

EX28-1

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EX28-2

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EX28-3

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EX28-4

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EX28-9

میں نے اسے دیکھا تھا

میں نے اسے دیکھا تھا

میں نے اسے دیکھا تھا

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EX28-10

میں نے اسے دیکھا تھا

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EX28-11

میں نے اسے دیکھا تھا

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EX28-12

میں نے اسے دیکھا تھا

میں نے اسے دیکھا تھا

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EX28-13

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EX28-14

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EX28-15

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EX28-16

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EX28-17

Handwritten shorthand for 'The first' (The first)

Handwritten shorthand for 'The second' (The second)

Handwritten shorthand for 'The third' (The third)

Handwritten shorthand for 'The fourth' (The fourth)

Handwritten shorthand for 'The fifth' (The fifth)

Handwritten shorthand for 'The sixth' (The sixth)

EX28-18

Handwritten shorthand for 'The seventh' (The seventh)

Handwritten shorthand for 'The eighth' (The eighth)

Handwritten shorthand for 'The ninth' (The ninth)

Handwritten shorthand for 'The tenth' (The tenth)

Handwritten shorthand for 'The eleventh' (The eleventh)

Handwritten shorthand for 'The twelfth' (The twelfth)

EX28-19

Handwritten shorthand for 'The thirteenth' (The thirteenth)

Handwritten shorthand for 'The fourteenth' (The fourteenth)

Handwritten shorthand for 'The fifteenth' (The fifteenth)

Handwritten shorthand for 'The sixteenth' (The sixteenth)

Handwritten shorthand for 'The seventeenth' (The seventeenth)

Handwritten shorthand for 'The eighteenth' (The eighteenth)

EX28-20

Handwritten shorthand for 'The nineteenth' (The nineteenth)

Handwritten shorthand for 'The twentieth' (The twentieth)

Handwritten shorthand for 'The twenty-first' (The twenty-first)

Handwritten shorthand for 'The twenty-second' (The twenty-second)

Handwritten shorthand for 'The twenty-third' (The twenty-third)

Handwritten shorthand for 'The twenty-fourth' (The twenty-fourth)

EX28-21

۴ فا، چ، ب، ج، م

۴ پ، ا، ب، س، ا، ب، س

۴ بر، س، ف، ا، ب، س

۴ م، د، م، ا، ب، س، م

۴ ن، ل، م، م، س، م

۴ ب، د، س، م، م، س، م

EX28-22

۴ س، م، ن، د، م، س، م

۴ م، م، س، م، م، م

۴ م، م، م، م، م، م

۴ م، م، م، م، م، م

۴ م، م، م، م، م، م

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EX28-23

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EX28-24

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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.

EX29-1

۴ شمس با یه جی

۴ شمس با یه جی

۴ شمس با یه جی

۴ شمس با یه جی

۴ شمس با یه جی

۴ شمس با یه جی

EX29-2

۴ شمس با یه جی

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EX29-3

۴ شمس با یه جی

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EX29-4

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EX29-9

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EX29-10

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EX29-11

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EX29-12

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EX29-13

۴ پناہ را لے لے ۶ اے اے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

EX29-14

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

۴ بے با تے بے

EX29-15

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

EX29-16

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

۴ پناہ را لے لے ۶ اے اے

EX29-17

۴ جہاں لاف نہ ہو

۴ خبر ہو؟ نہ؟

۴ ہاں ہاں؟

۴ جہاں دیکھو، ستا جہاں

۴ جہاں دیکھو، ستا جہاں

۴ ستا جہاں دیکھو، ستا جہاں

EX29-18

۴ بہرہ رنج ساقا بہرہ

۴ سہرہ سہرہ سہرہ، سہرہ

۴ سہرہ سہرہ سہرہ

۴ سہرہ سہرہ سہرہ

۴ سہرہ سہرہ سہرہ

۴ سہرہ سہرہ سہرہ

EX29-19

۴ ستا بہرہ سہرہ

۴ ستا بہرہ سہرہ

۴ ستا بہرہ سہرہ

۴ ستا بہرہ سہرہ

۴ ستا بہرہ سہرہ

۴ ستا بہرہ سہرہ

EX29-20

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EX29-21

۴ نون، نون، نون، نون

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EX29-22

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EX29-23

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EX29-24

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EX29-25

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

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

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

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

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

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

EX29-26

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

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

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

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

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

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

EX29-27

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

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

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

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

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

EX29-28

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

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

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

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

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

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

EXERCISE 28(A)

1

I was in a lot of pain as I fell over the paint can.

She liked to spin her own yarn and not spend money.

He spent the whole day with a pained look on his face.

The glue has made a strong bond with the wood.

I listened to the band as they played in the tent.

This thin metal may tend to dent if you strike it.

2

His best stunt was to stand on his head.

He chained his bike up and kindly did a stint in the shop.

Jack and Jill have a joint account at City Bank.

This kind of thin paint needs a second coat.

Secondly they began to count the money they had gained.

We turned round and saw a view of the whole country.

3

The dogs returned to surround and hunt the cat in the tree.

I think I shall want my coat with all this wind.

His hint was to use a fire wand which burned off the weeds.

We did find that the event was taking place the next day.

We found the paint goes on better if it is thinned.

The bank may lend us money to buy land behind the house.

4

The child leaned on the chair as Julie shined her shoes.

I heard the steam train shunt the carriages up the track.

The dogs always shunned the food that was given to them.

The kids earned some cash by running an errand.

I have changed my mind about the amount I will pay.

The priest is going to anoint him with a special oil.

5

They went to painting classes held in the school.

The heavy rain was pounding on the windows.

The glue is bonding the two planks together.

We noticed that customers are tending to pay cash.

I was standing at the table counting all the coins.

The bank is granting them a loan for the truck.

6

We have been finding lots of repairs that need doing.

Today I am minding the kids for my cousin.

All this study is amounting to nothing if he misses the test.

The bank is demanding the return of the loan.

We are renting a house in nicer surroundings.

They were wanting to buy a book on modern parenting.

7

He is rounding the edges of the wooden table.

She made a painting of the slanting light of the setting sun.

The engines are shunting the coaches back and forth.

I saw the priest anointing all the new ministers.

I keep the lights on at night on the landing and stairs.

We saw lots of airplane landings at the big airport.

EXERCISE 28(B)

8

We puffed our way up the steep paved path.

We braved the cold sea and proved we were tough enough.

The rabbit dived behind a tuft of grass in the meadow.

His daft way of doing things chafed with his family.

He achieved success with much hard graft and study.

She eventually caved in and bought the child a gift.

9

The rift in the family caused them many problems.

We have reserved a table at The Crown Inn.

They served us a delicious meal which we enjoyed.

We waved to everyone as the train pulled out.

They said the shop had waived the service charge for them.

She halved the money and gave it to the two boys.

10

I shall be drafting my first report of the meeting today.

The boat was drifting out to sea on the ebbing tide.

In my crafting class, we were making clothes.

I shall be grafting a new rose onto the stem.

They will be gifting him some tickets for a rafting holiday.

The smell of the coffee was wafting over the room.

11

I took the big plant and planted it in the yard.

I used a blunt knife for weeding which blunted it even more.

Blend the milk and eggs, and when blended heat it up.

I tinted the can of paint to a pale tint of grass green.

That will taint the milk and no-one can drink tainted milk.

He is going to attend the school that his dad attended.

12

Try not to dent the box as it is already badly dented.

The boat began to drift, and then drifted onto the rocks.

You may respond but they have not responded to you.

Extend the handle, and when extended then secure it.

We expanded the folding box and it did stay expanded.

I planted the bulbs but my spade became dented and blunted.

EXERCISE 28(B) (cont)

13

They have now accounted for all the errors in his account.

The price has been discounted with a sixty percent discount.

He took it for granted he would get a school grant.

They told us that they grow the mint in large pots.

The valuable coin was minted a century ago.

If you can mind the kids for me, they would not mind at all.

14

I am mindful of the fact that we must check the accounts.

The pilot spotted land and landed in a long field.

They felt quite faint in the heat and some of them fainted.

We know that flint is a hard rock that breaks into flakes.

The soil in the fields is too flinty to grow any crops.

We paid rent on the house every month for two years.

15

The family have been renting a house in the town.

We want to say that we are delighted with the gift.

The child wanted to stay up late and not go to bed.

The family wanted to leave the small rented flat.

The smell of the food would waft up to the visitors' rooms.

The scent of the roses wafted in the open window.

EXERCISE 28(C)

16

They decided to print the report for all the members to see.

They have printed out the handbook for all the staff to use.

A sprint is when you run a small length fast.

The runners all sprinted past the finishing line.

We are designing a new brand of school notebook.

We only use branded cleaning items in our offices.

17

I bought a punnet of strawberries at the farm shop.

Mr Bennett is our guest speaker at the meeting.

We are going to finish all the work by tonight.

The customers asked if they could donate to the charity.

I bought a load of jam donuts for the birthday party.

I plan to install a granite worktop in the kitchen.

18

The farm hands stored the grain in the old barn.

The pain was caused by a surfeit of food at the party.

They have an infinite number of ways to amuse themselves.

The ant is a minute insect that we find in the soil.

It will only take a minute to make a copy of that report.

The meal is going to be ready in about five minutes.

19

Mr Bennett is the kindest man we have met.

Sending a card is the kindest thing to do.

The king built the grandest castle in the kingdom.

They live in the grandest house in the avenue.

It was the roundest and biggest cake they had ever seen.

These tomatoes are the roundest I have ever grown.

20

The shire horse had a long tail and pointy ears.

The customers have plenty of cash to spend at the sales.

The child had a bendy toy dog that she loved to play with.

We asked for some of the dainty cakes to go with the meal.

We sat by the window in the village tea shop.

The windy day blew all the autumn leaves along the road.

EXERCISE 28(D)

21

He was wearing his ordinary clothes to the office.

We would ordinarily be checking the accounts on a Friday.

It was downright rude of them to answer back in that way.

She had to swerve the bike, and the car swerved to the left.

I have a dwarf shrub planted by the path.

The tall climbing rose dwarfed all the apple trees.

22

The shock of the bomb stunned all the fish in the lake.

A slang word for drunk is stoned.

The jacket has been badly stained by the red wine.

I like to stand at the window and admire the view.

I hope he is not going to pull that stunt on them again.

I did a stint working in the factory during the summer.

EXERCISE 28(E)

23

It was great to see you at the party last week.

They will ask the bank to guard all the gold.

I cannot remember the exact name of that gentleman.

These gentlemen are asking about the gold coins.

You will have greater success if you study the subject more.

The problems are not greater than our ability to solve them.

24

Our greatest success came when we wrote that book.

We had our greatest price rise in the early part of the year.

They took the golden box out of the glass case.

The bees in the hive produced lots of golden honey.

Our profits on sales have been greatly reduced.

The value of our assets has gradually risen in the last year.

EXERCISE 28(E) (cont)

25

They have built a giant car factory to the south of the city.

I am going to be an agent for that insurance firm.

The job agency sent me to the office to talk to the staff.

We visited the little island that is located in the bay.

We are going on holiday to Holland next month.

We have a small cottage in a Highland village in Scotland.

EXERCISE 29(A)

1

The old train engine puffs steam as it goes along.

We hope that head office approves the staff pay rises.

Our lawyer is working on his briefs for the case.

The child always strives to do his best work at school.

She drives to work in her new car every day.

The chiefs of the businesses had a brief meeting.

2

The crowd jives when the music starts to play.

This café serves a good meal for a low price.

This store reserves the right to change the prices.

The car swerves off the road and into a field.

The waves in the bay are smaller than the sea waves.

Cut those pies into halves for the party table.

3

The field was full of long tufts of grass.

I have sent in my drafts for the books I am writing.

The kids all watch as the boat drifts past.

She received many gifts on her tenth birthday.

They floated along the stream on wooden rafts.

The coffee smell in the kitchen wafts into the living room.

EXERCISE 29(B)

4

They took great pains to check all the accounts figures.

He always spins a coin to see who will go first.

We had a meal of chips and beans last night.

It was a tense moment to see the ball bounce along the road.

We saw tens of thousands of people cheering at the match.

The teacher asked, How many tons does a bus weigh?

5

We like to dance to music when we get the chance.

He can come with us if he joins our club.

I bought ten cans of beans at the local supermarket.

Each day the horse runs a distance of two miles.

You will have to rinse the clothes in clean water.

If the other team wins, the home crowd may wince.

6

The team scored five points more than the others.

This glue bonds both metal and wood to each other.

We bought two large tents for our break by the sea.

The boy tends to stay out late in the street.

At the garage they repaired the many dents in the car.

The joints in the pipes needed fixing immediately.

7

We have many kinds of items in our store sale.

This new device counts the number of people coming in.

The kids were doing the newspaper rounds of the streets.

We have had high winds and heavy rains all this week.

The cat pounces on the mouse behind the shed.

I have filled in my expenses form for the last month.

8

The child said, This new ball bounces quite high up.

We went to several dances in the village hall.

He has had lots of chances to apply for jobs in the last year.

He will get a shock if he glances out of the window today.

The bar worker cleanses and rinses the glasses.

Jack winces when I tell him how much the car costs.

9

The dog pounced on the cat which pounced on the mouse.

The ball bounced off the path and bounced down the road.

The clinic dispensed the medicines to those in the queue.

He tensed his muscles as he tried to lift the weights.

They danced all night at the wedding party.

I chanced to come across a rare old book that I wanted.

10

All the staff were against the changes in the working hours.

Jill glanced over to the table at which he was sitting.

I have rinsed all the plates and put them away.

He is a punster, that is, he makes puns all the time.

A spinster is a lady who has never married.

We took our holiday in the town of Dunster near the sea.

11

My cat is always pouncing on mice in the yard.

The child was bouncing the ball out in the park.

He was gritting his teeth and tensing his fists.

We were dancing to the music of the new band.

I spent hours cleansing and rinsing the plates.

A glancing blow to the head left him wincing.

EXERCISE 29(C)

12

They received some fines for parking wrongly.

We have bought some new smartphones for the kids.

I have a few vines which are producing black grapes.

Matthew always thins the vines for me each spring.

The foreman assigns the different jobs to them each day.

The city is made up of several business zones.

13

We are all happy when the sun shines on our activities.

During the game he was kicked in the shins.

We shall be sailing the oceans in our new yacht.

They worked in the mines for many long years.

We found a store selling men's work clothing.

This book can tell us what the word means.

14

She never moans about the rain and snow.

The child said, Five nines are forty-five.

The teacher told the class that nouns are words for things.

I went to my Nan's to help her with the washing.

The chief of a business earns more than the staff.

The bank had long lines of people waiting for loans.

EXERCISE 29(D)

15

I have put a fence around the small field.

I think fences are a good way of keeping dogs out.

When the field is fenced, they will be able to use it.

The boss is going to announce the changes to the staff.

He always announces these things on a Monday.

Last month he announced a pay rise for everyone.

16

I hope you can pronounce this lady's unusual surname.

She pronounces the words and the class writes them.

I think we have pronounced his name wrongly.

The protesters denounced the new safety laws.

He always denounces things that he does not like.

The minister denounced the new policy as being unfair.

17

I have made some lovely mince pies for our guests.

This new machine minces the apple pieces easily.

The machine minced the food into tiny pieces.

We escaped the traffic to the silence of the forest.

This device silences the noise of the machine.

The protests have been silenced by the new report.

18

We used some new fonts for printing our leaflet.

She always faints when standing out in the sun too long.

I keep all my beach finds in a small bag.

I go to all the events that take place in the park.

The kids watch as the engine shunts the carriages along.

The best sweets are the little chocolate mints.

19

The amounts in the last column need to be checked again.

My mum always mends my trousers for me.

He is using all his talents in that high paid job.

We shall be happy when his plane lands at the airport.

We are going on a holiday to the islands in the south.

That bank lends money to new businesses.

20

A lens is glass or crystal that bends light in a certain way.

I now have a new lens for my old camera.

I have to clean the lenses in my glasses.

A lensed image is one that has been changed by a lens.

We had four teams, two elevens and two tens.

A snack taken mid-morning is called elevenses.

EXERCISE 29(E)

21

We must balance our spending with our earning.

They said it was difficult balancing the two jobs.

The balances in the two reports were different.

The dog balanced the ball on the end of its nose.

They were looking for deliverance out of the troubles.

We have had many deliverances over the years.

22

She wishes to know what these markings signify.

This failure signifies a lack of work and study.

They said that the notice signified a plan to proceed.

We put a cross against each name signifying our choice.

We have made a significant profit over the past nine months.

Many people are significantly affected by this increased tax.

23

I take a regular break in an insignificant place by the sea.

We are aware of the significance of these unusual events.

The man's negligence caused the truck to crash.

I am the one responsible for taking the minutes.

We expect them to act in a more responsible way.

It is my responsibility to make a full report for them.

EXERCISE 29(E) (cont)

24

We thought the house was expensive for its size.

They were negligent in leaving the machine running.

The firm acted negligently in this particular case.

I hope those people are going to act more responsibly now.

I have many responsibilities in my job in that office.

We received one bad response and two good responses.

EXERCISE 29(F)

25

Please come at once and talk to our staff about this problem.

I will be going away Monday next for a week.

They will check the balance sheets on Wednesday next.

I will be doing this new job instead of that low paid one.

We gave part of the cash to them to buy food.

They say they are not fond of this sort of bread.

26

A large part of our work is checking the accounts.

A large part of this job is to write up the notes of meetings.

He said a large part of the crowd was cheering loudly.

I saw a large number of people standing in a long queue.

I counted a large number of customers at the sales.

A large number of the goats were kept in the field.

27

I am not going to finish all this work by tonight.

I know you were not happy with the way things were done.

It is likely that you will not get any post for a week.

It is clear that they had not done the necessary work.

I do not wish to take up the offer of that job.

I did not go to the office at all last week.

28

I have not received any reply to my call to them.

They have not taken the mail to the sorting room.

You are not going to enjoy doing that boring task.

I think you are not taking enough time to write your book.

I was not in the building when they came to visit.

We shall not come to see you until next spring.

EXERCISE 29(G)

29

I hadn't brought my coat because I hadn't expected it to rain.

I don't think I will go to see that play tomorrow.

I didn't wish to miss talking to the family again.

My family aren't going to come and see us this week.

He isn't going to pass his test without more help.

You won't want to go out in all this snow.

30

He wasn't happy with the way the report was written.

They can't come and see us until next month.

If you can't come to the office, we can't help you.

I couldn't get any cash out of the bank today.

We haven't spoken to him in four months.

They shouldn't have said all those things to them.

31

We do not wish to see him this morning.

We don't wish to see him this morning.

They did not want to pay such a high price.

They didn't want to pay such a high price.

I had not heard the news because she had not written.

I hadn't heard the news because she hadn't written.

