

# **UPDATE TO UEB**

A Self-Directed Course to Update from  
*English Braille American Edition*  
to  
Unified English Braille

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This course requires the use of *The Rules of Unified English Braille* which can be downloaded in print or braille from [www.iceb.org/ueb.html](http://www.iceb.org/ueb.html).

This course can be downloaded in print or braille from [www.cnib.ca/braillecertainment](http://www.cnib.ca/braillecertainment).

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## Print Edition

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## Introduction

This course is intended for those who hold CBA/CNIB certification in Braille Transcription or Grade Two Braille both of which are based on the rules of the current braille code *English Braille American Edition* (EBAE).

The Update Course briefly explains the changes from EBAE 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 EBAE. 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 is being provided by CNIB free of charge and may be done entirely on your own. Each transcription Practice is followed immediately by its answers in simulated braille.

If you would like help with the course, you may request someone to assist you. The person assigned to you could serve as a mentor and answer any of your questions, or could serve as an instructor and mark the Practices for you, or any combination of these options. Contact Braille Certification at CNIB if you wish to have assistance:

email: [Braille.certification@cnib.ca](mailto:Braille.certification@cnib.ca)  
phone: 416 486-2500, ext. 7530.

Mention "UEB Update" in your message, provide your contact information and we will have one of our UEB instructors get in touch with you.

When you have completed the course to your satisfaction and, if you wish to update your certification to UEB, get in touch with Braille Certification at CNIB for information about the procedure.

## **Instructions for the Practices**

This course is designed for direct 6-key entry in order to best assimilate the changes. You may use a braille or a computer with a transcription program that allows direct entry.

Start each practice on a new braille page. It is important to use 40 cells across the page 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.

Some of the Practices are indented paragraphs (3/1) and some are list format (1/3). Follow print for paragraph or list format.

This course does not deal with format and the format of the answers given, for example notes, may differ from the format you use.

## 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* 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  $\ddot{\cdot}$  and N  $\ddot{\cdot}$  in the middle of a word. The *tion* contraction is used in "ation".
- The contraction *ble* could be confused with the number sign  $\ddot{\cdot}$  (now called the numeric indicator).
- The contraction *com* could be confused with the hyphen  $\ddot{\cdot}$ .
- The contraction *dd* could be confused with the dot or period  $\ddot{\cdot}$  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 Less restrictive contraction use**

There is a more liberal use of contractions. To see examples illustrating that contractions bridge most major syllable divisions, read 10.11.5 and 10.11.7.

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

Generally it is permissible to use a contraction even if it would alter the usual braille form of the word. A contraction also bridges a diphthong. See 10.11.6 and 10.11.9 for examples.

### PRACTICE 1c

1. Benedict Brigham
2. reduce heartsease
3. denotes renewable prediction
4. erosion erases
5. mistaken mistrust
6. delineate multinuclear
7. predated Goering
8. Judaeans predominate
9. redact and reread deregistered edition
10. dukedom's phoenix
11. profound professor
12. incongruity leads to pandemonium
13. foreseeably peaceable
14. unlessoned and unfulfilled
15. derail at Clemenceau
16. undisturbed northeastern anteatr
17. freedom from boredom and lordosis
18. aerial imagery
19. deactivated preadmission



### **1d Shortforms**

There is a list which sets out the words in which a shortform is used. See Appendix 1.

The use of a shortform as part of a longer word no longer depends whether a word is a proper name. See 10.9.2 for examples.

In addition, ten shortforms have special conditions for their use. See 10.9.3 for those conditions.

#### PRACTICE 1d

1. deceived himself to-night
2. littlest greatgrandchild
3. Instantbraille
4. declared the Lettermen the "Greatest" afterhours
5. Littlejohn brailled for blindchildren
6. today's musts and tomorrow's shoulds
7. Blindcraft conceived by blinded people themselves
8. Braillex and Quickbraille
9. today at the friendly TD
10. rejoicingly he said Port Said quickly
11. goodz not godz
12. befriend Friendly Goodchildren immediately
13. Firstrate print/braille
14. Al's supergreatness
15. couldn't've mislettered "childrenes"



## 2. Punctuation Marks [7]

Follow print for punctuation marks.

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

The use of quotation marks is unchanged for the most part. The sign for the closing single quote is changed to ⠦⠦⠦ to conform to UEB symbol construction principles.

When the question mark could be confused with the opening single-cell quotation mark, precede it with a letter sign ⠆ (known as a grade 1 symbol indicator in UEB). 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.

There is a family of signs to represent the parentheses and related symbols of enclosure. See 7.1.1 for examples.

NOTE: The braille signs for the symbols of enclosure 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 cents or 0.95 dollars
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]

A composition sign (known as an indicator in UEB) establishes a “mode”, e.g. capitalization mode and italic mode.

The effect of the double capital sign (known as the capitals word indicator in UEB) only applies to letters and does not carry over the hyphen or the apostrophe. See 8.4.2 for examples.

A passage of fully-capitalized words (three or more) starts with a capitalized passage indicator ⠠⠠⠠ and ends with the capitals terminator ⠠⠠ [8.5]. The passage indicator carries over any non-letter symbols within the passage. Sections 8.5 and 8.6 give the complete provisions.

#### PRACTICE 3

1. F.D.R., JFK and R.M. NIXON were USA Presidents.
2. SIR JOHN A. MACDONALD (Macdonald), WILLIAM LYON MACKENZIE (Mackenzie) KING and PIERRE ELLIOTT TRUDEAU (PET) were long-time Canadian Prime Ministers.
3. LOUIS ST-LAURENT is another PM; was O’CONNELL one?
4. IBM’S PCs are APPLE’S competition.
5. “YOU CAN’T READ THIS: Forbidden Books, Lost Writing, Mistranslations and Codes”.
6. ON CANADA DAY JULY 1, 1967 — CANADA WAS 100!
7. GOJays! EAT ‘EM RAW!
8. 1800TAXI777 or www.TAXI.com
9. NORTH/SOUTH, WEST/East
10. unCHARITABLEness
11. TWO-BY-TWO
12. But ... not I. IT’S COMFORTABLE EVEN IF IT’S THE LITTLEST.



## 4. Typeforms [9]

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 9.1.2 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. 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 provides that they 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 transcriber's note 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. **Produce** the **product** for **profit** as well as **refusing pesticides**.

4. February, 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 "beleeve" and "feer".

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.

### 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 date, 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 number sign (known as the numeric indicator in UEB) establishes numeric mode. There is no basic difference in the representation of numbers, specifically the digits, the comma and the fraction line. Remember that the decimal point is now represented by the same symbol as the period.

There is a symbol for a numeric space, e.g. the space in metric numbers and telephone numbers. See 6.6 for its provisions and examples.

The only symbols that may be used in numeric mode are: digits, decimal point (period), 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. 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 a 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, 2013 10 28, 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  $1\frac{3}{4}$  (1.75) cups of cream.
- 6d. 1/7/67 and 4.7.76 are famous dates. Which was in the 1700's?
- 6e. LOC 1C4, M18 3BK and 10010-5477 are postal codes.
- 6f. Odds are 7:1 for the 3rd race beginning at 1430. The 4th is scratched.
- 6g. 2-quarts or  $\frac{1}{2}$  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 **159**.
- 6k. She's the 2d guitar in the 5-instrument band.
- 6l. Add  $\frac{1}{4}$ - $\frac{1}{2}$  tsp salt to taste.



## 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.

### 7a Grade 1 in literary material

Literary material still requires the use of the letter sign (known as the grade 1 indicator in UEB). It is used to establish grade 1 mode for any letter or symbol which would be confused with a contraction or a number.

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 a and d 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.

### PRACTICE 7b

1. 1st, 12th, 23d
2. 4-stop intersection, 3-computer family
3. Which website has the best information: [books4school.com](http://books4school.com), [literacy4everyone.ca](http://literacy4everyone.ca), or [learn2read.edu](http://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 me at 1179-B - 34th Ave., Claresholm AB T0L 0T0—  
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





## 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,
- dollar sign 3.10,
- degrees 3.11,
- feet and inches 3.1.5,
- paragraph and section signs 3.19,
- percent 3.20.

A useful new sign is the bullet. It is in the same family as the braille period. See 3.5 for examples.

The signs for plus, minus, times, divided by, and equals allow them to be used wherever they are encountered. See 3.17 for examples.

## PRACTICE 8

1. \$159.30 includes HST. What % is the tax? Do you usually add 15% or 20% gratuity?
2. Three key elements of a compelling vision: \*
  - Significant purpose
  - A picture of the future
  - Clear values
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°F is hot & -16°C is cold!
6.  $45+36 = 81$ ;  $81 \div 9 = 9$ .
7. 6'3" is tall, 5'2" is short.
8.  $0.01 > 0.009$ .
9. ice → water → steam

\*See §1p4¶2 for the full discussion of vision.



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

There are two types of fractions. The simple numeric fraction, such as  $\frac{1}{2}$ , is unchanged. 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. Follow print—do not insert a hyphen. See 11.3.2 for examples.

The other type of fraction 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 uses the same indicators for superscript and subscript, following print, whether in literary or technical material. For example, in literary material they are used for letters and numbers that are footnote references. See 3.23.1 for examples.

### PRACTICE 9

1. It is only  $\frac{1}{4}$  of a tsp, hardly enough to mention.
2.  $\frac{700}{1000} = \frac{70}{100} = \frac{?}{10}$
3.  $\frac{\$3.50}{\$15.95} = 22\%$ —a very generous tip.
4.  $\frac{1}{6}$  past the hour would be 5:10 pm or 1710.
5. 20/20 vision is the best!
6. Desalinization<sup>e</sup> removes NaCl from seawater to get potable<sup>f</sup> H<sub>2</sub>O.
7. Is it a riddle or a song that goes “7½¢ Doesn’t Mean ...”?
8. Brian Mulroney<sup>23</sup> (our 18th P.M., 1983-1993<sup>24</sup>) introduced the Goods and Services Tax<sup>25</sup>.



## 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 3.24

### 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.brailleauthority.org>
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](http://www.glow-in-the-dark_hallowe'en/31:10)
6. [www.district\[east\]XYZ\chatter](http://www.district[east]XYZ\chatter)



## 11. Transcriber Symbols [3]

The new braille signs for transcriber's note indicators also are part of the family of enclosure symbols. See 3.26 for examples.







When a braille symbol is mentioned in a transcriber's note or on the symbol's page, precede it with a dot locator for "mention" and do not give the dot numbers for the symbol. See 3.13 for the complete provisions and examples.

There is 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 3.25 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 