





EX16-5

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EX16-6

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EX16-7

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EX16-8

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EX16-9

۴. مہم جوئی، سہولت، اپنا  
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EX16-10

۴. مہم جوئی، سہولت، اپنا  
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EX16-11

۴. مہم جوئی، سہولت، اپنا  
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EX16-12

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EX16-13

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EX16-15

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EX16-16

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EX17-3

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EX17-4

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EX17-5

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EX17-6

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EX17-7

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EX17-8

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EX17-9

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EX17-10

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EX17-11

Handwritten shorthand for 'The end of the world' (The end of the world)

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EX17-12

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EX17-13

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EX17-14

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EX17-19

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EX17-20

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EX17-21

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EX17-22

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EX17-23

Handwritten shorthand for 'The first of the month' (The first of the month)

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EX17-24

Handwritten shorthand for 'The first of the month' (The first of the month)

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EX18-1

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EX18-2

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EX18-11

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

A series of horizontal lines for handwriting practice on the right side of the page.



### EXERCISE 16(A)

1

I had to buy some new nails to repair the storage boxes.

I saw a snail eating the tomatoes in my veg patch.

The score of the ball game was nil for both sides.

In my job I only have to talk to the customers.

I shall go to the house unless you ask me to stay here.

I will have to borrow cash unless I can get to the bank.

2

They are holding the annual village show next Saturday.

We took our boat onto the canal for a long ride.

The customers are mainly going to buy sale items.

He was wrongly accused of robbing the bank.

You are strongly advised to ask for the forms at your bank.

I use money sparingly so I can save for the holidays.

3

He jokingly said he will help us on Saturday as well.

If you ask nicely she will give you a box of sweets.

Pack the food in densely so we only use two boxes.

It is most unlike the council to pay for the repairs.

He is unlikely to ask the county council officer to visit us.

We saw the fossil of a dinosaur on the vessel in the canal.

4

The thistle has a pale mauve head and downy seeds.

The car was almost noiseless as it sped along the road.

The mouse goes noiselessly into its burrow in the bank.

If you step into the road, the cars may knock you senseless.

The council officers are businesslike though faceless.

He was voiceless, as he had to speak at five different times.

5

The staff have licence to go to the lessons on Wednesdays.

My boots are too loose but getting laces for them is elusive.

You must listen to the things Tom has to say.

If you loosen the ropes, the ship can sail away easily.

This looseness in your talk is losing you much business.

I will enslave myself to study and get some facility in this.

### EXERCISE 16(B)

6

Thomas writes a column each month for the City Times.

We now have Calum on the staff to do the shop duties.

Having to use all the savings was a big calamity for them.

I am going to make a film on the hobbies I have.

I think they will have to stop filming as the day fades away.

We are going to visit Fulham to see all the shops.

7

Calum has bought a volume on the history of cinema films.

The volume of milk in the jug is now much less.

We have a voluminous cherry cake for all the kids.

The book in the cabinet was on vellum and had big pages.

The king wishes to know the length and width of his realm.

He can fulminate all he likes but they seldom see eye to eye.

8

The text is lacking the items which Alex said he has given us.

It was lax of Alex to allow them to go home so soon.

Olga has a nasty red wasp sting on her right leg.

The lame dog was resting by the big elm in the road.

You must laminate the pages to eliminate any damage.

It took a long time to go along the road to the bay.

9

Tony had to install the lino all alone last Monday.

If you are installing lino, you must align the edges.

Lenny says he is going to see Alan tomorrow.

Lena said she now has Elena on the staff to help her.

I think we are going to see much snow in Alaska.

Give this package to Joe Lasky at the bank.

### EXERCISE 16(C)

10

I will lie on the couch, although I also like lying on the sofa.

I will allow them to go to the bank to get the allowance cash.

She is allowing them to stay in the office all day Saturday.

She is our ally and is likely to keep up the alliance for years.

She was ill last month but the illness is now all in the past.

He bought some oil and is now in the garage oiling his bike.

11

We never like the food they have because of its oiliness.

He is never slack in his new job at the City Bank.

She is selling loads of the new stock items to the customers.

We enjoy sitting in the stillness of the dusk hours.

The dog was stealing food out of the large bowl.

The swelling on my arm was because of the wasp sting.

### EXERCISE 16(D)

12

Jack may fail to file the items in the right box.

I fell asleep on the sofa, full of my meal of soup and cakes.

It was just awful to see how the car came off the icy road.

Follow the car and ask the fellow to come and speak to us.

The staff are fully aware of how to do the jobs.

The chef is making loads of sweet filo packages for us.

13

Tim said it was awfully chilly and windy at the beach today.

I am going to be successful in my exams.

I will successfully pass them all fairly easily.

These tools are so useful for doing the repair job.

We may usefully take on several new staff to do this for us.

It is false to say he was unaware of these things.

### EXERCISE 16(D) (cont)

14

It is also a falsity to say he spoke falsely in the case.

My mum's name is Felicity which is a happy name.

The vole lives in a small hole in the muddy bank.

The kids are enjoying volley ball on the beach.

Velocity is a different way to say how fast it is.

The Vale of Mists is a lovely valley by the seaside.

15

It was to no avail, as he spoke on the value of saving.

Beth saw the vile kid pulling up the violas in the park.

The park is on a level and has some lovely paths.

I will go by rail to see the historic car rally.

I bought a roll to eat but I rely on the cook to make soup.

I had to yell at the car to stop at the yellow sign.

16

I have some skill in doing this easy subject.

The fish had shiny scales and the snake was also scaly.

The boy was a rascal, always doing wrong things.

We are all aware of the kid's rascally ways.

Fiscal affairs are on the subject of money and revenue.

We are, fiscally speaking, having to do much on less.

17

Your job is filing the receipts in the filing cabinet.

It is autumn and all the red and yellow leaves are falling.

The council is failing in its duty to pay for the repairs.

The council put up a notice on dog fouling in the road.

They are availing themselves of the time they now have.

The council are now levelling the new car park.

18

We are going to put some railings along the edge of the path.

We saw the ball rolling along the side of the road.

It is no use yelling at him, he will only keep doing it.

I saw the lads scaling the tall tower using long ropes.

I followed the bus all the way to the bus-stop by the pub.

My family valued the time they had at the wedding.

19

We saw no falseness in the things he said to us.

The pages of the book are all yellowed because of its age.

We are going to stop all this vileness in the films.

The ditch along the path was full of foul rubbish.

He spoke most foully on his time in the army.

She was a vile lady and spoke most vilely all the time.

20

He was always servile and bowing most servilely to the king.

Jack has many skills but Joe seems to be skill-less.

Fish in the sea have scales but shop fish are scale-less.

Although it was sunny, the forest was nice and cool.

He is going to march coolly in and ask for his money back.

A guileless lady never allows a lie to pass her lips.

21

They ate a whole loaf for lunch on Monday.

He is solely in charge of the staff at head office.

I am wholly for you and your party's speeches.

I have a big hole in the toe of my new red socks.

I am never going to go out if I have holey socks.

He read the Holy Book to the village folk each Sunday.

22

They will visit us tomorrow and this will make us all happy.

I think this will make a big change at the factory.

If they will come, this will help the staff to do the job.

She is going home and I know this will be the right thing to do.

We saw a nice house for sale in South Road.

She is asking if those shoes in the shop window are for sale.

### EXERCISE 17(A)

1

I will have to walk to the bus-stop and walk to the offices.

I usually wake at six but the kids always wake at eight.

I woke up early on Monday just as the sun came up.

The story was of a wicked lad who always kicked his dog.

I think the week is going to be busy for me and the staff.

I am feeling weak so I will go upstairs to sleep it off.

2

The dog always wags his tail as his master comes home.

They will make a wigwam out of sticks and leaves.

We are hearing of a war in the south counties.

I bought a reel of steel wire for the repairs on the farm.

The lads were outside but the kids were in the warm.

I shall wear the new shoes to the office party.

3

The lady was selling her wares in the village shops.

He wore a red neck tie and she wore a yellow robe.

We saw some ducks swimming by the deep weir.

The snow is now worse and it is likely to keep on worsening.

He thinks it was the worst day of his life at his new job.

She will stay at work to five, as she is working on the data.

4

The day may be warm but the sea is never warm here.

The kids were looking for worms in the soil. If Rich worries all day, he will make himself ill.

Moirra had a worried look on her face all day.

The horse was weary as it was walking all day.

We became wearied by his weak office jokes.

### EXERCISE 17(A) (cont)

5

The wood may warp if you leave it out in the snow.

This vase is worth loads of money, if you wish to sell it.

This business is worth as much as it was last year.

This china cup is worthless so it is unlikely to sell.

Gareth is worthy of all the pay they give him for the job.

The baby in her womb was kicking all day.

6

The robe is going to make her look slim but womanly.

I am always awake as the sun is coming up.

As I awoke, I saw a big shadow on the window.

I was aware of a noise at the back of the house.

We are going to award Paul a pay rise for his work.

We are awarding a bonus to all those in the Wyoming office.

### EXERCISE 17(B)

7

I am with Mark today and I am with Melanie tomorrow.

With all the cash I bought a car with big seats in the back.

I have a nice new job with City Bank in New York.

When I go to the village I will buy some shoes.

They will take this package when they go to the shops.

The kids are happy when we take them on holiday.

8

What are you going to say and what are you going to do?

Laura noticed what nice shoes Sarah was wearing.

Can you ask her what she is going to do tomorrow?

Would they like to come here and would they like lunch?

I think Dick would wish to take on this new work.

Ask Mike if he would go to the shops for us.  
9

I am with the boss today discussing all the business affairs.

They ought to talk with the officer who saw it all.

I bought a car with the money my family has given me.

We are taking tea at five and having some cookies with it.

It is with much sadness we have to announce these deaths.

I bought a new steel fork with which to dig the soil.

10

We are doing music lessons with each of the kids.

I shall be working with those tools tomorrow.

We are going to be happy with this new pay rise.

I shall be talking with these visitors at four today.

I am going with them to see the new head office.

They are at peace with themselves now they are home.

11

When the time comes, you may have to deal with the worst.

You must write to me when the new book is on sale.

When it is day time, we can work for at least eight hours.

When does the notice say we can go home?

When they arrive at the hotel, give them some tea.

The staff must come into the office when we have visitors.

12

What does it say on the notice on the office door?

What do they think we are going to do with the rubbish?

What do you think he said to me at the party on Sunday?

What would be his answer if we ask him to come tomorrow?

They know just what would be the right thing to do.

Ask them what would have had the best effect in this case.

13

What have they put in the new book on this subject?

We are aware of what can be seen by the visitors.

What can they do for us with all the skills they have?

I was asking Jackie what was going to be the fair thing to do.

What was the noise and what was the animal making it?

I am going to ask them what were the reasons for the delays.

14

Max would be the lad to hire for this house repair job.

It would be a shame to leave the food to go to waste.

I said to him, it would have to be put into boxes.

I think you would like staying at this hotel by the sea.

You would enjoy all the things they put on for visitors.

I know you would be happy to work in the shop.

15

You would have loads of time to see the sights of the city.

I think Jim would have had the sense to take his car.

I have two boxes which would be enough for all the things.

I will ask Reg which would be the best book to give her.

They lost the dog which would have caused them much worry.

We think Jock would never like to work on a farm.

### EXERCISE 17(C)

16

Take this heavy luggage with you to the hotel.

I will be with you on your first day in the office.

Have a book with you in case the coach is delayed.

When you go home, get the food ready for the party.

I shall know when you arrive at the hotel in your car.

The boss notices when you arrive and when you leave.

17

Write on the page what you have seen in the forest.

I can guess what you wish to have for your birthday.

I will write what you say and what you do on my pad.

Would you go to the store for me and get some milk?

Would you write to him to ask him to come soon?

Would you visit us and would you like to go out for lunch?

### EXERCISE 17(C) (cont)

18

We think we know what may be the best way to do it.

We have what may be a high value item in the safe.

Gary would make loads of cash if he sold his business.

The hotel would receive all the new guests on Saturdays.

We have to decide what must go and what must stay.

I said, What must we buy for the tea party?

19

Jill came with us and sat with us by the sea.

He should get a high paid job with his skills.

When is Joe going and when is Josh coming here?

When is Maggie going to do the work for us?

When is the bus going to arrive at this stop?

When his boss comes in, Paul can give him the post.

20

Do write and say what is going on in your home village.

What is her name and also what is her age?

I think I know what his next job is going to be.

What is the time now and what is the date today?

Would his boss like to visit our new factory?

Would his new job be paying at a higher rate?

21

When has Tom said we can take time to work on the job?

When has he said he would get the items for us?

When has the firm said it would give the staff some time off?

What has this to do with our family affairs?

What has the council said on the subject of the bus times?

What has the lady said to them when they came to the house?

### EXERCISE 17(D)

22

You said you were in the house on the day of the robbery.

If you were rich, what would you buy for yourself?

I took out the boxes which were in the back room.

We saw some cars which were stuck in a long queue.

I saw some tourists who were asking for the way to the hall.

I know those boys who were swimming in the lake.

23

They were staying at the hotel when they saw the news.

Do you know if they were at the City Bank on Tuesday?

We were all happy and jolly as we were going on holiday.

Many were wishing to see all the items in the new store.

When were they going to ask him to do the job for them?

When we are in the city, we shall visit some of the big stores.

24

I think this week I will pay him a visit at his home.

You have to post the boxes of items to us this week.

It will be sunny next week so we can go to the beach.

I hope to receive my award at the village hall next week.

Last week we took some things into the new offices.

I am happy to say last week was James's first birthday.

25

It is many weeks since we took a ride on the boat.

He will be working on the job for many weeks to come.

In a few weeks we shall see my mum at her new house.

Next month Tim is going to America for a few weeks.

A few weeks ago we had some new staff working for us.

They have had loads of work to do in the past few weeks.

### EXERCISE 18

1

I have to inform you of the new laws on voting.

I was informed by the officer of what is going on.

I am familiar with the type of work the staff do.

They have some familiarity with the way to do the task.

I must get some insurance for my new car.

They must respect the rights of the citizens in this city.

2

She respected the visitor when he was asking for help.

The tourists are never respecting the customs.

I expect you will come to see us next week.

They had expected us to do all the work for them.

I am expecting a package some time today.

I have inspected my office and saw it was all tidy.

3

We are having an inspection of the factory this week.

They will inspect Tom's car to ensure it is safe.

The dentist inspects our teeth and gives advice on them.

James is going to exchange on the house in a few weeks.

The bank said they can exchange this money for us.

This customer always exchanges the items she buys.

4

I shall be exchanging my car for a new car tomorrow.

I have exchanged the shoes for some of a different colour.

I have bought an especial birthday item just for you.

It was an especially warm day on the beach.

Yesterday we came to the office to pick up the work.

I will be going on holiday to China in January.

5

In February we had loads of snow and ice.

I never go to the shop because the costs are too high.

We shall be visiting the family next November.

What is the maximum your firm wishes to pay for this work?

We have a minimum of five staff in the office on Mondays.

He thinks he is capable of doing two jobs at the same time.



