, *and, for, of, the, with* and *a* are no longer joined to each other. See 10.3 for examples.

To, *into* and *by* contractions are eliminated because they can no longer be joined to what follows. The *in* contraction is used in "into".

Practice 1a

1. to be or not to be
2. to do
3. to still waters
4. to the To Family
5. into enough
6. into his head
7. into the fray
8. by and by
9. by train by themselves
10. by Spring
11. for a moment
12. with the crowd
13. with the option of and vote for the match
14. and with the result
15. of and for the people
16. He's the date Edith came with and for a joke he went into the house by the rear entrance to hide.

1b Eliminated contractions

Five contractions are eliminated to avoid confusion: *ally, ation, ble, com,* and *dd*.

- The contractions *ally* and *ation* could be confused with Y ⠽ and N ⠝ in the middle of a word. The *tion* contraction is used in "ation".
- The contraction *ble* could be confused with the numeral sign ⠼ (now called the numeric indicator).
- The contraction *com* could be confused with the hyphen ⠤.
- The contraction *dd* could be confused with the full stop or dot ⠲ as in a web address.

The shortform word *o'clock* is eliminated to avoid an exception to the UEB capitalization rules.

Practice 1b

1. How come Sally Combers was so objectionable when communicating with the approachable committee chair?
2. The toddler tumbled on the muddy marbles and right into trouble!
3. The royal visit was inspirational to national unity.
4. Universally known as an able conversationalist, Ed Godden was really early for the four o'clock show at the radio station.
5. Irrationally, with commerce as an additional course, she doubled her investments.
6. Maddy served her haddock creation for the Wimbledon party.

1c Changes to contraction use

There are a few changes to the use of contractions:

The restrictions on using the *ea* contraction when it bridges different syllables no longer apply, except in the case of bridging elements of a compound word, where it is still not permissible. The contraction may also now be used as part of diphthongs (in the sequence "eae"). See 10.11.9.

Lower wordsigns such as *in*, *be* and *his* when spaced may be used in contact with capital indicators or terminators even though the string does not include an upper sign. See 10.5.1-3.

When the string "ence" is followed by "a", "d", "n" or "r", the contraction *ence* is now used, rather than the single cell contractions.

The oblique stroke is not treated as a word boundary for some of the contraction rules, which results in the following contractions not being used in contact with it:

- Shortforms, alphabetic and strong wordsigns (called simple upper wordsigns in SEB, e.g. b – but, st – still).
- The lower groupsigns *be*, *con* and *dis*.

The above relates to the important definition of "standing alone" in UEB, upon which some of the rules on the use of contractions depend. Refer to 2.6 for the full statement of this concept.

There are also some changes in terminology. Refer to 2.1 for definitions and 2.2 for a summary of the new contraction terminology.

Practice 1c

1. aurora borealis
2. habeas corpus
3. pineapple icecream
4. Neapolitan genealogy
5. Judaean Liliaceae
6. His pancreas
7. Be an influencer, not influenceable!
8. In experienced hands
9. behind/beneath
10. can/must
11. in/out
12. speed/distance

1d Shortforms

For the purposes of transcription, the use of shortforms within longer words is determined in UEB by their presence in the list in Appendix 1. In addition, some general rules are given in 10.9.3 allowing the use of ten specific shortforms within longer words, even if not in this list.

(Note: The rules used to compile the shortform list in Appendix 1 are stated at the end of the list for information only; they do not enable the use of additional words not on the list, even if apparently satisfying those rules.)

This change in presentation of the shortform rules in UEB result in very few practical differences from the usage in SEB.

1e Other

There are a few incidental changes to the contraction rules. For example:

- do re mi — contraction for "do" used. See 10.1.1.

These changes are covered in Practice 2.

2. Punctuation Marks [7]

Follow print for punctuation marks.

The same braille sign is used for any print dot: the full stop, the computer dot, the decimal point, and the dots in an ellipsis. See 7.1.1 for examples.

As in SEB, outer quotation marks have generic braille signs whatever the print type (single or double). However, inner quotes use new signs which distinguish between single and double print quotes. The latter can also be used in other circumstances where it is needed to distinguish the type of print quotes.

When the question mark could be confused with the opening single-cell quotation mark, precede it with a grade 1 indicator ⠰ . Sections 7.5 and 7.6 give the complete provisions for the question mark and quotation marks.

There are specific signs in 7.2 for the dash, the long dash, and the underscore e.g. as used for answering spaces.

There is a family of signs to represent brackets. See 7.1.1 for examples.

Note: The braille signs for brackets have upper dots. This means that lower wordsigns can be used when in contact with these signs as long as they are otherwise standing alone. See 10.5 for examples of lower wordsign usage. See 2.6 for the complete provisions and examples of standing alone.

Practice 2

1. "In-laws include: 'father-in-law', 'brother-in-law', …."
2. Stalingrad/St. Petersburg—which is it?
3. Will's "fa so la" is better than —
4. (sweet)(heart) is a compound word
5. Queen El-zab---'s long reign
6. "Andy" is derived from [Alexandra/Alexander]
7. Aillebray is pigLatin for ____.
8. 1 kg is 2.2 lbs; 95 pence or 0.95 pounds
9. C is for Ca....!
10. Use an "e" or "u" for each ?.
11. {Imagery, Finery} Mulroney's Sphere
12. <http://www.cnib.ca> - check out e:\USB
13. (Was Brigham's enough?)

3. Capitalization [8]

Capitalization in UEB is similar to SEB. However note that in UEB:

- The capital word indicator has force over a sequence of letters or contractions, called a letters-sequence in UEB, but is terminated by *any* non-alphabetic symbol, including an apostrophe, full stop or bracket. See 8.4.2.
- As a general rule, the capital passage indicator is used for three or more spaced strings, called symbol-sequences in UEB, e.g. words. See 8.5. (By contrast, SEB has a preference rule for capital indicators which could sometimes result in the single letter or word indicators being used where UEB would use the passage indicator.)
- The capitals terminator may be placed before or after punctuation. However, it is advised that indicators and paired characters such as brackets and quotes be nested. See 8.6.2.

Practice 3

1. GEORGE'S BAR
2. He worked for U.N.E.S.C.O.
3. "WON'T YOU COME IN?"
4. DEVON(SHIRE)
5. O, I SAY!
6. (SHE SAID "I LOVE CHOCOLATE")
7. P.O. BOX 45
8. The sign said: A1 ROAD CLOSED.
9. EAST/WEST FRONTIER
10. The PM's CDs for sale

4. Typeforms [9]

Typeform is the general term used in UEB to refer collectively to italics, bold, underlining, etc. UEB also provides a family of transcriber-defined typeform indicators.Typeforms are still used only when necessary to show emphasis or distinction. When a typeform is considered significant and is to be used, follow the specific typeform used in print, e.g. whether italics, bold or underlining. See 9.2 for examples.

For the specific typeform indicators the first cell indicates the typeform, e.g. italic or bold, and the second cell indicates its extent, i.e. symbol, word or passage. See 9 for the complete list of typeform indicators.

In the same way that a single capital letter, a capitalized word or a capitalized passage is indicated, the extent of the typeform is shown with different indicators.

Use a typeform *symbol* indicator when only the next letter (or symbol) is emphasized. See 9.2 for examples.

Because a typeform may apply to more than just letters, use the *word* indicator to extend over the following sequence, whether letters, numbers or symbols. Its effect ends at the next space. See 9.3.2 for examples.

Use a typeform *passage* indicator to show that a passage (three or more sequences) is emphasized. Insert the corresponding typeform terminator at the end of the passage. See 9.4.4 for examples.

As many typeforms *as necessary* may be shown by using transcriber-defined typeform indicators, which should be explained in a transcriber's note or on a special symbols page for the transcription. See 9.5 for the complete provisions.

The provisions for small capital letters are covered in 9.6.

Because there are closing as well as opening typeform indicators, 9.7.1 states that they should be "nested" with opening and closing punctuation.

Changes of typeform simply for minor punctuation may be ignored according to 9.7.3.

Practice 4

Assume any transcriber-defined typeforms used are explained on a special symbols page.

1. The *merry-go-round* with its calliope (**a carousel's steam whistle instrument**) brings childhood memories *galore.*
2. *Kitchen Nightmares, Fearless in the Kitchen, The HEAT With MARK McEWAN,* and *Eat, Shrink, and Be Merry!* are TV shows on the **FOOD** channel.
3. Pro**duce** the **prod**uct for **prof**it as well as re**fus**ing ***pes****ticides.*
4. <u>February</u>, nominated for the **Man Booker Prize**, is *Lisa Moore*'s book on the *Ocean Ranger disaster (set in Newfoundland).*
5. The revision of MASTERING LITERARY BRAILLE for UEB was completed in 2012.
6. Read *2* to 30 *not 22* to 30.
7. Check the spelling of "bel<u>ee</u>ve" and "fe<u>e</u>r".
8. The letter famously began *Dear John*.
9. ~~Omit crossed-out sections.~~
10. Note the punctuation which **[is]** wrong**?** in this **"**sentence**"**.

5. Accents/Modifiers [4]

The specific sign for each print accent is used. See 4.2 for the list. The accent immediately precedes the letter and follows any capital indicator. See 4.2.1 for examples. Do not use a contraction when any of its letters is accented. See 4.2.4 for examples. See also 4.3 for ligatured letters and 4.5 for Greek letters.

Practice 5

1. señors, pères, garçons
2. Did Der Führer and Gœbbels meet at Köln?
3. Little-known places in Europe: Málaga, Kirkağaç, Århus, Východočeský, Bodø and Međugorje.
4. Noël Coward played in many théâtres.
5. Garde Républicaine marched down the Champs Élysées.
6. the chapel of Santísimo Cristo
7. FFI — Forces Françaises de l'Intérieur
8. Côte d'Or, Moët, and La Tâche are fine wines.
9. ā as in d<u>a</u>te, æ as in ægis, ΔΩ [Greek letters Delta and Omega]
10. Björn Borg, Jan Kodeš and Ilie Năstase were greats in tennis.

6. Numbers [6]

The numeral sign (known as the numeric indicator in UEB) establishes what is called numeric mode. There is no change in the representation of digits in numbers, but the decimal point is now represented by the same symbol as the full stop, and a comma separating digits by the same symbol as the normal literary comma, dot 2.

There is a new symbol for a numeric space, e.g. the space which may be used in grouping digits (as in thousands or thousanths), in telephone numbers, or in dates. See 6.6 for its provisions and examples.

Simple numeric fractions use upper numbers for both numerator and denominator, separated by a "fraction line" sign, dots 34. See 11.3.1 for explaination and examples.

The only symbols that may be used in numeric mode are: digits, decimal point (full stop), comma, numeric space, fraction line, and the line continuation indicators (used only when dividing numbers between braille lines). See 6.2 for examples. This means that the numeric indicator is repeated after any other braille sign, in particular the hyphen and the colon. See 6.3 for examples.

Follow print for the transcription of such things as: dates, time, coinage, telephone numbers, postal codes. Unit abbreviations should be spaced or unspaced from the number according to print, though where print is unclear, it is generally better to space a unit from a preceding number. See examples in 3.9-3.11 and 11. When an apostrophe precedes a number, it precedes the numeric indicator in UEB. See 6.7 for examples.

Because there is no ambiguity, a letter sign (known as the grade 1 indicator in UEB) is not required when any capital letter or any of the letters k-z follow a number. See 6.5.2 for examples.

Practice 6

6a. Time and date: 3-4pm, 28 10 2013, the '30s; Population: 63,000,000;
     Decimals: 0.009, .33.

6b. Call 1 416 480 2500 [7530] at 11:30am in 218D.

6c. The 2-cup measure holds 1-¾ (1.75) cups of cream.

6d. 1/7/67 and 4.7.76 are famous dates. Which was in the 1700's?

6e. HA5 5BJ and L0C 1C4 and 10010-5477 are types of post codes.

6f. Odds are 7:1 for the 3rd race beginning at 1430. The 2nd is scratched.

6g. 2-quarts or ½ gal.; 4litres or 4 000 mL.

6h. In Universal Time, it is written 1971-05-16T00:00:01 UT1.

6i. Do question a4 or b5-c2.

6j. **199** should be 1**5**9.

6k. She's the 2d guitar in the 5-instrument band.

6l. Add ¼-½ tsp salt to taste.

6m. 4GB of RAM is ample!

6n. He was 5ft and ran at 9 mph.

7. Grade 1 Indicators [5]

Because UEB is one code for literary and technical material, symbols which are contractions in literary material are assigned different meanings in technical material. For example, the symbol for the "sh" contraction has the technical meaning, open square root. This is its grade 1 meaning.

One of the strengths of UEB is its computability. Context cues used by a reader are not sufficient to produce an accurate translation from braille to print. Grade 1 mode is the key to this feature.

The sign known as the letter sign in SEB ⠰ , is redesignated as the grade 1 symbol indicator in UEB.

7a Grade 1 in literary material

Literary material uses the grade 1 indicator to establish grade 1 mode for any letter or symbol which would be confused with a contraction or a number. This is similar to the use of the letter sign in SEB.

Note: The use of uncontracted/grade 1 braille has not changed and has nothing to do with grade 1 mode. See 5.11.1 for examples.

In UEB, the grade 1 indicator is used only to eliminate ambiguity. Because there is no ambiguity, a grade 1 indicator is not required when the letters *a, i* or *o* are standing alone. See 5.2.1 for examples.

As with capitalization and typeform indicators, there are symbol, word and passage indicators to show the extent of grade 1 mode. See 5 for the list of four symbols.

Use a grade 1 word indicator before a sequence and a grade 1 passage indicator and terminator for three or more sequences. See 5.3.2 and 5.4.2 for examples.

Practice 7a

Transcribe sentence 9 as though from a text in uncontracted braille.

1. O, Ab, are Friendly and Ag friendly?
2. "S" as in Port Said and "r" as in rather.
3. B. L. O'Leary (X) beats BL Comstock (O) at Xs and Os.
4. Latin: e pluribus unum, ab initio, et al.
5. Can I really "c u 4a d8"?
6. My E-MAIL AND WEB ADDRESSES both start with brl.
7. A g-g-g-g-government f-f-for the p-p-p-people
8. The big gold D suited her navy v-neck T-shirt.
9. Try a 2d K-Mart for the CD.
10. I to M are optional but <u>a</u> and <u>d</u> are harder.
11. The h-bomb was d-a-n-g-e-r-o-u-s!
12. ? and . end sentences, ; and : are used with lists.
13. X times V equals L; iii plus iv plus v equals xii.
14. A secret message: H-P-Y B-R-H-A- T- Y-U!

7b Grade 1 set by the numeric indicator

The numeric indicator does double duty—establishing both numeric mode and grade 1 mode. This allows braille signs that would be read as contractions to be used to represent symbols, such as the fraction line following a number. Thus contractions may not be used in the same sequence following a numeric indicator unless a hyphen or dash intervenes or a grade 1 terminator is inserted. See 5.6.2 for examples. Note that contractions are not used in post codes in any case, because the letters are read separately (see 10.12.1).

Practice 7b

1. 1st, 12th, 23d
2. 4-stop intersection, 3-computer family
3. Which website has the best information: books4school.com, literacy4everyone.ca, or learn2read.edu?
4. 2-in-1 hair treatment
5. The 52-year-old king (1322-?) conducted a 28-month siege against the fortified city.
6. You can have a 20—not a penny more!
7. ½shilling was equal to 6pence.
8. Write to me 1st at 60-B - East Ave., Stoke, ST3 6AB—Your Number1sister.
9. You've sold 1 000 000!—What now?
10. I remember 08/08/08—it's their anniversary.
11. 11[eleven], 1800INFO777, 1-800-INFO777
12. Do you write 4in or 4 in (spaced)?

8. Miscellaneous Symbols [3]

Follow print for the use of symbols regardless of context, whether literary or technical. See 3 for the list of general symbols. To make this possible, these commonly used signs have changed:

- asterisk see 3.3,
- pound and dollar signs 3.10,
- degrees 3.11,
- feet and inches 3.15,
- paragraph and section signs 3.20,
- percent 3.21,
- arrow 3.2.

The signs for plus, minus, times, and equals are similar to the SEB signs, except that they start with dot 5 instead of dots 56. The divided by sign is dot 5 dots 34. Note that the UEB conventions on the spacing of these arithmetic signs differs from the rules in SEB. See 3.17 for examples.

Practice 8

1. £159.30 includes VAT. What % is that? Do you usually add 5% or 10% service charge?
2. Standard conditions apply* (2004†).
3. His taxable income was $687 above the amount in €s.
4. Send it to him at PH#B; or stuart07g@rogers.com.
5. 90℉ is hot & −16℃ is cold!
6. 45+36 = 81; 81÷9 = 9.
7. 6′3″ is tall, 5′2″ is short.
8. 0.01 > 0.009.
9. ice → water → steam

*See §1p4¶2 for full details
†Revised 2008

9. Fractions, Superscripts and Subscripts [11.3 and 11.4]

There are two types of fractions. The simple numeric fraction, such as ½, uses upper numbers for both numerator and denominator, separated by a "fraction line sign", dots 34. See 11.3.1 for a definition and examples.

A mixed number uses a numeric indicator before the whole number and another before the simple numeric fraction. See 11.3.2 for examples.

The other type of fraction, i.e. not entirely numeric, requires the use of general fraction indicators. See 11.3 for the indicators and the general fraction line, and 11.3.4 for their use and examples.

UEB has new indicators for superscript and subscript. The superscript sign may be used in footnote references, following print. See 3.24.1 for examples.

Practice 9

1. It is only ¼ of a tsp, hardly enough to mention.
2. $\dfrac{700}{1000} = \dfrac{70}{100} = \dfrac{?}{10}$
3. $\dfrac{£3.50}{£15.95}$ = 22%—a very generous tip.
4. 1/6 past the hour would be 5:10 pm or 1710.
5. 20/20 vision is the best!
6. Desalinization[e] removes NaCl from seawater to get potable[f] H_2O.
7. What is 12½€ in pence ...?
8. Brian Mulroney[23] (the 18th Canadian P.M., 1983-1993[24]) introduced the Goods and Services Tax[25].

10. Computer Materials [11.10]

The major change for web addresses, email addresses and filenames within regular UEB text is that contractions may be used and no special coding is needed. Remember to apply normal contraction rules and that wordsigns and most shortforms will not be allowed in such material because they are not standing alone. See 10.12.3 for examples.

Follow print for the symbols used in computer material. New symbols include:

- at sign see 3.7
- backslash 7
- tilde 3.25

If it is necessary to divide a long email or web address at the end of a braille line use the line continuation indicator, dot 5, at the end of the line, or line continuation with space indicator, dot 5 dot 5, where there is a space at that point. See 6.2.1 for examples of the use of these signs with numbers.

Practice 10

Assume the following are found in regular text and are not part of displayed computer material.

1. Mary Smith's email address is Mary.Smith@edu.org.
2. http://www.ukaaf.org/about/contact-us
3. You will be able to find the file at
   c:\conference\workshops~90minutes.*doc.
4. gr8works@firewithin.net
5. www.glow-in-the-dark_hallowe'en/31:10
6. www.district[east]XYZ\chatter

11. Transcriber's Note Indicators and Transcriber Symbols [3]

UEB includes special signs, called "transcriber's note indicators", used to enclose explanatory notes which are inserted into the braille by a transcriber, and are not part of the original text. These replace the use of square brackets for this purpose – the normal practice in SEB. The advantage is that there is a clearer distinction between information inserted by the transcriber, and the original text. The new braille signs for transcriber's note indicators belong to the family of enclosure symbols. See 3.27 for examples.

UEB also provides a "dot locator for mention" sign. This is placed before a braille sign to help a reader locate the dots when it is being discussed rather than used. Thus it would be used when a braille symbol is mentioned in a transcriber's note or on a page listing special braille symbols in a transcription. When used there is no need to give the dot numbers for the symbol. See 3.13 for the complete provisions and examples.

There is also a family of transcriber-defined symbols which may be assigned to represent any print symbol for which there is no braille sign and which is used frequently in the text. See 3.26 for the complete provisions and examples.

Practice 11

Start with a transcriber's note to indicate that the map of snowmobile routes is omitted and to give the meaning of the transcriber-defined symbols used.

Hiking ⛷ and Cross Country Ski ‖ Trails:

- Bruce Trail 775 km ⛷
- Humber Valley Heritage Trail 15 km ⛷
- Pinery Provincial Park 37 km ⛷ ‖
- Rattlesnake Point Conservation Area 10 km ⛷
- Sauble Beach XC Ski Club 18 km ‖
- Sleeping Giant/Sibley Provincial Park 60 km ‖

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