



EX33-1

Handwritten shorthand practice for EX33-1, consisting of six lines of cursive symbols on a blue-lined background.

EX33-2

Handwritten shorthand practice for EX33-2, consisting of six lines of cursive symbols on a blue-lined background.

EX33-3

Handwritten shorthand practice for EX33-3, consisting of six lines of cursive symbols on a blue-lined background.

EX33-4

Handwritten shorthand practice for EX33-4, consisting of six lines of cursive symbols on a blue-lined background.

EX33-5

۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا

EX33-6

۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا

EX33-7

۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا

EX33-8

۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا  
 ۴ کتا کتا کتا کتا

EX33-9

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

EX33-10

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

EX33-11

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

EX33-12

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

۴ کتبہ سے لے کر

EX33-13

۴ شایانہ کتب خانہ

۴ اور کتب خانہ

۴ کتب خانہ

۴ شہر جس میں

۴ کتب خانہ

۴ کتب خانہ

EX33-14

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

EX33-15

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

EX33-16

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

۴ کتب خانہ

EX33-17

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

EX33-18

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

EX34-1

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

EX34-2

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ

۴ لکھو کجھ سہ ماہہ سناہ



EX34-7

۴ شہزادہ کی بہن ہیں

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

EX34-8

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

EX34-9

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

EX34-10

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔

۴ ۱۹۰۷ء میں پیدا ہوئے۔



EX34-11

۴ مَلَا نَسَا لَسَا بَسَا مَسَا نَسَا

۴ نَسَا مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

EX34-12

۴ نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

EX34-13

۴ نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

EX34-14

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

۴ مَسَا نَسَا مَسَا نَسَا مَسَا نَسَا

EX34-15

۴۰۰ - ۱۰۰۰  
 ۴۰۰۰ - ۱۰۰۰۰  
 ۴۰۰۰۰ - ۱۰۰۰۰۰  
 ۴۰۰۰۰۰ - ۱۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰ - ۱۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰ - ۱۰۰۰۰۰۰۰۰

EX34-16

۴۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰

EX34-17

۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰

EX34-18

۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰  
 ۴۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰

EX34-19

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

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

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

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

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

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

EX34-20

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

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

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

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

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

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

EX34-21

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

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

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

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

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

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

EX34-22

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

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

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

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

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

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

EX35-1

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

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

Handwritten shorthand symbols for 'and' and 'of'.

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

Handwritten shorthand symbols for 'with' and 'in'.

Handwritten shorthand symbols for 'at' and 'on'.

EX35-2

Handwritten shorthand symbols for 'from' and 'by'.

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

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

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

Handwritten shorthand symbols for 'with' and 'in'.

Handwritten shorthand symbols for 'at' and 'on'.

EX35-3

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

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

Handwritten shorthand symbols for 'and' and 'of'.

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

Handwritten shorthand symbols for 'with' and 'in'.

Handwritten shorthand symbols for 'at' and 'on'.

EX35-4

Handwritten shorthand symbols for 'from' and 'by'.

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

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

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

Handwritten shorthand symbols for 'with' and 'in'.

Handwritten shorthand symbols for 'at' and 'on'.

EX35-5

۴ ا ا ا ا ا ا ا ا ا ا

۴ ( ا ا ا ا ا ا )

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

EX35-6

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

EX35-7

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

EX35-8

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

۴ ا ا ا ا ا ا ا ا ا ا

EX35-9

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

EX35-10

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

EX35-11

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

EX35-12

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

EX35-13

۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰

EX35-14

۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰

EX35-15

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 ۴ - ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰  
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### EXERCISE 33(A)

1

I would offer to do the job if they offered to pay me.

The people in the shop may suffer loss of overtime pay.

Let me know if they ever decide to start afresh with this job.

The author of this book has written a fairly average story.

She wishes to accept the other job offer immediately.

They can either take the goods or get a refund.

2

I shall be free to see you at nine next Monday morning.

The chef is going to fry the chips for the meal.

We generally eat lots of fruit when it is in season.

I have found a gold frame for the photo of the wedding.

You may take freely of the buffet on the front table.

Frederick says that the food in this café is always fresh.

3

I am going to work through these papers until three today.

The kids began to throw the things out of the toy box.

The king has been thrown off his throne by the rebels.

We received many threats from the gang on the streets.

I have been trying to thread the cotton into the needle.

It gave us quite a thrill to see you all yesterday.

4

The kids were afraid of the man in the frayed coat.

I think the big dog is going to frighten everyone.

Fred prefers to eat fried fish and chips at the weekend.

My auntie Freda visits us every Friday night.

I will be visiting my friends again this Friday.

I put all the food in the fridge to keep it cool.

### EXERCISE 33(B)

5

This is a tougher job than I thought it would be.

He put his name as Trevor on the application form.

We are travelling to Dover to catch the ferry.

The diver found many unusual items on the seabed.

Our driver is taking us to the airport next Wednesday.

I have seen an advert in the paper for a new job.

6

I saw a photo of a puffer fish in the sea.

The buffers at the railway station are the end of the line.

You were braver than me when you saw that fierce dog.

A chafer is a type of flying beetle.

I have made some covers for the chairs and sofa.

The patients soon recover and get up and about again.

7

The kids wanted to discover exciting things in the woods.

A gaffer is a slang word for a yard foreman.

All the givers to the charity are to be sent a note of thanks.

Loafers are a type of soft shoe for home wear.

All the sixth form leavers are going to have a party.

I found a silver necklace at the antique shop last week.

8

The big earth mover made a large hole in the field.

The surface of the path was rougher than the smooth road.

We have a river running through the fields on our farm.

I could not make a decision and began to waver about it.

We filled out a waiver form so we could get a refund.

It was a lot of bother to write the reports all over again.

9

The bathers began to hover round the drinks stall.

I stopped for a breather at the two mile mark.

I have a brother who works in a large clothing store.

They will be able to gather the crops during this month.

The leather on this bag has lasted for many years.

The weather is going to be hot and sunny all week.

10

The weather forecast said it would be cold and foggy.

I have had some bother with my new leather shoes.

Heather likes to grow heather plants in pots.

You are a tither if you dedicate a tenth of your income.

The horse was attached to the fence with a long tether.

You must write and not dither when the passage is read out.

### EXERCISE 33(C)

11

I watched the birds fly over the fields and towns.

The river flows into the sea at the wide bay.

The flap on the bag was fastened with a button.

The horse began to flick his tail back and forth.

It took hours to get the fluff out of the washing machine.

The sheep on the farm were fat and fluffy.

12

All this writing is piffle, that is to say, it is utter nonsense.

I was baffled by the writing method until I read the book.

This glass mirror has a wide bevel on all its edges.

The items in the box were trifles, of no great value.

I have to say that I think he was talking absolute drivel.

These thick drapes are to muffle the sound of the traffic.

13

I won a small prize in the raffle at the fair.

At the café we had honey waffles with our tea.

The servant began to grovel when the king spoke to him.

I am going to write a novel all about ancient history.

The poor lived in terrible hovels with gravel floors.

It seems our business rival has lowered his prices.



### EXERCISE 33(D)

14

I can smell the fish and chip shop frying our dinner.

The child in the clinic was fretting for its parents.

I have a covering for the car to keep it dry and clean.

I am discovering all sorts of nice shops in this town.

She spent several weeks recovering and getting better.

The bird was hovering over the field looking for mice.

15

It was quite baffling how he managed to do all that work.

They will be raffling a basket of fruit at the village fair.

We shall be building a tower rivalling the one in that city.

If you are waffling, you are speaking so you can waste time.

Our boss does not put up with any grovelling in his office.

The kids were snivelling and crying because of the frights.

16

I refer to your application that you sent in last week.

This paper is rougher than I need for my writing.

He put his name and address on the reverse of the form.

We have two rivers that run through our town.

I prefer to work in the morning to get it all done.

The kids proffered a note of thanks to the lady.

17

The staff must defer to head office in relation to this issue.

These cars only differ in the colour of the seats.

I must refill my water bottle ready for the trip.

The army officer issued the soldiers with rifles.

My report is certainly going to reveal all these problems.

The kids revel in having two months' summer holiday.

### EXERCISE 33(E)

18

I am from Canada and that family are from America.

I come from a small town on the south coast.

Here is the cash and I have taken from it the cost of the food.

Open the box and take from it some of the items.

This is a present from us to you for your birthday.

I heard recently from his family about his new job.

### EXERCISE 34(A)

1

She is a person who likes the house to be perfect.

A perm is a wave put in the hair that lasts a few months.

My aunt wore a pearl necklace at the wedding.

I perceive you are a person who persists with their studies.

I stayed two terms at the school learning writing.

The train route terminates at the town station in Green Street.

2

The bus terminus is busy on weekday mornings.

The illness was not terminal and he made a rapid recovery.

The kernel of a nut is the nutritious part inside.

Colonel Smith has now terminated his army career.

They have now installed all the girders for the building.

The girl may develop a liking for those sweet foods.

3

We were taught at school that a verb is a doing word.

They have issued a new version of the rule book.

The weather was thirty degrees and there was no shade.

We were all quite thirsty when the race was over.

I took lots of thermal clothing with me for the trek.

She had some therapy in the pool to help her to recover.

4

Debonair can refer to a man who is elegant and gracious.

He wrote a book about being a legionnaire in the desert.

He was a chef extraordinaire working in the top hotels.

He is an extraordinary person who is always telling stories.

The hall was lit by a large luminaire hanging from the ceiling.

The sun and the moon are both luminaries in our skies.

### EXERCISE 34(B)

5

Please take the parcel and post it to the customer.

My business partner and I have started a new undertaking.

The farm had three fields of barley ready to be cut.

Our next target is to increase sales by a third next year.

The street was quite dark so we decided to take the bus.

He is full of charm, his wife charming and his kids charmless.

6

I have invited Charles over for dinner next Saturday.

The kids made a cart out of all the old wooden planks.

I have a garden and I spend a lot of my time gardening.

Please be careful with the knives as they are sharp.

We saw a huge shark on our boat ride round the bay.

We all bought souvenirs from the little market stalls.

7

James is aiming to get a job as an engineer with the council.

This hotel has a nice atmosphere that we all enjoy.

The road I live on is parallel to the main street of the town.

I am going to write a paragraph or two for the newspaper.

The children are out playing in the garden just now.

We are going to narrate the story for our film.

8

We used to say telephone, but now we just say phone.

The telegraph was a method of sending messages over land.

I have a large telescope for viewing the stars and planets.

A telecast is a programme broadcast on the television.

At the meeting all the delegates sat round a long table.

They sell some delicate cakes at the delicatessen.

**EXERCISE 34(B) (cont)**

8

This was a deliberate effort to avoid paying the charge.

The old house became derelict and had to be demolished.

In its place they have built a delightful new house.

I take great delight in giving all the children their presents.

A televised event is one seen on everyone's television set.

I bought an expensive telephoto lens for bird watching.

**EXERCISE 34(C)**

10

I wish to place on record my views on this accounts report.

I have written to George to offer him the job in accounts.

We are expecting Georgina to pass all her school exams.

He said it was the moral thing to do to tell them the facts.

The North Street office deals with college correspondence.

He follows politics and corresponds with many members.

11

I wish to purchase a new car for going to the office.

She wore a purple dress and a blue hat to the wedding.

The children were quite bold in asking for their money.

These people have caused a lot of turmoil in the city.

The members of the church are practising their singing.

I know what occurs in a court of law in the course of a day.

12

Marcus gave a discourse at the college on accounting.

Our cat always curls up in front of the fire.

I put up some new curtains at the living room windows.

He showed great courage when he dived into the sea.

She encourages the children to correct their own spellings.

I have been collecting antique books for many years.

13

I made corrections to the list of coins in my collection.

We had recurring issues with the machines last year.

He will fulfil his duty of collecting the parcels daily.

He took a mouthful of the coffee and a bite of bread.

I put a cupful of milk into the rice pudding mixture.

They planted the new tree with a shovelful of soil.

**EXERCISE 34(D)**

14

I wrote to them direct to ask about the delivery times.

He will be returning directly to speak to you.

This map gives directions to the council offices.

We found all the literature books we need in the library.

I will capture all the scenery on my phone camera.

They will be capturing the escaped animal with a net.

15

This soup is a mixture of tomatoes, herbs and spices.

There was too much moisture in the cellar to store things.

We have a list of the fixtures and fittings needed.

I attended a lecture on how to start up a business.

The texture of this bread is quite dry and hard.

Our engineer has had to calculate all the figures again.

16

Please check all the calculations in this table.

We have now been given a list of the new regulations.

The water circulates through the whole system.

Tomorrow I have to attend three lectures in a row.

My camera captures everything that I need to know.

I have a list of scriptures that I will read out in church.

**EXERCISE 34(E)**

17

The firm pays my wages into my personal bank account.

He took it personally when I corrected his report.

We have issued a safety notice for all personnel to read.

I like to support my local team when they play here.

I have a separate filing cabinet for those new customers.

She said she will need to separate the sheep from the goats.

18

These posters are going to permit us to promote our activities.

We have permission to go ahead with this sales promotion.

In regard to the meeting, I regret that it has been delayed.

I propose that we buy the right machine for the purpose.

The word propriety means something is suitable, right or just.

We have bought a property in the north of the city.

19

I am a permanent member of staff in a prominent business.

Mr George is a pre-eminent teacher of this unusual subject.

The word forego means to go before or precede.

The story of his unusual life is likely to forego him.

I will have to forgo, or give up, eating cakes all this week.

I hope you will forgive me for forgetting your birthday.

**EXERCISE 34(F)**

20

I would firstly like to thank you for coming to the meeting.

The music in the room was very loud indeed.

I have seen their dog playing in their yard.

There are a lot of new kids in the third class.

The staff are doing their work all day long.

Their pay is related to their time on the job.

21

I have not seen any sales there for a whole year.

They are all playing in the yard with the football.

I know they are doing a very good job on our house.

There is a report in the newspaper on the team's success.

There is not much work to do at the office today.

We know that there is not much time left to do the task.

### EXERCISE 34(F) (cont)

22

The weather map says there is no chance of rain today.

Thirdly, I wish to say that I have enjoyed meeting you all.

I am very much relieved that you are feeling so much better.

They have too much work to do in the time available.

Ask the shop assistant how much this coat costs.

We have been saving money here and there for the holiday.

### EXERCISE 35(A)

1

Go up to the station and pay for our fares.

On that day we had to tow the car to the garage.

I saw a jay on the edge of the lawn.

Kaye said she has an ache in her stomach today.

I aim to finish the work and then mow the grass.

I am going to call off the dog and call for the cat.

2

The apples appear to have been attacked by bugs.

The weather was fog and misty rain all day.

I certainly don't like driving on foggy days.

The chill winds made us feel very chilly.

We are going to have ice and rainy spells on Monday.

They had icy and rainy stretches on the roads.

### EXERCISE 35(B)

3

My daughter works as an auditor for that firm.

His remark to the man opposite was very apposite.

I will adopt a new method so that I can adapt the machine.

This obsolete machine is an absolute nuisance.

I think I mentioned that I thought the plan was a good one.

4

I have not been idle, I have been out buying a few items.

We wish to know the identity of that island on the map.

Please get some olive oil when you go shopping.

We have a barn owl nesting in the farm building.

They cannot deny that we are now even more successful.

There is no doubt about the fact that business is better.

5

I have a few new books on my shelf to read.

I knew that all this would be an issue with them.

There is no alternative but to issue a different invoice.

It took her a week to find a suitable wig.

Jack and Jill were looking for the two women.

Tell them not to worry about finding the papers.

6

I think you were the only person to get the answer right.

I wish to know the names of those who were in the office.

It seems possible there were more errors made on that day.

I shall not be going to the gym this week as it is too cold.

I may go next week when the weather is warmer.

I went last week and the week before that.

7

I counted nine sheep in the field but none in the barn.

There were eight staff in the office and eighty in the factory.

His salary was ten thousand but now it is eighteen thousand.

The child drew a large "O" on the page of the book.

We have worked hard to achieve zero waste in our firm.

They had written one five nought as my house number.

### EXERCISE 35(C)

8

They took one photo of me and three of him.

Please give those papers to me and send those items to him.

I am going to give them tickets to go to the play.

I wish to know if there is any way you can do this job.

He said there is no way they can finish it in time.

We have at last found a person who can do the job.

9

We do at least have the cash to pay for the repairs.

Now they are home they are at last able to help us.

I think she will be able to work at least three days a week.

I will be staying at home for the whole day tomorrow.

The team are playing at home for the next two weekends.

You will need to pay for those at the till by the door.

10

I wish to pay for this using my credit card.

I told them that I wished to pay for these by cash.

All these names are for the list that you are making up.

Those other names are off the list for the time being.

The manager's remarks are certainly for the record.

The witness made a few remarks strictly off the record.

11

If I can find the time, I could help you check the papers.

When you can spare the time, you could come and see us.

I may be able to visit them and I might bring a friend as well.

You may get a call from Jack and you might be surprised.

I know that the business is now having greater success.

I note that the firm has now closed its local offices.

12

I told them it is unnecessary to call the staff about this.

They said it is not necessary to pay any more charges.

We think it is unnecessary for them to take that action.

I am sure it is not necessary to put all that into the report.

It is not necessary for them to buy tickets on the day.

Please tell them it is not necessary to come in today.

13

Mr Smith went to the shop for bread but he did not get in.

Mrs Brown went to the shop for fish but she did not get any.

Tell the kids in that pool that they must not go any deeper.

The pool staff said that the kids must not go in deeper.

I wish to take photos but there is no time for that.

They wish to take photos but there is no time to do that.

**EXERCISE 35(C) (cont)**

14

I cannot see the dogs and I can't see the cat either.

I do not have my phone and I don't have my tablet either.

They did not wish to tell us that they didn't enjoy the meal.

I did not see the visitor because I didn't have the time.

We do not know his name because we did not ask him.

We don't know his name because we didn't ask him.

**EXERCISE 35(D)**

15

I have been buying some household things in the store.

There is a strong likelihood that he will visit us today.

We are dealing with the correspondence as fast as we can.

The street I live in runs parallel to the railway tracks.

We went off in a different direction through the woods.

They were full of apprehension about the exams next month.

16

He said that he can accomplish the job in one week.

The results of the football game were fantastic.

His writing was illegible and so he got very low marks.

I have made some more observations on the work needed.

I will have no hesitation in giving her this job.

There was a spectacular show in the park last Saturday.

