

EX21-9

۴ تا ۵ پیوسته
 ۴ پیوسته / فضا پیوسته
 ۴ پیوسته (۰) پیوسته
 ۴ پیوسته - (پیوسته) پیوسته
 ۴ پیوسته پیوسته پیوسته
 ۴ پیوسته (۰) پیوسته پیوسته

EX21-10

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EX21-11

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EX21-12

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EX21-13

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EX21-14

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EX21-15

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EX21-16

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EX21-21

۴ - تا ۲۰۰۰
 ۴ مفا ۳۰۰۰
 ۴ انب نعر ۳۰۰۰
 ۴ ۲۰۰۰
 ۴ ۳۰۰۰

EX21-22

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 ۴ ۶۰۰۰

EX21-23

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EX21-24

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EX21-33

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۴ تا ص ب ص ب ص ب ص ب

EX21-34

۴ تا ب - ب - ب - ب - ب - ب

۴ تا سینه سینه سینه سینه

۴ تا ب - ب - ب - ب - ب - ب

۴ تا ص ب ص ب ص ب ص ب

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۴ تا ب - ب - ب - ب - ب - ب

EX21-35

۴ تا ب - ب - ب - ب - ب - ب

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EX21-36

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EX22-3

Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

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Handwritten shorthand symbols on a blue line.

EX22-4

Handwritten shorthand symbols on a blue line.

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EX22-5

Handwritten shorthand symbols on a blue line.

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Handwritten shorthand symbols on a blue line.

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Handwritten shorthand symbols on a blue line.

EX22-6

Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

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Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

Handwritten shorthand symbols on a blue line.

EX22-7

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EX22-8

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EX22-9

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EX22-10

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EX22-11

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EX22-12

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EX22-13

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EX22-14

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EX22-23

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صا () بتا مة

صا () بتا مة

EX22-24

صا () بتا مة

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صا () بتا مة

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صا () بتا مة

صا () بتا مة

EX22-25

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

EX22-26

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

صا () بتا مة

EX22-35

Handwritten shorthand symbols for 'The' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

Handwritten shorthand symbols for 'the' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

EX22-36

Handwritten shorthand symbols for 'The' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

Handwritten shorthand symbols for 'the' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

EX22-37

Handwritten shorthand symbols for 'The' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

Handwritten shorthand symbols for 'the' and 'is'.

Handwritten shorthand symbols for 'a' and 'man'.

Handwritten shorthand symbols for 'and' and 'to'.

EXERCISE 21(A)

1

All these errors with the data are making the boss mad.

The staff are advised to say Sir or Madam to customers.

Walking in the hills made my boots get caked in mud.

Ask the hotel maid to get all that mud off for you.

The middle boy of the family is always having bad moods.

It seemed to us to be the right thing to do.

2

The steamed puddings have to be timed at two hours.

He calmed the horse by patting it on the neck.

The cars are all jammed into the narrow roads.

This hotel is famed for its highly popular range of foods.

I have assumed that you know how to check the notes.

The dog was named Rocky and it roamed the roads all day.

3

The text of the kid's story book rhymed on all the pages.

They made a note that the police officers are all armed.

The roaring fire soon warmed up the chilly room.

No animals were harmed in the making of this film.

We have now homed the dog with a nice family we know.

He hummed a song as he sat on the park bench.

4

It is too humid for us to do any heavy work today.

He hammed up the story as he acted it out on the stage.

I think we need to take on some staff who can do this for us.

If you knead the dough mix, it will rise to a good shape.

We soon became annoyed because of the noise they made.

It was early November when it snowed for a week.

5

In the end we had to send the boxes back to the depot.

I am sending Pat Smith to you to help you out.

We listened to all the sounds of the deep forest.

I could hear the sounds of the horses in the meadows.

I have signed the cheques and Mark has signed the notes.

We have designed a new logo for our business.

6

The notice said that nude bathing is not allowed in the bay.

Despite the notices, several nudes were swimming in the sea.

The beach had no sand but was full of thousands of stones.

The vet had to stun the fierce bull so he could catch it.

The family were stunned by the news they were hearing.

To be stoned is a slang way to say, they had too many beers.

EXERCISE 21(B)

7

The big windows let lots of light into the room.

I have to say that lately I have only slept a little.

We saw a slight fall of snow and a little sleet.

We bought some salt and toilet rolls at the village store.

The silt and mud on the paths are making our feet slip.

All the adults we met were so polite and nice.

8

A ballot is going to be held to vote for a minister.

You need to tilt your hat and do up your belt.

The guests felt that the fish fillets were not that good.

A volt is a way to talk about the power in an electric wire.

If you melt the cheese on the toast, the result is delicious.

We walked to the inlet and knelt on the stony beach.

9

The room with the big windows is sunlit most of the time.

The back rooms with no light fittings are unlit and chilly.

It would be an insult to say all those bad things to him.

I thought the state of the rooms was quite insulting.

You must insulate the windows as it will soon snow.

We are insulating all the sides of the house so it stays warm.

EXERCISE 21(C)

10

The lady was quite old and it ailed her to walk upstairs.

She pulled out her notes and wrote it all on the page.

The sheep was quite bald when they had cut off its coat.

The baby bawled loudly when it was picked up.

The lads toiled up the steep hill to the castle.

They have jailed the lad who stole all that money.

11

The knitting guild made a large hanging for the hall.

The artists are going to gild the statue of the king.

He was skilled at sailing but was killed in the big storm.

The old lady would always scold the noisy boys.

I have now filed the pages of notes that were on the desk.

We have billed this customer but she has failed to pay.

12

The sheep were in a large fold at the top end of the field.

They kneeled on the mats which made it easy on the knees.

The staff mailed the packages and emailed all the customers.

The forecast is mild which will help the tomato yield.

The shop may withhold all the goods until they pay for them.

The maid smiled as she was folding the pile of sheets.

13

The old statue has gilding on all the mouldings.

The farm is yielding a good harvest of maize.

The police officer's job is upholding the rule of law.

The maids have now folded all the items for the rooms.

He fielded the balls for the game on the pitch.

She moulded the sand to the shape of a large fish.

14

It takes a lot of skill to have gilded this statue.

My patch on the farm has yielded lots of good food.

She scolded the boy who lied about missing the lessons.

The load on the lorry fell off with a loud bang.

The work is being delayed by all these annoying things.

He followed all the things that the book advised him to do.

15

The house was built to be large, solid and warm.

We have relied on our staff to keep the business going.

When I keyed in the code, it said it was invalid.

We had several lorries that hauled the loads to the factory.

She held the view that we should hold on to our savings.

As soon as we bought our yacht, we sailed to Canada.

EXERCISE 21(C) (cont)

16

The sea swelled and the sailors became a little worried.

I notice she has styled her hair to look quite stunning.

We have sold all the items that were in the store sale.

Some of the goods were soiled and those failed to sell.

A few things are still unsold and they will have to be removed.

The socks are unsoiled so they need no washing.

EXERCISE 21(D)

17

We saw lots of good art in the city hall.

He has a good heart and would never hurt his family.

The cut on my knee still hurts a little today.

As it was sunny, I washed and aired all the sheets.

The sun has appeared and the stormy sky has disappeared.

I became quite bored as I was tied to my desk all day.

18

I desired to go out as I was tired of working on the notes.

We heard that they jeered as the kids walked past.

The kid bought a card but could not afford to post it.

He feared for his life as his car veered off the road.

I have ensured that all the boxes are stored in the garage.

The house is now wired and insured, so it is all safe at last.

19

They will be voting for a new minister for this ward.

We have read about how the two kings warred all the time.

We all admired the way Tom managed to arrive on time.

She sneered when I said to her that I had secured that post.

The staff shared with us all the weird things that folks say.

All this data was shared with the staff at head office last week.

20

My elbow is still hurting because of the fall on the stairs.

The hoardings showed a collie dog herding sheep.

They said that affording this new house was now likely.

They were carding the hair of the sheep so they could knit it.

This business is geared to keeping its customers happy.

The bull gored the horse that had got into its field.

21

If you make the pie with lard, it will taste quite awful.

We spoke to Lord Bell and Annie Lord about the vase.

He coloured all the photos using the new app.

I have answered all the things that the officer asked.

The minister said that the news should never be censored.

I have sponsored Billy in a race he is doing next week.

EXERCISE 21(E)

22

You must write it all in a book, that is the right thing to do.

It is a rite of passage for the kids to go on the bus alone.

I am going to write my book at the rate of four pages a day.

The roots of the bushes are going to need cutting a little.

I have decided to see what bus route goes to my office.

I have bought my son a red bike to ride in the road.

23

You will soon have a red face if you say rude things.

The parrot in the forest was all colours of the rainbow.

I am having a job keeping this bike upright on the road.

We have a copyright notice at the end of the book.

His boss would always berate him for missing the post.

He likes to give the donkey a carrot as he passes the field.

24

The boy thinks he merits having a raise in pocket money.

We were quite fortunate in getting a film of the parade.

We buried the roots of the rose with a good lot of soil.

It is a berried bush and it is full of berries in November.

It was quite a horrid book, it was too torrid for me.

The tour coach carried all the visitors to the hotel door.

25

The day they were married, we ferried the guests to the hall.

We have a varied stock in the room at the back of the shop.

They always deride the boss when he makes his jokes.

The path up the hill narrowed as we came to the top.

We were worried that he was not going to arrive on time.

My jokes wearied the boys who had heard them many times.

26

You must be certain to take part in our team sports today.

The report says the house has no support, it is falling apart.

We hired an expert to view the sales data and write a report.

This rhubarb pie is too tart, it needs some jam with it.

The kids saw a tiny fish dart amongst the reeds.

Can you make up a chart that has all the names and dates.

27

It was certainly sad to say goodbye as we parted last night.

I have always supported this football team at the games.

The police officer reported the robbery at the shop.

We have charted our route along the coastal seas.

We are now sorting out all the issues at the offices.

The honey bees were darting into the rose bushes.

28

I have to sort all the data into sets and columns.

That seaside resort has many good inns, pubs and cafés.

You will need to certify that you have all the right exams.

The staff assert that they never took part in the dispute.

I asked him to insert all the forms into the envelopes.

Have you sorted out who is coming to the wedding yet?

29

She asserted that she was in the house at the time.

I have inserted two pages at the end of the report.

In the film the team walked a long way into the desert.

The dessert of cherry pie has stained his best shirt.

The whole road was deserted at that late hour.

We saw a red-shirted lad walk out of the sports hall.

EXERCISE 21(F)

30

Loads of new emails have pinged into my inbox.

The lads banged on the door of the pub but it stayed shut.

He was quite slow-tongued and could not speak rapidly.

A stone in the road has dinged the side of my car.

The king said, Many of my subjects have wronged me.

The king had some of the attacking army hanged.

31

He said that the car outside belonged to a buddy of his.

I think that the sound of the bird is quite distinct.

The slight sound in the forest was quite indistinct.

We know that the large dinosaurs are now extinct.

The cats followed instinct and hunted the small birds.

His way of speaking is succinct with no long words.

32

As an adjunct to your report, I wish to add this note.

We have changed the locks on all the hotel doors.

The food ranged all the way up to large meals.

The ferocious beast lunged at the terrified tourists.

The door is made of wood and is hinged at the side.

The heat of the fire had singed his hair and shirt.

EXERCISE 21(G)

33

It seems this work is endless and is going to take a long time.

We are endlessly looking for ways to get business jobs.

This upset is quite needless and could be avoided.

They worked needlessly on a task which was not asked for.

We sent you the news via email last week.

They will send us the new stock in the next two days.

34

They must indicate on the form which room they need.

The light is indicating that the boiler is not working.

The look on his face indicated how happy he was.

We shall induct our new minister on Sunday next.

We are inducting a new head of staff on Monday.

They inducted the office team at a meeting in the staff room.

EXERCISE 21(H)

35

Can you give me a hand with this work in the yard?

It will help if you can mark under each word that is wrong.

We shall be handing the keys to the customer tomorrow.

It is a handsome tea set but that cup has no handle on it.

We must not handle the food unless we have washed hands.

I think it was so underhand, the way she handled this.

36

James Smith handed me a pile of pages to read.

Our lawyer handling the case saw a note underneath the file.

I handed Max the report and he edited all the wording.

He loves to write books, you could say he is a wordsmith.

I wish to have an immediate answer to what I was asking.

The yardstick of his ability is if he answers immediately.

37

This individual says he has a certificate in business studies.

They will be individually assessed by an independent team.

With his special knowledge, he can work independently.

Are they going to acknowledge that they have failed?

He is not acknowledging that he received my email.

The firm have now acknowledged that they were at fault.

EXERCISE 21(I)

38

The business should get new sales stock, if it can do so.

I wish to know if it is likely that the stock is going to sell.

The box in which it is stored is located in the garage.

He said, I think it is going to be a sunny day today.

Jenny said, I think it was the right thing for you to do.

Josh said, I think it may be quite easy to fix the boiler.

39

I bought a new car and I have now paid cash for it.

I am going to speak to them, for it is time to say goodbye.

This would be a good time to sell the house in the avenue.

I think this would be the sort of work you would like.

They would have to see what sort of value it might fetch.

They would always take the old dog walking in the park.

40

We would be delighted to help you with the typing.

If we had the time, we would have loved to see you.

I would take on this job if I felt I would be successful.

I would have to see if I had the time to take on that work.

I would always be ready to help if necessary.

I said to him, I would like to know what you are going to do.

41

We would like to go to the United Kingdom next year.

We would have bought the house but it was already sold.

Many would be delighted to have met with him for a talk.

At the meeting many words were said on that subject.

I noticed that few words were said about all the errors.

I am asking them to write all these words in a book.

EXERCISE 22(A)

1

The family would always pray for his safety on the roads.

Jack said he would like to be a golf pro for his career.

We saw the big cat catching and eating its prey.

The price of that property is pretty high.

I hear they have sent a new probe to

Mars last month.

The house has a long approach up a steep hill.

2

The prime reason for the sale is to move the goods.

We lived in a small house prior to moving to this city.

As we came to the brow of the hill, we saw the sea.

It was a bright sunny day and we brought our food with us.

The work is easy if you break it into smaller jobs.

My hotel room has a broad view of the fields and hills.

3

I think you need to bring some bread when you come.

The kids are going to try and trap the mouse.

They put some cheese on a tray to trap it.

The stories in the book that he wrote are all quite true.

We must tread softly so as not to wake up the guests.

I will have to take my truck to the repair shop.

4

The snail left a shiny trail on the stone path.

Matthew decided to trim the hedge, as it was sunny and dry.

I dried all my washing out in the back yard.

I like to draw lots of animals in my sketch book.

I will dress the living room windows with new drapes.

It is quite a drudge to deal with all the weeds in the yard.

5

The bear dragged its prey to its lair in the forest.

My dream is to write fast, so I have to drill the words daily.

The kids started to cry because they wanted a drink.

The baby cried until its mum got some juice to drink.

We are delighted that all this has accrued on our savings.

The kids chased a crab into a rock pool on the shore.

6

The bank is going to credit us with the money immediately.

I heard a crunch as Bill parked the car across the road.

The police officer was taking notes about the crime.

Jenny asked the kids, how many grams does a grape weigh?

I will be grabbing lunch and a cool drink at the pub.

They agree to help us cut the bread and grill the cheese.

7

I saw a big crow eating worms in the grass.

The kids are always talking about the latest craze.

We are having a cream tea in the hall at four today.

The day was grey and too wet to go across the fields.

The outlook is looking grim for the growth of this business.

His greed for things is not going to make him happy.

EXERCISE 22(B)

8

We live in the upper part of the old house.

The water is much deeper on the far side of the bay.

You will notice that the riper pears are much cheaper.

The teacher handed some paper and a rubber to each kid.

A robber does not wish to labour for his own things.

We heard the lady utter a sigh because of the high prices.

9

The lads in the market have a fast patter for the customers.

The cake would be much better if you mixed the butter in first.

My daughter knows how to chatter for hours on end.

Write these notes on the jotter so you have them handy.

The vet checked the cow's udder to ensure it was healthy.

I am a big reader of books which I get at the library.

10

Type in the header and put the words underneath.

We had many bidders when we sold our house.

They had donkeys to help them carry the heavy pitchers.

We saw a big badger digging holes in the woods.

A fare dodger always avoids paying the fare on the bus.

We have rented out our top rooms to a new lodger.

11

The leader of the party is giving a speech tomorrow.

It is a farm of some thousand acres of good grazing fields.

Joe worked as a packer of boxes at the store.

Our guest speaker is going to talk on his career as a baker.

We only had four takers for doing that work.

I have to say that the maker of this boat is a hard worker.

12

The hole in the field got bigger as they used the new digger.

He worked for many years as a logger in Canada.

Chris worked for a long time as a rigger on a sailing ship.

The rigour with which they checked the text was amazing.

As I walked in the fog, the figure of a jogger appeared.

His good diet and vigour kept him healthy all his days.

EXERCISE 22(C)

13

They had to spray all the crops in the field last month.

It was to stop the spread of the pests that eat the crops.

The crops are sown quite early in the spring each year.

At the picnic, the kids were sprawling across the straw.

He said he saw a stray cat with stripy fur coat.

I walked straight along the street, taking big strides.

EXERCISE 22(C) (cont)

14

I had to stretch my legs for an hour at lunch time.

The workers at the factory had voted to go on strike.

We strode along the path until we came to the stream.

I need a long piece of strong string to tie up the box.

Lifting the boxes was a good way to test his strength.

He was a strange kid who liked to sit on his own.

15

Our teacher is so strict and is always giving us tests.

He took a screw and screwed the lid onto the box.

The cook had to scrape the mix out of the bowl.

Martha is going to write the script for this film.

You must scrub the food items to get them ready to eat.

When our cat scratches, the kids all scream.

16

Tom had a scruffy pet dog whose name was Topper.

The time for eating supper is fairly late at night.

I have a super new job in a big store in the city.

My job is to supervise the workers the whole day.

We had a cyber attack on the data at our head office.

My Dad has a red setter dog named Kipper.

17

I work as a baby sitter for most months of the year.

The artist works hard to draw a likeness of his sitters.

I had to put some citrus juice into the sponge mix.

We became sadder as we talked under the spreading cedar.

The dog became sicker each day so we brought in the vet.

The beach was full of sun seekers lying in the heat.

18

He will certainly prosper if he goes into business with James.

I enjoy having pastries at the bistro in the village.

They had to destroy the houses as they were unsafe.

The firm is going to put up new houses in that district.

The minister is certainly going to restrict what they can do.

We have extra work to do on an extremely tight schedule.

19

The staff express what they think about the new rotas.

The family has expressed a desire to visit us in the city.

I read an extract out of my book on the city of Exeter.

He laboured many years at a low paid job in the oil industry.

It is a big mystery how he managed to keep that job.

She is taking the subject of chemistry for her next exam.

EXERCISE 22(D)

20

He has a regular but low paid job as a street sweeper.

I am going to make a nice sweater to keep me warm.

The cream filling needs to be just a little sweeter.

He would always swagger into the bank with his wads of cash.

I have lost the rubber stopper for this jar.

The hill seemed to be steeper as they grew tired.

21

His annoyance with them made him stutter his words.

I could not make out the words that he stuttered.

She was a stutterer as a kid but now she is much better.

I have a job as a stitcher in the shoe factory.

Joe has started a new job as a stacker in the supermarket.

The kids enjoyed putting the animal stickers into the album.

22

They started to stagger as the boat rolled in the sea.

The lads staggered out of the pub, as they were drunk.

Can you describe to me what you saw last night?

She described to the officer what she saw at the scene.

I heard the kids describing the animals on the farm.

This bad news is going to discredit this firm.

23

The two workers disagreed on what they should do next.

The word spelled discreet is talking in a decent way.

She knows how to be discreet about what they said to her.

The word spelled discrete is when the pieces are apart.

We have to cut this rock into several discrete pieces.

The teachers taught them to discriminate right and wrong.

24

The hospital had to prescribe this to make her better.

To proscribe is to deem an item as outside of the law.

Doing this was severely proscribed by the judge.

I think I will subscribe to some fishing magazines.

They have now subscribed to receiving the news by email.

Our website now has a thousand new subscribers.

25

The sacred book is kept in the upper room.

I have a secret book that I use as a special daily diary.

They asked him to describe the things that he saw that day.

They asked her to transcribe all the notes that she took.

I have asked Roger not to get into a rage today.

I have asked Richard if he thinks he will get rich soon.

EXERCISE 22(E)

26

The principal of the academy wrote to the mums and dads.

My principal reason for coming is to speak about my work.

The teacher described the principles on which the car works.

I have to say that I am not at liberty to discuss that subject.

We have a new member in the bowling group this week.

I hope I will remember her name when we meet today.

