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FACILITY DRILLS - EXERCISES

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EX43-1

Handwritten cursive shorthand for 'The' (The Pitmans shorthand)

Handwritten cursive shorthand for 'man' (The Pitmans shorthand)

Handwritten cursive shorthand for 'was' (The Pitmans shorthand)

Handwritten cursive shorthand for 'born' (The Pitmans shorthand)

Handwritten cursive shorthand for 'in' (The Pitmans shorthand)

Handwritten cursive shorthand for 'the year' (The Pitmans shorthand)

EX43-2

Handwritten cursive shorthand for 'of' (The Pitmans shorthand)

Handwritten cursive shorthand for 'the' (The Pitmans shorthand)

Handwritten cursive shorthand for 'year' (The Pitmans shorthand)

Handwritten cursive shorthand for 'of' (The Pitmans shorthand)

Handwritten cursive shorthand for 'the' (The Pitmans shorthand)

Handwritten cursive shorthand for 'year' (The Pitmans shorthand)

EX43-3

Handwritten cursive shorthand for 'The' (The Pitmans shorthand)

Handwritten cursive shorthand for 'man' (The Pitmans shorthand)

Handwritten cursive shorthand for 'was' (The Pitmans shorthand)

Handwritten cursive shorthand for 'born' (The Pitmans shorthand)

Handwritten cursive shorthand for 'in' (The Pitmans shorthand)

Handwritten cursive shorthand for 'the year' (The Pitmans shorthand)

EX43-4

Handwritten cursive shorthand for 'The' (The Pitmans shorthand)

Handwritten cursive shorthand for 'man' (The Pitmans shorthand)

Handwritten cursive shorthand for 'was' (The Pitmans shorthand)

Handwritten cursive shorthand for 'born' (The Pitmans shorthand)

Handwritten cursive shorthand for 'in' (The Pitmans shorthand)

Handwritten cursive shorthand for 'the year' (The Pitmans shorthand)

EX43-5

۴ نام حج و عمره

۴ منہ سے پہلے سنا جائے

۴ ظ-، اگر سے سنا جائے

۴ نہ (م) ، عمر، با

۴ عہدہ ہجرت اور ہجرت

۴ جس کا راز ہے

EX43-6

۴ سب سے پہلے سنا جائے

۴ نہ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

EX43-7

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

EX43-8

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

۴ سنا جائے /

EX43-9

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۴ ۱/۴ ح س ج ل > ج >

۴ ۴ ا ب ج ل ص

۴ ا ل ر ا ل ر ل

۴ ص ل ج ل ج ل ج ل

۴ م ل ج ا ب ج ل ج ل

EX43-10

۴ م ل ج ا ب ج ل ج ل

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EX43-11

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EX43-12

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EX43-13

۴ ذ / ر ن ع ر ج ن ه ص
 ۴ ن ه - (ط ج ن ط)
 ۴ ي و ه ل ا ب ر (ط ا ن ه ل)
 ۴ م ا ب ر ن ه ل ك م
 ۴ م ا ب ر ن ه ل ك م
 ۴ ب ر ن ه ل ك م

EX43-14

۴ م ب ر ن ه ل ك م
 ۴ م ب ر ن ه ل ك م
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EX43-15

۴ م ب ر ن ه ل ك م
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EX43-16

۴ م ب ر ن ه ل ك م
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EX43-17

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EX43-18

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EX43-19

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EX43-20

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 ۰ مٲا مٲا مٲا مٲا مٲا

EX44-1

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 ۴ نسا انا انا انا
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EX44-2

۴ نسا انا انا انا
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EX44-3

۴ نسا انا انا انا
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EX44-4

۴ نسا انا انا انا
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EX44-5

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 ءك٠ ا٠م٠ ا٠م٠ ا٠م٠
 ءك٠ ا٠م٠ ا٠م٠ ا٠م٠

EX44-6

ءك٠ ا٠م٠ ا٠م٠ ا٠م٠
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 ءك٠ ا٠م٠ ا٠م٠ ا٠م٠

EX44-7

ءك٠ ا٠م٠ ا٠م٠ ا٠م٠
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EX44-8

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EX44-9

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)

EX44-10

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)

EX44-11

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)

EX44-12

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)

EX44-13

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)

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EX44-14

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

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EX44-15

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

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EX44-16

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)

EX44-21

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)

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

EX44-22

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 43(A)

1

A sheep goes baa but I have never heard a goat baaing.

The payer of the bill should retain their receipt.

We have to inform you that this invoice is now payable.

The players of the team have been practising all day.

Everyone was waiting for the mayor to arrive.

The staff were saying it has been a long week.

2

We shall ignore the naysayers and go ahead with the plan.

They will be weighing the parcels at the post office.

All this snow is delaying the delivery of the post.

There was a layer of mud on the garden path.

We called in a surveyor to inspect the new house.

His office desk was in quite a chaotic state.

3

I think she is the ideal person for us to hire.

The scientists have many theories about this planet.

I came in earlier and talked with the staff.

The rain became heavier as the storm passed over.

As I read the report, I was seeing lots of new information.

The man was carrying some boxes to his car.

4

He is a very agreeable and friendly person.

We are going to create a new plan for the building.

We have a very serious matter to discuss today.

There are various things that need to be done quite soon.

She has the copies of the minutes of the previous meeting.

I think that it is obvious what needs to be done with this.

5

It is our experience that this method is the best.

The area of the farm is about sixty acres.

It was a real problem and we really had to act fast.

They began to realise that they had lost their way.

It is made of a very tough and durable material.

I found the serial number on the back of the screen.

6

I have lots of audio files to help me learn the language.

The kids are watching a video about a music band.

I have a medium sized apple tree in my garden.

We went to the museum to see the dinosaur fossils.

It is estimated that two million people watched the show.

We went on a skiing holiday in the Alps.

EXERCISE 43(B)

7

I opened the drawer and took out the drawings.

I have made a withdrawal of cash from the bank.

They were sawing up the logs into short pieces.

The crow was cawing and the cat was clawing at the tree.

The staff were all jawing instead of working.

I saw a strawy coloured mouse gnawing the crust.

8

The meeting will be held on the lower ground floor.

The music group has many followers in this country.

The wheat growers wanted to raise their prices.

The borrowers signed the forms without knowing the facts.

The setting sun was glowing through the clouds.

I shall be following his progress through his college year.

9

The weather will be very snowy all next week.

All the pages of the book were yellowing with age.

The forecast is for it to be cold, wet and blowy.

The way she dressed was very showy and loud.

The crowd decided to cooperate with the officers.

It is my job to coordinate the delivery of these items.

10

The gold crown was set with large jewels.

It would be cruel to have to cancel the kids' seaside trip.

He poured the fluid from one beaker to the other.

My friend is very fluent in three languages.

He said that fluency comes from practising regularly.

It could not be truer to say that he has worked very hard.

11

She is the truest friend one could hope to have.

These pies are very chewy and not at all soft.

The pub was located right next to the brewery.

The kids were gluing the coloured paper on the cards.

The farm hands were shoeing all the horses.

I like to go canoeing whenever I can on a weekend.

EXERCISE 43(C)

12

We have asked everyone to give us their suggestions.

This school is a bastion of good manners.

She is suffering from exhaustion after the long marathon.

There were nine questions in the history paper.

He has a good digestion and can eat anything.

It is a good idea to cut onions in a bowl of water.

13

The bunions on his feet were causing him much pain.

The spaniel's behaviour was quite amusing.

A Spaniard is a person whose country of origin is Spain.

We have hired a lawyer to deal with the case for us.

The sawyer works in a sawmill, sawing trees and logs.

She wore a badge on a lanyard around her neck.

EXERCISE 43(D)

14

I made a note of the exact pronunciation of the names.

His denunciation of the group was reported in the papers.

An announcement is the act of proclaiming tidings.

Enunciation is the act of speaking words carefully.

You must enunciate the words of your speech very clearly.

He enunciated all the foreign words very well indeed.

EXERCISE 43(E)

15

We would be much healthier if we ate more fruit.

They became very much wealthier in later years.

She has a job as a clothier in a well-known store.

She started as a junior and worked her way up.

His juniority will not prevent him from getting promotion.

I believe that his ambitions are much loftier than mine.

16

They had a very parochial outlook on life.

A venial wrongdoing is one that is thought to be minor.

The veniality of their behaviour has to be doubted.

A dais is a raised deck at the end of a hall.

Chaos is a state of disorder or lack of organisation.

There was utter chaos after the fierce storm.

EXERCISE 43(F)

17

I went to the post office to weigh all the parcels.
We are weighing the parcels to work out the postage.
The weigher has broken through wear and tear.
To woo is to seek the favour, love or affection of a person.
For all his wooing, she refused to agree to meet him.
We know that this firm is a wooer of its customers.

EXERCISE 43(G)

18

The dog was pawing the door so we would let it out.
The customer said she is paying for the item in instalments.
The people were praying that the ship would return safely.
The builder was spraying the wall with white paint.
I saw the kids playing on the swings in the park.
The legs of the table were splaying quite badly.

19

The children were taking a long time tying their shoelaces.
We have been trying to get hold of you all morning.
The phrase toeing the line means keeping within the rules.
They were plateauing in memorising the script.
The golfers will be teeing off at eleven.

The girls were out partying all last night.

20

They said they were guaranteeing the efficiency of the boiler.
We shall be staying at home for the whole weekend.
I have been stowing all the luggage in the van.
I came in and found the dog chewing the rug.
The rug is now fraying all round the edges.
They were freeing the car by digging out the snow.

EXERCISE 44(A)

1

We went to the reservoir to do some fishing.
I am writing my memoirs in my spare time.
An armoire is a large wardrobe with doors and shelves.
She was in her boudoir fixing her hair and dress.
We are taking the cows to the abattoir tomorrow.
His repertoire included comic songs and dancing.

2

The bees in our hive produce lots of wax and honey.
He went to the clinic for the removal of earwax.
The church has two beeswax candles on the altar.
I like to use sealing wax on the back of the envelopes.

We have twenty staff who each work twelve hours a week.
Jim has worked in the hardware shop for many years.

3

The reasons he gave did not assuage their anger.
She is a frequent visitor to this part of town.
Visitors are frequently seen climbing the hill for the view.
We picked up his radio message on a different frequency.

His first report was good but subsequent ones were not.
I flew to Buenos Aires and subsequently on to Venezuela.

4

I have cut all the lower twigs off all the apple trees.
I will tweak the minutes to include this extra information.

The word twixt is a poetic way to say between.
He had to use tweezers to get the screw out of the machine.
They were worried as their supplies began to dwindle.

These earwigs in the soil are going to bewilder the kids.

5

He went out forthwith and started on the job.
I enclose herewith an application form for this post.
We made lots of sandwiches for our time on the beach.
I used to live in a small house in Ipswich.
My friend comes from the northern town of Northwich.
They moved to Norwich at the end of last year.

EXERCISE 44(B)

6

It is my will to write a book on free-will and choice.
The organisation relies on the goodwill of its members.
He seems to be a wisher and thinker, rather than a doer.
They had lots of well-wishers and certainly no ill-wishers.

We wished them well and sent them a farewell gift.
I had a book on weeds, sea-weed and pondweed.

7

He winked at us to show he was telling a joke.
The repair person tried to hoodwink the elderly customer.
I have now taken the wheel off the car.

The cart began to freewheel down the steep hill.
The machine had some trouble with the gear-wheel.
The word betwixt is an archaic way to say between.

8

The accident on the farm caused them a lot of anguish.
He had a very anguished look on his face.
To languish means to grow faint or lose vigour.
The lions were languishing in the heat of the sun.
We need to install a fire extinguisher in the main office.
A distinguisher is the main feature that shows a difference.

EXERCISE 44(C)

9

It was somewhat annoying to hear the cats caterwauling.
He is always talking a load of twaddle about these issues.
The patients were resting in a side ward.
We travelled eastwards towards a small island.
The sailors stayed on the windward side of the boat.
A bulwark is a protective wall of earth as a defence.

10

All the people looked heavenward to see the comet.
I hope our water supply will not be affected.
I am collecting rainwater in a butt for my plants.
It was now high water, so they could launch the boat.

The seawater has now reached the edge of the promenade.
We found a freshwater lake by which to camp.

11

I shall now quote to you a piece from a well-known play.
We do hope that someone does not misquote our words.
The reporter's misquotation has caused us a lot of trouble.
It is worth remembering that practice makes perfect.

Our new teacher Miss Butterworth lives in Wandsworth.
Joe Woolworth has bought a house in Walworth.

12

At my workplace, I am working on some important reports.
She has made a framework on which to grow the beans.
We are going to see the fireworks in the park.
I think that this report is almost entirely guesswork.
Jack and Jill are starting woodworking classes next week.
The kids have to do their homework before they go to bed.

EXERCISE 44(C) (cont)

13

The children showed us their handiwork at the art class.

The fretwork box was a valuable antique.

I do not like to find worms when I plant my flowers.

He is a real bookworm and has hundreds on his shelves.

There are lots of starlings eating the wireworms in the lawn.

I am quite sure he is worthy of his high wages.

14

After the repairs, the ship is now seaworthy again.

They could not fly the plane as it was not airworthy.

They believe that the firm was blameworthy in their actions.

I shall make a hat out of ordinary wool or maybe lamb's-wool.

The piece of wood in the river was just driftwood.

Wormwood is the name of an aromatic but bitter herb.

15

She was an expert craftswoman at the pottery factory.

All the craftswomen there earned very good wages.

I spent many years as a draughtswoman in that firm.

There were crowds of shoppers standing on the sidewalk.

This banner was made by local needlewomen last year.

Laura is a very experienced horsewoman at these stables.

EXERCISE 44(D)

16

The long mound was an earthwork against invaders.

All these happenings in the city are highly newsworthy.

He has made a very praiseworthy attempt at this task.

Maria has always been a trustworthy and efficient employee.

We shall take the car if it can be made roadworthy in time.

I believe they are unworthy of the praise they have received.

17

The minister's speech was noteworthy and interesting.

The quality of the meals at the hotel is excellent.

She hopes to qualify as a lawyer in the summer.

I shall be qualifying as an engineer at the end of this course.

He has the right qualifications to do this job.

The police officer directed the traffic through the town.

EXERCISE 44(E)

18

We noticed an old way-marker in the field.

The farm served as a way-station for passing coaches.

We often travel on the railways for our holidays.

The roadway will be maintained by the council.

We went up a narrow pathway to the top of the hill.

This road is the main highway across the plain.

19

To bewitch someone means to charm or fascinate.

He bewailed the lack of money to buy the sports car.

The kids bewailed the fact that they had no sweets.

You must be aware that a bull lives in that field.

I have a twin who works in another office here.

The clothes were made of a dull twill fabric.

20

She began to twirl her long sparkly dress.

They do not know how many families dwell there.

The deer and the bears are all forest dwellers.

These people dwelt in villages in the Middle Ages.

They have plans to build twenty dwellings on this site.

I could not dissuade him from going out in the storm.

21

Perhaps you can persuade him that it is too dangerous.

The trees in the woodland swayed in the wind.

I bought myself a new brown suede coat.

We have a dwarf bamboo growing in a large pot.

The new office block dwarfed the other buildings in the area.

My friend Dwight has gone to visit his cousin Dwayne.

EXERCISE 44(F)

22

We will be going out to lunch with our friends.

That was a very good meal and we really enjoyed it.

John has done very well in his music exams.

I am pleased to see them looking so well and healthy.

Jenny has been very ill with a cold all week.

I think I have never been so ill in all my life.

