

EX52-1

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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EX52-2

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EX52-3

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EX52-4

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EX52-5

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EX52-6

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EX52-7

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EX52-8

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EX52-9

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م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

ك . م . ن . و . ي . ر

EX52-10

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

ك . م . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

EX52-11

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

ك . م . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

EX52-12

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

ك . م . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

م . ل . ن . و . ي . ر

ز . ط . ق . ج . ه . خ

EX52-13

۱. ۲. ۳. ۴. ۵. 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.

EX52-14

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EX52-15

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EX52-16

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EX52-17

Handwritten shorthand for 'The end' (The end)

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EX52-18

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EX52-19

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EX52-21

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EX52-22

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EX52-23

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EX52-24

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EX53-1

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EX53-2

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EX53-3

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EX53-4

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EX53-5

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 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴

EX53-6

۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴

EX53-7

۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
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EX54-1

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۴ ص ب ب ب ب ب ب ب ب

۴ س ب ب ب ب ب ب ب ب

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EX54-2

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۴ ج ب ب ب ب ب ب ب ب

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۴ خ ب ب ب ب ب ب ب ب

EX54-3

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۴ ر ب ب ب ب ب ب ب ب

۴ ز ب ب ب ب ب ب ب ب

۴ س ب ب ب ب ب ب ب ب

۴ ش ب ب ب ب ب ب ب ب

EX54-4

۴ ط ب ب ب ب ب ب ب ب

۴ ظ ب ب ب ب ب ب ب ب

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۴ ع ب ب ب ب ب ب ب ب

۴ گ ب ب ب ب ب ب ب ب

۴ ق ب ب ب ب ب ب ب ب

EX54-5

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۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

EX54-6

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

EX54-7

۴. { ه ه ه ه ه ه ه ه }

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

EX54-8

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

۴. ه ه ه ه ه ه ه ه .

EX54-9

۴ یزیرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ

EX54-10

۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ

EX54-11

۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ

EX54-12

۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ
 ۴ یرتہ ضلع ہونہ

EX54-17

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EX54-18

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EX54-19

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EX54-20

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EX54-21

Handwritten shorthand for 'The first' (أول مرة)

Handwritten shorthand for 'The second' (المرة الثانية)

Handwritten shorthand for 'The third' (المرة الثالثة)

Handwritten shorthand for 'The fourth' (المرة الرابعة)

Handwritten shorthand for 'The fifth' (المرة الخامسة)

Handwritten shorthand for 'The sixth' (المرة السادسة)

EX54-22

Handwritten shorthand for 'The seventh' (المرة السابعة)

Handwritten shorthand for 'The eighth' (المرة الثامنة)

Handwritten shorthand for 'The ninth' (المرة التاسعة)

Handwritten shorthand for 'The tenth' (المرة العاشرة)

Handwritten shorthand for 'The eleventh' (المرة الحادية عشر)

Handwritten shorthand for 'The twelfth' (المرة الثانية عشر)

EX54-23

Handwritten shorthand for 'The thirteenth' (المرة الثالثة عشر)

Handwritten shorthand for 'The fourteenth' (المرة الرابعة عشر)

Handwritten shorthand for 'The fifteenth' (المرة الخامسة عشر)

Handwritten shorthand for 'The sixteenth' (المرة السادسة عشر)

Handwritten shorthand for 'The seventeenth' (المرة السابعة عشر)

Handwritten shorthand for 'The eighteenth' (المرة الثامنة عشر)

EX54-24

Handwritten shorthand for 'The nineteenth' (المرة التاسعة عشر)

Handwritten shorthand for 'The twentieth' (المرة العشرون)

Handwritten shorthand for 'The twenty-first' (المرة الحادية والعشرون)

Handwritten shorthand for 'The twenty-second' (المرة الثانية والعشرون)

Handwritten shorthand for 'The twenty-third' (المرة الثالثة والعشرون)

Handwritten shorthand for 'The twenty-fourth' (المرة الرابعة والعشرون)

EX54-25

۴ (ب) ۲۰۰۰

۴ بے ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

EX54-26

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

EX54-27

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

EX54-28

۴ (ب) ۲۰۰۰

۴ (ب) ۲۰۰۰

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EXERCISE 52(A)

1

Mark is having his birthday party at the sports club.

He is now a member of that particular political party.

The Labour party has published its findings on this matter.

They were advised to check their insurance policies.

We have taken out an insurance policy on the house.

The papers for their insurance policy are in the box.

2

He kept all his money and savings in a national bank.

The high street bank where I work is closed on Sundays.

The accounts manager has now counted all the banknotes.

The new Education Bill was introduced by the members.

We have read the report on the new Finance Bill.

We have now received the final bill for the car loan.

3

I am sending you their email for your attention.

The news of this dispute has been brought to my attention.

It is important that they give more attention to their studies.

May I draw your attention to the item in paragraph three.

Please give your immediate attention to completing the report.

I sent the letter for the attention of the head of personnel.

4

She works in the customer service department of the store.

All the government departments have sent in their reports.

I buy all my clothes in the department store in town.

We have ordered new desks for this department.

They are creating a new department for client complaints.

Many departments have received their new stock.

5

I see there are extra bank charges on my current account.

The assistant said there is no charge for ordering the items.

He said you may be charged if you wish to cancel the order.

They will be charging an entrance fee at the game.

The phone had no electrical charge so we used the charger.

Atoms have a negative charge due to an excess of electrons.

6

I get a copy of the nursing journal every other month.

I found this book for sale in the Collectors' Journal for March.

The Journal of Banking was a useful source of information.

Josh has set up a new design company in the city.

I have read the leaflet sent out by the clothing company.

The accounts of the company have now been signed off.

7

I am happy to say my local council has repaired the road.

You will have to ring the borough council to inform them.

There will be a meeting of council members on Friday.

I was speaking to Captain Jones about his career at sea.

Captain Johnson has asked Captain Smith to call him.

He was employed as a ship's captain for five years.

8

I have spoken with the government officer responsible.

She said that government policy was to review this regularly.

I see there is a government post vacant in that area.

The British government has this matter under review.

The American government has now come to a decision.

They intend to form an interim government immediately.

9

This company is responsible for these accidents.

She said that this council is responsible for road safety.

We think that this government should pay all these costs.

We now have plans for the new company offices.

They are looking at the plans for the new council offices.

It is clear that the government offices must be modernised.

EXERCISE 52(B)

10

The writing paper was embossed with a small watermark.

They must register their trademark in order to safeguard it.

The football shirts were covered in dirty marks.

Please report to the works manager at nine on Monday.

I have given the factory manager the necessary information.

She has a good job as a line manager in a large business.

11

He was promoted to managing director last year.

She is the managing director of a large firm in the city.

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I shall be taking my shorthand test this morning.

I am going into town tomorrow morning to see a friend.

I started on my project at eleven yesterday morning.

He said that early morning walks are his usual activity.

12

I find that Monday mornings are the best time to write.

We open the post every morning before doing other work.

I met my friend Major Jones at the club last week.

He said that Major Smith was going to write to Mr Smith.

The Major General is going to speak to us at the meeting.

She said the general manager has asked to see you.

13

These matters are important to our national defence.

The paper reports regularly on a variety of national affairs.

There will be a national celebration in two months' time.

I heard all about it on the national news last night.

All foreign nationals must register their details with us.

They said American nationals were among those affected.

14

Thank you for your enquiry about the post of accountant.

I will enquire of the directors if they wish to proceed.

I am enquiring if you have any vacancies for a reporter.

We wish to know whether they have enquired about the job.

The police inquiry into the accident is ongoing.

An internal inquiry will be undertaken immediately.

EXERCISE 52(C)

15

Please fill in and return the application form by Monday.

We have received hundreds of order forms for this item.

They thought they had discovered life forms on Mars.

I have sent in my entry form and agreement form for the race.

We have sent the form of agreement to our lawyer.

We do not know the form of government that might emerge.

16

I had to contact my local authority to report the damage.

The municipal authorities went way over their budget.

We took our case to the education authority for a decision.

The port authority has control of all the shipping in the area.

The official authorities are cooperating on this project.

I now have the necessary authority to deal with this issue.

17

I have been writing shorthand for many months.

It was several months before I heard any news from them.

They were unable to travel for some months.

We shall be moving to our new house this month.

John says that next month he will start his course.

It has taken six months to get all the information needed.

18

The Floral Society is holding an exhibition in the church hall.

I have joined the Nursing Society to help with my work.

The play was organised by the Dramatic Society members.

I am looking for a writers' society, to improve my writing.

I am going to join a local society in order to meet people.

The Society of Actors has issued a monthly magazine.

EXERCISE 52(D)

19

I have a new job at Brown Limited in the sales department.

The flats are owned by the Newton Housing Company Limited.

The minister made a statement on the current Liberal policy.

I will arrange for all the paperwork to be sent to you.

They must arrange all their own accommodation for this trip.

Please let me know if you can arrange some time off.

20

We have arranged to have lunch at The Crown Inn on Friday.

The tables have been arranged so that everyone can see.

Please make arrangements to come to the meeting.

All the necessary arrangements have now been made.

They told me they will be arranging for us to stay in a hotel.

I am arranging for a taxi to pick them up from the airport.

21

I will require three members of staff to help with this.

Do you require any more seats for the meeting room?

At the interview you will be required to take a speed test.

When our guests arrive, they will be requiring some help.

There are some important requirements to do this task.

We have kept to all the necessary government requirements.

22

I always get a seat in the very last railway carriage.

The inspector came down to check our railway tickets.

The Queen will be seeing guests at the royal palace.

We are excited about the royal visit to our town next month.

The royal tour will take in many of the cities of that country.

They walked from the royal carriage into the royal train*.

EXERCISE 52(E)

23

I have assisted Professor Smith for the last three years.

He was a professor of commerce before his retirement.

She had a long and happy career as a college professor.

Thank you for your application for the post of secretary.

We have had many applications for this highly paid post.

They have submitted their planning application for this project.

24

At the beginning I was excited to start the project.

They bought their new house at the beginning of the year.

You must start at the very beginning and tell us everything.

In the beginning we had to operate our business from home.

I am beginning to see how easy it would be to do that.

They were beginning to feel the cold as darkness fell.

25

The City of London Corporation looks after businesses.

Jane now works for an investment corporation.

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Colonel Johnson has written the story of his army career.

I would like to come and talk with you at your convenience.

Please send us these details at your earliest convenience.

It is not very convenient for them to come next Thursday.

26

We are expecting a visit from the Minister for Education.

She has been a minister of religion for thirty years.

The government minister has asked me to contact you.

I have taken out some house insurance on their advice.

The customers were offered various building insurances.

I am having to pay very high insurance premiums.

27

The Honourable Member for Newtown will now speak to us.

The Right Honourable Lord Green is our speaker tonight.

I would like to ask the Honourable Senator a question.

We discussed these policies at the Conservative Conference.

Mr Brown has quite conservative views on this subject.

A conservative estimate for completion would be six months.

28

We apologise for any inconvenience the delay has caused.

She said it would be inconvenient to call during the morning.

They most inconveniently phoned as we started the meal.

He said he would nevertheless be attending the meeting.

We are driving to the airport notwithstanding the storms.

We are unfortunately going to have to sell the truck.

EXERCISE 53(A)

1

John has a friend at school called Johnnie Smith.

Jan says that she has met our representative Jane before.

Jane will be calling on Joan with the shopping.

Jean would like to meet Jeannie and her cousin June.

Fred likes to be called Freddie at home.

Freda and Fred were sitting together on the sofa.

2

My brother Tom is now working with Tommy at the shop.

James has borrowed Jamie's bike for the day.

Jim said that his friend Jimmy is coming for dinner.

He told me that Jim is married to Gemma.

My name is Brian Brown and I work at Brayne's shop.

I will ask our Mr Smith to give your Mr Smythe a call.

EXERCISE 53(B)

3

Mr Bean has BEEN writing his report all day.

I emptied the water butt, BUT I know Mr Butt does it faster.

When I was in ENGLAND I called on Mrs Mary England.

Miss English will be running the ENGLISH language classes.

I am employing Mr Gard to GUARD the cash boxes.

We have enjoyed working with Mrs Goodyear this YEAR.

4

Ask Mr Handley to give Miss Hand a HAND with the papers.

I was asking them HOW our friend Mrs Howe will get home.

I have not met Mr Knorr and NOR do I wish to.

Here is a LARGE parcel addressed to Miss Edith Large.

I took the LIBERTY of visiting Liberty's store while in town.

LORD Black is a real LORD, but Mr Lord is not.

5

I sent my MESSENGER by car to pick up Miss Messenger.

I don't know any MORE about Mr Moore of Moor Lane.

I was MOST upset when Mr Most told me the bad news.

Sally was MUCH admired by her boyfriend Mr Mutch.

My PRINCIPAL reason for calling is to talk to Mr Principal.

I have been invited to SPEAK at the meeting by Mr Speke.

6

I must TELL you, I did enjoy the William Tell Overture.

I know WHAT the manager Mr Watt will say about that.

He wrote a VERY long essay on Edward Very's flare system.

John Wood said he WOULD be at the meeting today.

I asked them WHY they have not spoken to Mr Wye.

I saw Mr Yardley sitting in his YARD yesterday.

7

We have a new YOUNG teacher who will help our Mr Young.

I have sold the GOLD rings to Mrs Gold in the antique shop.

It is only a SHORT time* before I meet up with Miss Short.

My brother Robert will be meeting Richard at the café.

Robert goes to the same school as his cousin Albert.

I saw Albert and asked him how Alfred was doing.

EXERCISE 54(A)

1

We need one person here and one in the other office.

The alien had two eyes, two ears, two arms and two legs.

There are three trees and four roses in my garden.

Four of the five people have been interviewed.

We have six staff who have been here for seven years.

The shorthand speed class has eight students.

2

I saw nine young children out playing on the field.

I started work at ten and stopped from eleven to twelve.

He came to the town when he was about thirteen or fourteen.

At that time it was common to leave school at sixteen.

By the time she was seventeen she was quite tall.

The plans are for eighteen houses on this plot of land.

3

We have received nineteen orders for this product already.

We will need twenty chairs for tomorrow's conference.

There were thirty sheep in the field on the farm.

I think forty of the visitors were from the north.

At least fifty or sixty of them are staying at the hotel.

The new factory has seventy day staff and eighty night staff.

4

Old Mr Green will be ninety next Saturday.

I think a hundred is not much to pay for that antique vase.

There are now a thousand names on the petition.

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The top prize in the draw has risen to a million.

It is hard to imagine what a billion of something looks like.

The galaxy contains trillions of stars and planets.

5

I have a hundred things to do in the office today.

He gave me a thousand and one reasons not to go.

She gave me cash of four twenties and two tens.

We have five horses and six employees at the stables.

About a hundred people came to the meeting.

I am aiming to raise my speed up to a hundred.

EXERCISE 54(B)

6

Please get cash out for 300 and write a cheque for 900.

I have over 200 books on my study shelves.

They have built more than 350 miles of roads.

I heard that he paid 20,000 for that new sports car.

The cost of repairing the damage was approximately 75,000.

The football crowd was in excess of 50,000 fans.

7

They have pledged 9 million pounds for this project.

The cost of underwriting the project was 200 million dollars.

He said there are 8 billion stars in that part of the sky.

The population was set to rise to 5 billion people.

We estimate the distance of the star as 3,000 billion miles.

We cannot imagine how much 500 trillion actually is.

EXERCISE 54(C)

8

He said he is going to live to be a hundred years old.

They lived in a hundred year old house in the valley.

It was a thousand to one chance that it would happen again.

Only a few hundred people turned up at the match.

We saw a few hundred birds on the lake.

They gained a few thousand votes in the last election.

9

The galaxy is a thousand billion light years from Earth.

The star will burn for a hundred trillion years.

It is normal for a house to cost half a million in this area.

One part per million of the substance is not a safe level.

She said that they had won a million in the lottery.

It was a chance in a million to find the ring in the mud.

10

Many hundreds of children have passed through this school.

We saw many thousands of cattle roaming the plains.

Millions of people watched the royal wedding on television.

They say that hundreds of people have paid too much tax.

The factory produces thousands of cars every year.

The witness saw a man in his twenties leave the building.

11

All those born in the nineties will remember this song.

They were playing lots of eighties songs at the disco.

It will cost thousands of dollars to replace the engine.

The traveller had thousands of francs in cash with him.

The employees were owed thousands of rupees in back pay.

Millions of tons of rock are mined here every year.

EXERCISE 54(D)

12

The cost came to four thousand and three dollars.

The box contained ten thousand and six pounds in cash.

The price of the item was fifty thousand and twenty pounds.

The exact figure we have is five million and twenty six.

The cost was one million, two hundred and fifty dollars.

After one million and two hundred, they stopped counting.

EXERCISE 54(E)

13

The length of the sample was one hundredth of an inch.

The winners each received three hundredths of the total.

The particle is three thousandths of a centimetre wide.

The fragment is fifty thousandths the size of a grain of salt.

I don't think we can imagine how small fifty millionths is.

You cannot see sixty billionths of anything with the naked eye.

14

Half the population voted for this person today.

A third of the class is over the age of nine.

A fourth of the members voted to cancel the project.

I used a quarter of the tomatoes to make the soup.

This journey will use up a fifth of the fuel in the car.

I had only slept for about one sixth of the night.

15

On the seventh day of our vacation the weather changed.

Joshua came in eighth in the two-mile race.

Jill was ninth in the queue for an ice cream.

You are the tenth person who has asked for that item.

They were saved at the eleventh hour by a phone call.

On the twelfth night of Christmas we had a party.

16

This is the thirteenth time I have tried phoning them.

I will come and see you on the fourteenth of next month.

I may be able to come to the meeting on the fifteenth.

I will return from my trip on the sixteenth.

She is celebrating her seventeenth birthday today.

They reached the eighteenth hole on the golf course.

17

Brown's store is holding a sale on the nineteenth.

This is the twentieth time that the car has broken down.

Please put the thirtieth in your diary for our meal.

She is getting ready for her fortieth birthday next week.

The restaurant celebrated its fiftieth year of service.

My sixtieth birthday will be a very special occasion.

18

I have bought Sarah some lovely flowers for her seventieth.

Tomorrow is the eightieth anniversary of the Society.

I am amazed* that Matthew has reached his ninetieth year.

She received a voucher as the hundredth customer.

I don't think we can eat one thousandth of the food here.

The factory saw its millionth car leave the production line.

EXERCISE 54(F)

19

She wrote the numbers eight and eighty on the chalk board.

I have ten books and eighteen folders on this subject.

The tenth day was rainy and we returned on the eighteenth.

On Monday the fifth we celebrate our fiftieth anniversary.

On the seventh she is having her seventieth birthday party.

On the eighth I will have completed my eightieth day here.

20

The ninth of the month will be my ninetieth day of shorthand.

The numeral one can also look like the outline for eight.

The numeral six can also look like the phrase "this is" or "it is".

Keep the numerals clean and short without flourishes.

A wavy line under a numeral clarifies it is not shorthand.

A badly written number outline should be repeated in the margin.

