

EX30-1

Handwritten shorthand symbols for 'I have a pen' (I, have, a, pen)

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EX30-5

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EX30-9

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EX30-10

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EX30-11

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EX30-12

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EX30-13

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EX30-14

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EX31-1

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EX31-2

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EX31-3

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EX31-4

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EX31-5

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EX31-7

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EX31-15

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EX31-16

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EX31-18

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EX32-1

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EX32-2

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EX32-3

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EX32-4

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EX32-13

Handwritten shorthand symbols in red ink on a blue-lined background.

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

EXERCISE 30(A)

1

We went up to the upper floor for the meal.

On the upper floor we had a nice supper.

I have a new app on my phone.

I ate a red apple off the tree that I grew.

The branches are supple and thin.

I get a good supply of apples to store.

2

We shall have to pay the bill for the meal.

He is going to pray for the people.

I shall have to spray my roses this year.

I always pay my bills in good time.

The kids can play in the park today.

The legs of this table are beginning to splay.

EXERCISE 30(B)

3

I have one pie and she has two pies.

This is the tallest pine among all the pines.

I bought one pint but needed two more pints.

My pay at work pays all my household bills.

I still have one pain but the other pains have gone.

I need a tin of paint but the shop had many paints.

4

I will pave this path if he paves that path.

In the end both paths were paved.

I saw a puff of smoke and then more puffs.

The runner puffed heavily at the end of the race.

The bird's middle toe is bigger than its other toes.

The going is tough and I hope he toughs it out.

5

I saw a large tuft of grass amongst the smaller tufts.

This fee is much bigger than your other fees.

Last Sunday was a fine sunny day.

The officer gave out lots of fines in the car park.

I find things on the shore and put my finds in a box.

They always vie to be the first to get home.

6

If he vies, he is striving, as in a race.

I picked loads of grapes off my big vine.

The field was full of grape vines on wires.

We saw a big event going on in the field.

These events always attract the crowds.

I took a photo of the ray of sunlight on the window.

7

The sun's rays take about eight minutes to reach us.

The rain has now set in for the day.

It always rains quite hard at this time of year.

My rent is low but my family's rents are high.

To rend means to tear up or divide.

She always rends her dress in the bushes.

EXERCISE 30(C)

8

The next day I bought a new tray for the kitchen.

We must not stray into the thick woods.

It was a strain working at that job.

The dog always strains at the leash on our walks.

I strained the tomatoes to make a soup.

You must restrain those dogs when they come here.

9

He never restrains his dogs on the farm.

He restrained himself when the cookies were put out.

The game is to spin the coins on the table.

The coin spins off the edge of the table.

She had a large splint on her leg.

The splints are used to help the bones mend.

10

I think Pa is going to pass the house quite soon.

Take the pan and put it with the other pans.

I had to prune the branches off the tree.

Billy usually prunes the shrubs for me.

This plan is the best of all my plans.

I wish to plant some roses amongst the other plants.

11

The enemy supplants or forces out the king.

I saw a big crow fighting the other crows.

The king's new crown is better than the old crowns.

The king was crowned in a big ceremony.

The soil on the farm is mainly clay.

He worked as a clown in a circus.

12

He went to a school for clowns.

She clowned around with her mates.

Today is quite grey and rainy.

They put all the grain in the barn.

He says eating grains is good for his health.

The wood has a grained appearance.

13

It was a grand wedding with lots of guests.

We are seeking a grant to build a house.

They give grants to people to make repairs.

I have grown some tomatoes for us to eat.

The ground is quite good in this field.

The grounds of the hotel were laid to lawn.

14

I drew a graph to show the profits over the year.

We have several graphs to show at the meeting.

I took some photographs at the wedding.

I will take photographs of everything.

Hard graft is a way to say hard work.

He made grafts on the plants to increase his stock.

EXERCISE 31(A)

1

I am starting a new job in a fashion store.

We have the motion of the car on security camera.

He had the notion that the work would be easy.

The news item was seen by the whole nation.

We are giving our attention to the study of the book.

I am building a large extension on my house.

2

It is his intention to apply to them for a job.

She will have to mention all the certificates she has.

They will need some lotion if they wish to sunbathe.

I have a relation who lives in that town.

The erosion of the cliff made the place dangerous.

We have finished our session of talking to them.

3

They have a big vision to increase the profits.

We saw an old film on television last night.

Our mission is to bring these things to the nation's attention.

The admission fee to the dance is quite low.

He is going to take an examination in business studies.

He has the determination to make a success of it.

EXERCISE 31(A) (cont)

4

We have made a note of the dimensions of the building.

The vet found a large lesion on the dog's leg.

It is a delusion that he can pass that test without any effort.

The film gave the illusion that the monsters were huge.

The fusion of facts and made-up stories was quite strange.

The army kept a supply of ammunition in the store room.

EXERCISE 31(B)

5

The doctor mixed up a potion for him to take.

We have the option of staying late or going home.

The dog was put up for adoption by a new family.

We have taken the right action to increase safety.

I have to caution you against taking that action.

She bought a large cushion to put on the sofa.

6

Joe has made an application for the post of sales assistant.

This is a happy occasion for everyone in the family.

The high pay was a great attraction for these new jobs.

Many people have made an application to join.

We have an obligation to ensure staff safety.

Mary should finish her education at the academy first.

7

I have cut the pie into six portions for the guests.

We have a manual for the operation of the machines.

Each photo in the magazine has a caption with it.

His occupation is to take notes of staff meetings.

The result of the election was on the television last night.

The allocation of seats is always decided in advance.

8

We have an indication that profits have been rising.

The detection of stars and planets was difficult in those days.

She has given much dedication to learning this subject.

We have made a deduction of costs for the wages.

The police set up an exclusion zone around the buildings.

We are pleased to hear of the inclusion of this in the report.

EXERCISE 31(C)

9

The addition of some rear lights made the bike safer.

I have been reading the latest edition of the magazine.

The people sent a petition to those in charge of these affairs.

They have put a partition between the two accounts offices.

It is a tradition in the village to dance at harvest time.

We had to call the electrician in to see to the lights.

10

I have received an invitation to Linda's wedding.

She has a reputation for always finishing on time.

They made models in imitation of the city buildings.

The teacher started the writing class with fast dictations.

She has passed all the exams to train as an optician.

His career was being a magician on the stage.

EXERCISE 31(D)

11

We went to the railway station for the five o'clock train.

Sedition is working against those in charge.

I had to cut a section out of the wooden beam.

We had a long discussion on the things we needed to do.

They allowed no exception to the rules on safety.

I had no hesitation in taking a job in reception.

12

I was under the impression that she would be coming soon.

They gave us a lovely gift as an expression of thanks.

A time of probation is when you are proving yourself.

It is a total fiction that this faction is going to get votes.

I have a great affection for the place I saw on my vacation.

The selection of staff is based on the office location.

EXERCISE 31(E)

13

We are thinking about our options in relation to our work.

I had to change trains at both the stations in the city.

I like to remember all the occasions that we met together.

We have seen many fashions come and go over the years.

The pilot flew many missions over enemy territory.

They said that sixteen nations had signed the treaty.

14

I have many relations living in that part of the city.

He was in charge of giving them enough rations for the day.

When I came to the office I was greeted by the receptionist.

We have two receptionists working on different days.

The group was operating a protectionist policy for a time.

I tried to paint a few things in the impressionist style.

15

Becky was painting in a more expressionist style.

The nutritionist at the clinic gave them some new menus.

They told him he would be receiving his pension soon.

The suspension of parking in the town made things difficult.

We noticed a lot of tension between the two groups.

It was clear that tensions between them were increasing.

EXERCISE 31(F)

16

We were told that working overtime would be optional.

The doctor told him it was an occupational injury.

We have received some additional applications for that post.

The people were all dressed in traditional costumes.

I like to take an occasional holiday on the south coast.

They did a professional job with the repairs.

EXERCISE 31(F) (cont)

17

I believe this damage to the building was intentional.

The machines need repairs to make them functional again.

The teacher asked the class to use the dictionaries.

Laura has now received her provisional driving licence.

We are pleased to report that the facility is now operational.

We are having a national holiday on the king's birthday.

18

This man was a true visionary who helped many people.

The notice said that staff leave days are discretionary.

She was quite passionate about her subjects at school.

The dogs were affectionate towards the new master.

I have bought some stationery to practise my writing.

The car was stationary when the truck ran into it.

EXERCISE 31(G)

19

She passed all the writing examinations with distinction.

His writing was quite distinct, it was blue ink and large shapes.

I asked for details of several vacation destinations.

He feels it is his destiny to do that type of work.

The people were kept in subjection by the enemy.

We have been thinking about the signification of his words.

20

We have now received information on the house valuation.

Please write a description of the type of work you do.

I gave them several descriptions of what happened that day.

He was a famous public figure who wrote long speeches.

He has said publicly that he will make the funds available.

I am going to publish the report as soon as it is finished.

21

I have now published my book on the subject of fishing.

I wish to state publicly that this firm is making profits.

He has had a talk with his publisher about the new book.

The council received an objection to the plans.

We have replied to the objection with our solution.

They made a projection of the photos on the big screen.

22

The yearly projection of profits was fairly accurate.

The staff have made a representation to the authorities.

The painting was a representation of different life forms.

I am enclosing some extra leaflets for your information.

I would like more information on the electronic parts.

This report needs more information on the accounts figures.

EXERCISE 32(A)

1

They were fashioning pots out of the pieces of clay.

The man was motioning to them to leave the room.

We had many people auditioning for a part in the play.

The citizens of the city were petitioning for action.

We shall be stationing our officers outside the building.

My job was captioning all the photos in the albums.

2

The staff are actioning these new rules immediately.

They said that vacationing in that hotel would be good.

We heard the officer cautioning the people in the car.

Our guest speaker may be mentioning the subject in his talk.

The firm has decided it will be pensioning them off.

The machine is now repaired and fully functioning.

EXERCISE 32(B)

3

The guard stationed himself at the door of the building.

We have cautioned the two men who were driving the car.

The thick blanket cushioned the hard wooden seat.

He fashioned a bench out of all the old pieces of wood.

They had envisioned having to send a car out to fetch them.

The police officer motioned to the people to move away.

4

Dad thinks his car has functioned as a kids' taxi for years.

At the meeting they mentioned the new price plans.

They have pensioned off all those over the age of sixty.

He has tensioned the cables so that the fence is secure.

We think that this man is entirely ill-intentioned.

The ruling party has sanctioned the use of force in this case.

EXERCISE 32(C)

5

They dislike those men and shun them every time they pass.

The customers are shunning our sales at present.

The group felt they were being shunned by the staff.

The engine began to shunt the carriages along the track.

We bought a yacht so we can travel the oceans all year.

They prefer to eat Asian food when they visit that hotel.

6

That method of washing may harshen the feel of the cloth.

We went out in the sunshine in our lunch break.

The moonshine lit up the waters of the lake.

They had a tour of the ancient buildings in the city.

The patients were talking in a passionate way about things.

Thank you for your patience as we deal with this issue.

EXERCISE 32 (D)

7

I have several valuable old books in my possession.

I have gained a position in the sales section at head office.

His proposition was that we should all go out together.

We had much opposition to our plans to increase prices.

He has a fairly calm disposition despite his workload.

We have made the decision to take on more staff.

