Notes for the Assignment 1 Answer Key

Line Spacing
- Materials for Grades 2-5 are single-spaced.
- There should be a blank line between a title/centered heading and directions.
- If a student will be circling an answer, you may leave a blank line above and below the answer choices.

Title/Centered Heading
- Count the number of cells needed to transcribe the title in braille, subtract this number from the total number of cells in a line (32 or 40), then divide by 2. This will give you the starting point for centering.

Directions
- When directions precede numbered problems, they begin in cell 5 with runover lines beginning in cell 3.

Opening Nemeth Code Indicator and Nemeth Code Terminator
- An opening Nemeth code indicator can be placed at the end of a line of literary text OR on its own line.
- A Nemeth Code terminator can also be placed after the math ends (on the same line) OR on its own line.
- When deciding where to place each of these indicators, consider consistency and clarity to the braille reader.
- Do not place a Nemeth Code terminator immediately after the last problem in a spatial layout (on the same line). Place it on the following line in cell 1.
- **Keep Nemeth elements on the same line whenever possible. In another words, do not divide an expression or equation across 2 lines unless absolutely necessary.**

Single-Word Switch Indicator
- When a single-word standing alone occurs between 2 math expressions, a single-word switch indicator (dots 6-3) may be used in Nemeth Code to indicate that the following word is in UEB.
- If the single-word switch indicator is used, then it should be used throughout the transcription.
- If you choose not to use a single-word switch indicator, then you should not use it anywhere. Consistency is the key!
- When not using the single-word switch indicator, do not use contractions within Nemeth Code.

Numbering Problems
- When you are in Nemeth Code, use Nemeth numbers.
- Otherwise use UEB numbers.

Fill in the Blank
- When the long dash _____ is used to represent a missing number in print, use dots 3-6 four times in Nemeth.
- Generally, place a space before and after a long dash unless there is a mark of punctuation next to it.
- When an empty space or **?** is used to represent a missing number, sign of operation, or sign of comparison in print, use the general omission symbol, which is a full braille cell (dots 1-2-3-4-5-6), in Nemeth.
- Space the general omission symbol the same way you space what it replaces.

Formatting Numbered Multiple Choice Problems
- Format multiple choice questions by beginning the question in cell 1 with runover in cell 5.
- Answer choices begin in cell 3 with runover in cell 5.
- As needed, rearrange answer choices so that they are in order numerically or alphabetically.

Addition, Subtraction, and Multiplication Spatial Problems
- The addition or subtraction sign goes one cell to the left of the widest number above the separation line.
- The multiplication cross goes one cell to the left of the multiplier.
- The separation line is one cell longer on either side of the widest part of the problem.
- You must have at least 1 or 2 cells between the separation lines of multiple problems on the same line.

Division Spatial Problems
- The separation line begins above the division sign and goes one cell to the right of the problem, including any remainder.
- There are no numeric indicators in spatial division problems. A division problem is considered spatial when it includes a quotient (answer).
- A blank line must be left above and below a spatial problem.
- Division problems without a quotient are written in linear format.
- Place the problem number on the same line as the dividend.

Page Numbers
- The braille page number always goes in the bottom right corner on the last line of each page using UEB numbers.

CAUTION: Be sure and use the opening Nemeth Code indicator and the Nemeth Code terminator everywhere needed in each worksheet!!