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FACILITY DRILLS - EXERCISES

Lesson 23 - [p2](#)

Lesson 24 - [p10](#)

Lesson 25 - [p16](#)

Text - [p19](#)

Pad page - [p24](#)

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A series of horizontal blue lines for writing, organized into columns by a vertical blue line.

EX23-1

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

EX23-2

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

EX23-3

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

EX23-4

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

Handwritten shorthand symbols for 'I have a pen'.

EX23-5

Handwritten shorthand practice for EX23-5, consisting of six lines of cursive symbols.

EX23-6

Handwritten shorthand practice for EX23-6, consisting of six lines of cursive symbols.

EX23-7

Handwritten shorthand practice for EX23-7, consisting of four lines of cursive symbols.

EX23-8

Handwritten shorthand practice for EX23-8, consisting of four lines of cursive symbols.

EX23-13

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-14

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-15

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-16

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-17

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-18

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-19

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-20

۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰
 ۴ ۳ ۲ ۱ ۰ ۹ ۸ ۷ ۶ ۵ ۴ ۳ ۲ ۱ ۰

EX23-21

۴ نہ کہ میں نے کیا ہے
 ۴ ہاں وہ ہے جو کہ ہے
 ۴ گناہ گاروں کو
 ۴ گناہ گاروں کو
 ۴ گناہ گاروں کو
 ۴ گناہ گاروں کو
 ۴ گناہ گاروں کو

EX23-22

۴ پھر وہ کہتا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے

EX23-23

۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے
 ۴ انا، جو کہ ہے

EX23-24

۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے
 ۴ میں نے کہا ہے

EX23-25

۴ ۸ ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵
 ۱۶ ۱۷ ۱۸ ۱۹ ۲۰ ۲۱ ۲۲ ۲۳ ۲۴ ۲۵
 ۲۶ ۲۷ ۲۸ ۲۹ ۳۰ ۳۱ ۳۲ ۳۳ ۳۴ ۳۵
 ۳۶ ۳۷ ۳۸ ۳۹ ۴۰ ۴۱ ۴۲ ۴۳ ۴۴ ۴۵
 ۴۶ ۴۷ ۴۸ ۴۹ ۵۰ ۵۱ ۵۲ ۵۳ ۵۴ ۵۵
 ۵۶ ۵۷ ۵۸ ۵۹ ۶۰ ۶۱ ۶۲ ۶۳ ۶۴ ۶۵
 ۶۶ ۶۷ ۶۸ ۶۹ ۷۰ ۷۱ ۷۲ ۷۳ ۷۴ ۷۵
 ۷۶ ۷۷ ۷۸ ۷۹ ۸۰ ۸۱ ۸۲ ۸۳ ۸۴ ۸۵
 ۸۶ ۸۷ ۸۸ ۸۹ ۹۰ ۹۱ ۹۲ ۹۳ ۹۴ ۹۵
 ۹۶ ۹۷ ۹۸ ۹۹ ۱۰۰ ۱۰۱ ۱۰۲ ۱۰۳ ۱۰۴ ۱۰۵

EX23-26

۱۰۶ ۱۰۷ ۱۰۸ ۱۰۹ ۱۱۰ ۱۱۱ ۱۱۲ ۱۱۳ ۱۱۴ ۱۱۵
 ۱۱۶ ۱۱۷ ۱۱۸ ۱۱۹ ۱۲۰ ۱۲۱ ۱۲۲ ۱۲۳ ۱۲۴ ۱۲۵
 ۱۲۶ ۱۲۷ ۱۲۸ ۱۲۹ ۱۳۰ ۱۳۱ ۱۳۲ ۱۳۳ ۱۳۴ ۱۳۵
 ۱۳۶ ۱۳۷ ۱۳۸ ۱۳۹ ۱۴۰ ۱۴۱ ۱۴۲ ۱۴۳ ۱۴۴ ۱۴۵
 ۱۴۶ ۱۴۷ ۱۴۸ ۱۴۹ ۱۵۰ ۱۵۱ ۱۵۲ ۱۵۳ ۱۵۴ ۱۵۵
 ۱۵۶ ۱۵۷ ۱۵۸ ۱۵۹ ۱۶۰ ۱۶۱ ۱۶۲ ۱۶۳ ۱۶۴ ۱۶۵
 ۱۶۶ ۱۶۷ ۱۶۸ ۱۶۹ ۱۷۰ ۱۷۱ ۱۷۲ ۱۷۳ ۱۷۴ ۱۷۵
 ۱۷۶ ۱۷۷ ۱۷۸ ۱۷۹ ۱۸۰ ۱۸۱ ۱۸۲ ۱۸۳ ۱۸۴ ۱۸۵
 ۱۸۶ ۱۸۷ ۱۸۸ ۱۸۹ ۱۹۰ ۱۹۱ ۱۹۲ ۱۹۳ ۱۹۴ ۱۹۵
 ۱۹۶ ۱۹۷ ۱۹۸ ۱۹۹ ۲۰۰ ۲۰۱ ۲۰۲ ۲۰۳ ۲۰۴ ۲۰۵

EX23-27

۲۰۶ ۲۰۷ ۲۰۸ ۲۰۹ ۲۱۰ ۲۱۱ ۲۱۲ ۲۱۳ ۲۱۴ ۲۱۵
 ۲۱۶ ۲۱۷ ۲۱۸ ۲۱۹ ۲۲۰ ۲۲۱ ۲۲۲ ۲۲۳ ۲۲۴ ۲۲۵
 ۲۲۶ ۲۲۷ ۲۲۸ ۲۲۹ ۲۳۰ ۲۳۱ ۲۳۲ ۲۳۳ ۲۳۴ ۲۳۵
 ۲۳۶ ۲۳۷ ۲۳۸ ۲۳۹ ۲۴۰ ۲۴۱ ۲۴۲ ۲۴۳ ۲۴۴ ۲۴۵
 ۲۴۶ ۲۴۷ ۲۴۸ ۲۴۹ ۲۵۰ ۲۵۱ ۲۵۲ ۲۵۳ ۲۵۴ ۲۵۵
 ۲۵۶ ۲۵۷ ۲۵۸ ۲۵۹ ۲۶۰ ۲۶۱ ۲۶۲ ۲۶۳ ۲۶۴ ۲۶۵
 ۲۶۶ ۲۶۷ ۲۶۸ ۲۶۹ ۲۷۰ ۲۷۱ ۲۷۲ ۲۷۳ ۲۷۴ ۲۷۵
 ۲۷۶ ۲۷۷ ۲۷۸ ۲۷۹ ۲۸۰ ۲۸۱ ۲۸۲ ۲۸۳ ۲۸۴ ۲۸۵
 ۲۸۶ ۲۸۷ ۲۸۸ ۲۸۹ ۲۹۰ ۲۹۱ ۲۹۲ ۲۹۳ ۲۹۴ ۲۹۵
 ۲۹۶ ۲۹۷ ۲۹۸ ۲۹۹ ۳۰۰ ۳۰۱ ۳۰۲ ۳۰۳ ۳۰۴ ۳۰۵

EX23-28

۳۰۶ ۳۰۷ ۳۰۸ ۳۰۹ ۳۱۰ ۳۱۱ ۳۱۲ ۳۱۳ ۳۱۴ ۳۱۵
 ۳۱۶ ۳۱۷ ۳۱۸ ۳۱۹ ۳۲۰ ۳۲۱ ۳۲۲ ۳۲۳ ۳۲۴ ۳۲۵
 ۳۲۶ ۳۲۷ ۳۲۸ ۳۲۹ ۳۳۰ ۳۳۱ ۳۳۲ ۳۳۳ ۳۳۴ ۳۳۵
 ۳۳۶ ۳۳۷ ۳۳۸ ۳۳۹ ۳۴۰ ۳۴۱ ۳۴۲ ۳۴۳ ۳۴۴ ۳۴۵
 ۳۴۶ ۳۴۷ ۳۴۸ ۳۴۹ ۳۵۰ ۳۵۱ ۳۵۲ ۳۵۳ ۳۵۴ ۳۵۵
 ۳۵۶ ۳۵۷ ۳۵۸ ۳۵۹ ۳۶۰ ۳۶۱ ۳۶۲ ۳۶۳ ۳۶۴ ۳۶۵
 ۳۶۶ ۳۶۷ ۳۶۸ ۳۶۹ ۳۷۰ ۳۷۱ ۳۷۲ ۳۷۳ ۳۷۴ ۳۷۵
 ۳۷۶ ۳۷۷ ۳۷۸ ۳۷۹ ۳۸۰ ۳۸۱ ۳۸۲ ۳۸۳ ۳۸۴ ۳۸۵
 ۳۸۶ ۳۸۷ ۳۸۸ ۳۸۹ ۳۹۰ ۳۹۱ ۳۹۲ ۳۹۳ ۳۹۴ ۳۹۵
 ۳۹۶ ۳۹۷ ۳۹۸ ۳۹۹ ۴۰۰ ۴۰۱ ۴۰۲ ۴۰۳ ۴۰۴ ۴۰۵

EX23-29

۴ شہادۃ (پہلے) ۴
 ۴ نیک شہادۃ سے لیا
 ۴ شہادۃ کے لئے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا

EX23-30

۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا

EX23-31

۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا

EX23-32

۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا
 ۴ شہادۃ سے لیا

EX23-33

٤ . ن . ع . ج . ا . ل . م .

٤ . ب . ح . د . ه . و . ز . ح . ف .

٤ . ك . ل . م . ن . ع . ج . ا . ل . م .

٤ . ط . ظ . س . ق . د . ج . ا . ل . م .

٤ . ث . ج . ا . ل . م . (-)

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

EX23-34

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

EX24-1

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

EX24-2

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

٤ . ا . ل . م . ن . ع . ج . ا . ل . م .

EX24-3

۴ سہ - ۰ ۹ ۶ ۷ ۸ ۹

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

EX24-4

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

EX24-5

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

EX24-6

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

۴ سہ (۶ ۷ ۸ ۹)

EX24-7

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

EX24-8

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

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Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

EX24-9

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

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EX24-10

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

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Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

Handwritten shorthand in red ink: 4 strokes for 'I have a pen'.

EX24-11

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 ۴ ک ۵ ل ۶ م ۷ ن ۸ ه
 ۴ ز ۵ ح ۶ ط ۷ ث ۸ ج
 ۴ ق ۵ ك ۶ خ ۷ غ ۸ ف
 ۴ ق ۵ ك ۶ خ ۷ غ ۸ ف

EX24-12

۴ م ۵ ن ۶ ه ۷ ط ۸ ذ
 ۴ ر ۵ ز ۶ ح ۷ ط ۸ ذ
 ۴ م ۵ ن ۶ ه ۷ ط ۸ ذ
 ۴ م ۵ ن ۶ ه ۷ ط ۸ ذ
 ۴ م ۵ ن ۶ ه ۷ ط ۸ ذ

EX24-13

۴ ب ۵ ج ۶ د ۷ ه ۸ ط
 ۴ ق ۵ ك ۶ خ ۷ غ ۸ ف
 ۴ ز ۵ ح ۶ ط ۷ ث ۸ ج
 ۴ ق ۵ ك ۶ خ ۷ غ ۸ ف
 ۴ ق ۵ ك ۶ خ ۷ غ ۸ ف

EX24-14

۴ م ۵ ن ۶ ه ۷ ط ۸ ذ
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 ۴ م ۵ ن ۶ ه ۷ ط ۸ ذ
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EX24-17

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EX24-19

Handwritten shorthand practice for EX24-19, consisting of five lines of cursive symbols.

EX24-20

Handwritten shorthand practice for EX24-20, consisting of six lines of cursive symbols.

EX24-21

Handwritten shorthand practice for EX24-21, consisting of five lines of cursive symbols.

EX24-22

Handwritten shorthand practice for EX24-22, consisting of six lines of cursive symbols.

EX25-1

۴ ا'ب م ن گ م ر
 ۴ ص ل ع م ن گ
 ۴ ا ب م ن گ م ر
 ۴ م ن گ م ر
 ۴ م ن گ م ر
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EX25-2

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EX25-3

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EX25-4

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EX25-5

۴ (۱) سہ ماہی کے لئے
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EX25-6

۴ (۱) سہ ماہی کے لئے
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EX25-7

۴ (۱) سہ ماہی کے لئے
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EX25-8

۴ (۱) سہ ماہی کے لئے
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 ۴ (۶) سہ ماہی کے لئے

EX25-9

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EX25-10

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EX25-11

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EX25-12

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EXERCISE 23(A)

1

I am going to see a new play up in the city.

Please check if the kids are playing out in the back yard.

The village is a good place to buy a house.

If you apply for that post, they will reply straight away.

The kids always plop themselves on the big sofa.

The plot of the play is about two families in the city.

2

They had to plough many of the fields that day.

They ploughed six acres with the heavy horses.

The robber had to plead guilty to that crime.

You can now pluck the berries off the bush.

You will have to buy a new plug for the bathroom.

He has given us his pledge to help us with the task.

3

The plums are now ripe and ready to eat.

The storm started to blow in, coming out of the south.

The sky was blue and the sun was hot.

It was sheer bliss to cool off in the sea at the beach.

All this rubbish is a blot on our nice green fields.

I think I shall write a blog about my new hobby.

4

The severe storms can be a problem in November.

She was wearing a lot of bling and high value rings.

The teacher stood at the back of the class to watch the kids.

When we sing the songs we clap hands together.

Our club members like to include families on these outings.

The big black clouds started to fill the sky.

5

I am including a photo of Joe clutching his teddy bear.

I am so glad you were not delayed by the glitch in the work.

The soil in my veg patch is clay which gets quite dry.

When we arrived at the shop, it was closed for lunch.

She claims that the road was quite clear at the time.

We saw the sunset glow and gleams of light in the clouds.

EXERCISE 23(B)

6

To pick the apples we have to buy a long ladder.

The big pile of plates started to topple.

We have ample food in store for the animals.

He has sent us a sample of the goods by post.

Here are a few examples of how to write these words.

Please post me the package when you are able.

7

The kids asked him to blow some soap bubbles.

This truck enables us to take goods to our customers.

I had a lot of trouble getting this marble top installed.

We have a double length table for the meal.

We used all the rubble to make a new path at the back.

It was quite a battle to get the cat out of the tree.

8

Please put the sample bottles on the table.

The boy had to feed all the cattle in the field.

A cudgel is a piece of wood used in battle to hit hard.

I think Uncle Jim is now ready to tackle the task.

The brook in the woods made a tinkling sound.

The worms wriggle out of the holes in the grass.

9

She would haggle with them to get a low price.

She always giggles when he makes his usual jokes.

The angle is too small to fit the table into it.

We never saw a single customer in the shop all day.

We saw many jungle animals on the safari.

I asked the family to mingle with the guests in the hall.

10

He was a rebel who never did what his elders said.

The teacher asked her to do it but she rebelled and said no.

The kids are rebelling when the teacher asks them to sit.

The judge read out the charge of libel to the jury.

These words could be seen by the firm as a case of libel.

The judge may take a dim view of those libellous words.

EXERCISE 23(C)

11

The legs of the table started to splay and so it broke.

We like to display our goods in the big window.

I have a supply of books to give to the kids in class.

Our trucks are bringing daily supplies to the factory.

I watched the old sailor splice the two ropes.

They made a big splash as they plunged into the pool.

12

I had to wash a big splat off my car window.

They will have to split the group into two parts.

Splitting up the job is the best thing for them to do.

We heard the officer exclaim, Put your hands up!

Exclaiming is a way to say shouting suddenly and loudly.

Oh what a mess, she exclaimed when she saw the room.

13

If he carries on in that way you will have to exclude him.

We have an exclusive sale on for special customers only.

We are holding a party exclusively for the kids.

I can only disclose the details to those in her family.

Disclosing all the names is the wrong thing to do.

It was disclosed to us what was going on at the time.

14

The shoes became supple as she wore them all day.

It is quite possible that the supplies are at the office.

I think it would be possible to talk to them at some time.

I may possibly be coming to the meeting tomorrow.

We would like to settle in that part of the city.

We are now settled in our new house in the suburbs.

EXERCISE 23(C) (cont)

15

The hotel bathroom was a subtle shade of blue.

He put a saddle on the horse and his satchel on his back.

The farm hands used a sickle to get in the harvest.

I always cycle to work as it is much faster.

He says that cycling to the office saves money.

I cycled six miles every day for a year.

16

We always take our bicycles instead of the bus.

The notice says we should take care to avoid cyclists.

We have several staff off sick today.

My tomato seedlings are a sickly shade of yellow.

The sickliness of the kids was alarming to see.

We in no way wish to have our names on the sick list.

EXERCISE 23(D)

17

The message was explicit, the bomb may explode at any time.

They were exploring the results of different types of explosive.

He gets up to many exploits when he is in the woods.

We do hope that you can expedite getting the package to us.

When they took out the tree, all the roots were exposed.

We would like you to accept our thanks for doing this.

18

The house was not visible in the thick misty fog.

The black cat was invisible when it was night time.

It is advisable to pay cash for all these items.

The money for the kids must be divisible by four.

The word fusible is a way to say it can be melted or fused.

You must recycle all the items you possibly can each day.

19

We are putting on a musical play in the local hall.

When something is risible, it is the same thing as laughable.

A crucible is a vessel in which rocks can be melted.

It is not admissible to take files and papers out of the office.

A submersible is a vessel that can go under the sea.

If you unsettle the kids, they will stay unsettled all day.

20

You need to staple all these pages together at the top.

Use this stapler as it is the right size for the thick paper.

I have now stapled all the sheets for the meeting notes.

The artist stippled the page, making dots into shadows.

The horses are kept in a stable next to the farm.

When the hay is cut, that leaves just the stubble in the field.

21

We fished two stickleback fish in the little pool.

He is a stickler for getting all his sums right all the time.

To swaddle is to wrap a baby up fairly tightly.

It was to no avail that he asked for cash to be available.

They said to him that the value of the property had risen.

All our staff are valuable assets to this business.

EXERCISE 23(E)

22

In the race he fell and hurt his knees and his nose.

She slipped on the ice and broke her ankles and knuckles.

I placed my foot on the last rung of the ladder.

As soon as I did, my feet slipped off and I fell.

The dentist looked at my back teeth with a little mirror.

He said the tooth must have some work immediately.

23

Johnny was awarded a medal which he wore to the parade.

I have a little metal ring which I wear to parties.

He was first in the race and is now a medallist at last.

The stormy sea was a metallic blue colour.

This road is metalled, which is to say it has a hard surface.

He tested his mettle in breaking the metal bar.

24

She would always meddle in the affairs of her sons.

He meddled in things that he had no right to pry into.

A meddler makes a habit of always being meddlesome.

All this meddling in our business is quite annoying.

The notes are in a muddle and the books are muddled too.

All his muddling is not helping us in our work.

25

All the people in this office know how to do that job.

We believe that many people wish to know the answer to that.

At the time I believed that she would come back here.

It is her belief that eating those foods would be healthy.

He is going to build a house for his family quite soon.

We live in a tall building on the edge of the city.

You must tell all those people that we are coming tomorrow.

They decided to wait till the family arrived at the place.

Wait until I arrive at the office which will be at two.

The small shop has an old till in which to keep the cash.

When you till the soil, you break it up so things can grow.

They tilled the fields so that they could grow a crop.

27

I told my teacher that I had no books with me.

The store are going to deliver all my goods on Monday.

The truck delivered the boxes to the factory yesterday.

We have made several deliveries of this item already.

Jenny is the oldest child that we have in this class.

The child's first name is Beth and her last name is Smith.

28

Our business is largely making tools for sale in our stores.

I decided to call on Miss Black to talk about the business.

Miss Black called me to say that she would not be available.

It looks like the two metal bars are of equal weight.

Josh and James are equally skilled at building boats.

The cash in the tills equalled what was on the receipts.

EXERCISE 23(F)

29

It was a cold day and the snow was falling heavily.

At the meeting we had cold snacks spread along the table.

Cold notes are those that you wrote some time ago.

The child is going to start school in November.

Mark is going to write a book all about his school days.

Maggie was schooled at a famous place in that city.

EXERCISE 23(G)

30

She was believing that the child would pass all the exams.

The staff are telling me that they will come in early.

He has a new job delivering food boxes to the customers.

We now have a new deliverer for our goods.

The electrical items are not deliverable as early as that.

The delivery guy may be calling in to the depot next Monday.

31

I will be telling them what they should do during the week.

The factory output is not equalling what the buyers need.

We received our basic schooling at an early age.

This was a childish thing to say to them at that time.

She most childishly started calling them names.

We are not pleased to hear of her childishness.

32

Pamela had a childlike trust of the kids in the park.

She said I must never neglect to study for my exam.

We think the bosses have neglected the wishes of the staff.

He is talking all day and neglecting to do his job.

I think he was a little neglectful in his duties.

They most neglectfully left the dog out in the sun.

EXERCISE 23(H)

33

The child is not at all happy to have to go to school today.

The speaker's words were heard by all those in the room.

I believe you are the right member of staff for this new post.

I was able to write all my notes of the meeting fairly fast.

I practise as much as possible, so that I can write faster.

They do as much as possible to keep the customers happy.

34

He rose as early as possible on the day of the holiday.

You must get to the office as early as possible next Monday.

We walked as far as possible along the narrow roads.

We are going as far as possible with our school studies.

You must write your report as soon as possible.

Call me as soon as possible with the news of the results.

EXERCISE 24(A)

1

I have accepted the offer for the sale of my house.

They were afraid that the storm would damage the building.

We have had to pay ever-increasing prices for the food.

We invited every club member to Monday's meeting.

The average rate of pay here has risen in the past month.

We are certainly in favour of getting some new tools.

2

The author of this book is going to sign copies for us today.

We do have other things to do today to keep us busy.

You can either go to the store or you can stay in the house.

An usher helps visitors and customers as they arrive.

Miss Fisher came into the shop for some blusher.

The fissures in the rocks were quite narrow.

3

The closure of the shops in the high street is quite alarming.

The exposure in this pale photo was far too long.

In my leisure hours I watched the birds in the park.

The kids think they might dig up treasure on the beach.

Can you measure the length and width of the room?

I will call the plumber to fix the leak in the bathroom.

4

A creamer is a small lidded jug for cream.

I am glad that the days are now much warmer.

We heard a rumour that jobs would be lost.

I need a hammer and some nails to repair this bench.

They will be giving him an award in honour of his success.

The inner room of the building had lots of glass cabinets.

5

I was looking for a large spanner in my toolbox.

He works as a cleaner in a large office block.

I have a trainer who helps me to get fit for the races.

The fields are greener now that we have had some storms.

The job may be ordinary but good manners are necessary.

They have booked a summer holiday on a liner.

6

Your money is safer in the bank's saver scheme.

We are not happy to suffer all this annoyance every day.

The sailor had to sever the rope attached to the boat.

We are going to enjoy our summer break on the coast.

The food for the meal was simmering on the hob.

Beth said she would sooner have a job as a designer.

EXERCISE 24(B)

7

The jet is going to fly to America in two hours.

The plumber said we have no flow in the pipes.

I lifted the flap and saw what was underneath the floor.

During November we had severe floods in this city.

Large flakes of snow were falling out of the sky.

We have made a close study of the flora in the forest.

8

The fields are flat and make good grazing for the horses.

The autumn leaves were floating on the calm lake.

We were so glad to see the arrival of the guests at last.

Our travel was fairly easy and we were not late.

These unusual problems are going to baffle them.

The double glazing muffles the sound of the cars and buses.

EXERCISE 24(B) (cont)

9

He used the old wood to make a panel for the door.

The railway tunnel that goes under the hill is quite long.

We crossed the Channel in a large liner ship.

I was glad when the final days of my tests came.

I knew that finally I was at the end of my studies.

This book is quite original in the way it tells the story.

10

The evil lad would avail himself of opportunities to steal.

The meal was awful and the cook was awfully sorry.

The robber has repeated his denial that he hid in the tunnel.

The boxer started to pummel the punch bag rapidly.

To trammel is to hold back or to catch as in a net.

A runnel is a small brook or channel for water.

11

I made them a soufflé to go with the meal.

He spoke in a civil manner to the people in the shop.

To civilise is to come to live like the citizens in a city.

The era of farming had a civilising effect on the people.

This paper is too stiff to get into the envelope.

I added less milk to make the cake mix stiffer.

12

We never wish to stifle the kids as they enjoy the games.

All these new laws are stifling the growth of our businesses.

Bob had a stammer in his speech which made him shy.

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

She is quite a stunner in the things she wears to the parties.

Stanley said that the summer heat was stifling.

13

I saw a big black stain on the back of the jacket.

The worst stainer I know is blackberry juice.

They had given the name Bethel to the tiny village.

The city name of Athol is in several places on the map.

We visited Seville when we were on holiday last month.

I spoke to my auntie Ethel about the books last week.

EXERCISE 24(C)

14

The shop said they had offered customers the money back.

The city suffered flooding during the big storm last week.

The lightning had severed many of the tree branches.

The teacher favoured those kids who sat still and listened.

I have authored a book about the skill of flying.

Thomas measured out the water and milk for the cakes.

15

She said that she simmered the soup for a whole hour.

Matthew hammered the nails into the floor to repair it.

The hall was bannered with flags of every state.

He was an ill-mannered fellow who talked too much.

I am honoured to be invited to speak at this meeting.

They have tunnelled under the city to make a new railway.

16

She channelled all her time into her studies on business.

The storm was funnelled by the hills into the valley.

We have travelled all the way here to see you.

The cook used the flour to make lots of goodies for the party.

The lady picked the flowers and made them into bunches.

We like our flowering cherry tree with its spring blossoms.

EXERCISE 24(D)

17

We are not going to see them nor are we going to write.

I have bought a house near to my work place.

I am the owner of the little red car in the car park.

We would like to have more customers coming in every day.

She made a remark to the teacher about the lessons.

He remarked that the food in the pub was too dear.

18

Mr Smith is quite short, with blue eyes and brown hair.

I need to be sure that these tools are strong enough.

It gives me huge pleasure to speak to you all today.

The room looks out over the bay and the village below.

It is, however, a more costly room because of the views.

As the dog came nearer, I could see its name tag.

19

It was nearly five when our visitors finally arrived.

I shall shortly go to the nearest supermarket to buy food.

Tomorrow is the shortest day of the year.

We are nearing the end of our stay in this city.

As the bus neared, we could clearly see what number it was.

Our new boss in the office is a mere forty years old.

20

He was merely asking what he should do about the mail.

If you have the merest little problem, please let me know.

You surely have to study for more hours to pass that test.

That is the surest way to succeed in your studies.

She said she is not able to give any surety for this debt.

I am unsure if I should take that new job.

21

Our time visiting you all last week was most pleasurable.

She could not hide her displeasure at paying the hotel bill.

I think that overall our business has made a success of it.

She was overly fussy about having a tidy desk.

We have now overcome all these difficulties.

She overcame her shyness and enjoyed the party.

22

The teacher said that he would have to re-mark all the papers.

The family think that everything here is quite extraordinary.

He is a remarkable lad who was a big success in our school.

He was remarkably calm when they told him the news.

I am more or less obliged to take out a mortgage.

He mortgaged his existing house to buy a different house.

EXERCISE 25(A)

1
I will have to shred all this paper as it has names on it.

The kids all started to shriek when they saw the monster.

This jacket may shrink if I wash it in hot water.

The puddles are shrinking rapidly in the heat.

The usher in the cinema showed us to our seats.

The drug pusher was sentenced to several years in jail.

2

We bought a high pressure water hose for the paths.

The trashers caused a lot of damage during the protest.

A dasher is the opposite of a slow-poke who goes slowly.

She put some blusher on her face to match the dress.

The old truck ended up in the crusher at the waste depot.

We have told them that all the food here is kosher.

3

The cat is a fisher although it does not like getting wet.

The length of the fissure in the rocks is about two miles.

Life at sea was much harsher in the last century.

I need to get a masher to mash all these foods together.

Gnashers is a slang word for false teeth.

They cooked the rashers of meat on the fire in the woods.

4

I decided to have a facial at the beauty shop.

We wish to talk to an official member of staff about this.

We had some artificial grass installed at the house.

I am glad to say that his injuries were only superficial.

We saw a partial eclipse of the sun last week.

We need some people to act as marshals at the venue.

5

My initial thoughts were that this was going to be easy.

We discussed the potential new sales that would be possible.

It is essential to study if they desire to be successful.

We are essentially going to have to get a specialist in.

I would like to specialise in insurance for my career.

Tom's spatial awareness is not what it should be for his age.

EXERCISE 25(B)

6

Can you please put up a shelf in the bedroom for me?

We have now shelved what we were going to do.

I am replacing the bookshelf with some new shelving.

He bought some shellac to put on the wood box.

Talking to them is like walking on eggshells.

We had a tortoiseshell cat a long time ago.

7

It was quite a bombshell when he told us about his job.

He said, in a nutshell I have decided to retire next year.

We are going to buy some shellfish at the market.

I saw a pretty shell on the beach when I was out walking.

The beach was full of seashells of all colours and shapes.

We shelled the peas and cooked them for our meal.

8

This rock is a type of shale which was originally mud.

She is making a lovely shawl for the new baby.

The water was quite shallow at the edge of the lake.

The kids played safely due to the shallowness of the water.

I have invited Sheila and Shelley to my birthday party.

Sheila has knitted a shawl with seashell shapes.

EXERCISE 25(C)

9

The sunset sky over the hills became pinker by the minute.

I am going to see my banker about all these errors.

A tanker is a big ship that carries supplies of oil.

He was always tinkering with his car in the garage.

I am not a drinker although I drink lots of water.

He was much drunker when he had had two whole bottles.

10

Matthew was a thinker who liked to solve problems.

The apples all had canker so we could not eat them.

The army invaded the coasts to conquer the people.

The conker is the seed or nut of the horse chestnut tree.

We saw a huge conger eel in a tank at the zoo.

He types fast because he is using all his fingers.

11

She is the guest singer at the bell ringers' dinner.

It was an awful clanger to laugh at them using the wringer.

Banger is a slang word for a meat sausage.

A ganger is the boss of a gang or team of labourers.

I think I will have to buy some new hangers for my suits.

I am the bringer of good news, Tom is the new team winger.

EXERCISE 25(D)

12

The kids studied specialised subjects at school.

They have studied many specialist subjects in the classes.

The younger child is better off playing with younger toys.

His talk was influential and a satisfactory end to the meeting.

He said we are doing our jobs most satisfactorily nowadays.

The way she deals with customers is most unsatisfactory.
