

EX55-1

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

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

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

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

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

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

EX55-2

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

Handwritten shorthand symbols for 'but' and 'or'.

Handwritten shorthand symbols for 'so' and 'that'.

Handwritten shorthand symbols for 'which' and 'whose'.

Handwritten shorthand symbols for 'where' and 'when'.

Handwritten shorthand symbols for 'how' and 'why'.

EX55-3

Handwritten shorthand symbols for 'and' and 'or'.

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

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

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

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

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

EX55-4

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

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

Handwritten shorthand symbols for 'but' and 'or'.

Handwritten shorthand symbols for 'so' and 'that'.

Handwritten shorthand symbols for 'which' and 'whose'.

Handwritten shorthand symbols for 'where' and 'when'.

EX55-5

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EX55-6

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EX55-7

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EX55-8

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EX55-9

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EX55-17

۴ ہیا (سرنہ) کھل
 ۴ پلا سرنہ کھل
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EX55-18

۴ سرنہ کھل کھل
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EX55-19

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EX55-20

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EX55-21

Handwritten shorthand symbols for 'The end of the world'.

Handwritten shorthand symbols for 'The end of the world'.

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EX55-22

Handwritten shorthand symbols for 'The end of the world'.

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EX55-23

Handwritten shorthand symbols for 'The end of the world'.

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EX55-24

Handwritten shorthand symbols for 'The end of the world'.

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Handwritten shorthand symbols for 'The end of the world'.

EX55-29

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

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

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

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EX55-30

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

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

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EX55-31

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

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EX55-32

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

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EX55-33

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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EX55-34

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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EX55-35

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

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EX55-36

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)

EX55-37

Handwritten cursive script, first line of EX55-37.

Handwritten cursive script, second line of EX55-37.

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Handwritten cursive script, fourth line of EX55-37.

Handwritten cursive script, fifth line of EX55-37.

Handwritten cursive script, sixth line of EX55-37.

EX55-38

Handwritten cursive script, first line of EX55-38.

Handwritten cursive script, second line of EX55-38.

Handwritten cursive script, third line of EX55-38.

Handwritten cursive script, fourth line of EX55-38.

Handwritten cursive script, fifth line of EX55-38.

Handwritten cursive script, sixth line of EX55-38.

EX55-39

Handwritten cursive script, first line of EX55-39.

Handwritten cursive script, second line of EX55-39.

Handwritten cursive script, third line of EX55-39.

Handwritten cursive script, fourth line of EX55-39.

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Handwritten cursive script, sixth line of EX55-39.

EX55-40

Handwritten cursive script, first line of EX55-40.

Handwritten cursive script, second line of EX55-40.

Handwritten cursive script, third line of EX55-40.

Handwritten cursive script, fourth line of EX55-40.

Handwritten cursive script, fifth line of EX55-40.

Handwritten cursive script, sixth line of EX55-40.

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EXERCISE 55(A)

1

I have bought the book and I have read the first chapter.

I know all their names but I know little about them.

I shall be working in the office all day tomorrow.

On Mondays I do the writing and Fridays I do the copying.

I thought I had my phone but I had forgotten to bring it.

I think they said that they would be contacting us soon.

2

I told him I feel the wording on the report is wrong.

I see the building every day on my way to the station.

I say the words and the students write them down.

This morning I saw Jack and Jill on the bus.

When I take a walk to the river, I take lots of photos.

I will come and see you, and I will bring the papers.

3

I will be going to the conference next month.

I will have my report ready for you in one day.

I can write the notes and I can read them back.

I give all my spare time helping at the club.

I go to the football match every Saturday morning.

If I go to the shops, I will get some things for you.

4

I am coming to the office to see Mrs Brown tomorrow.

I may get to see you if I have ten minutes to spare.

I remember when we were all studying at the college.

When I promise something, I always do it.

I propose to sell the house later in the year.

I expect you are now ready for a tea break.

5

I trust that the members can now approve these minutes.

I refer to my letter to your client regarding the problem.

I gave them my address and phone number.

I went to the shops today to get some supplies.

I crossed the road to get to the grocery store.

I spoke to Mr Black yesterday about the staff rotas.

EXERCISE 55(B)

6

You are the person they have chosen for the post.

You may have to start the new job very soon.

You will be receiving some papers from me in the post.

You can always phone me if you need more information.

Do you think you will be able to finish the book?

This is the information which you asked me to find.

7

Will you have time to ring Mr Gray and tell him about this?

They will let you see the house if you call them.

The children have a present for you for your birthday.

I will be delighted if you can come to our house for dinner.

Thank you so much for the lovely flowers you sent last week.

I will see you at the club for a meal next Saturday.

8

I have ordered a taxi to take you to the airport.

I think Miss Green is going to agree with you on this.

I will meet you at three to give you the message.

Are you going to accept the job in the accounts department?

I was wondering, are you able to come to the club with me?

I know you always like to eat at that new restaurant.

9

I am coming with you to the meeting so I can take notes.

Please phone us when you arrive at the train station.

Can you please tell me what you want for your lunch?

Would you be available to see Mr White for an hour?

Tell me when you arrive and what you have brought.

He asked me, would you have taken the job if you could?

10

The card said, may you have a long and happy retirement.

You have a writing pad but you have no pencil.

I am told you have been talking to Mr Jackson.

The customer wishes to know if you have seen the parcel.

Will you take that job and will you have an assistant?

I will let you know the result and let you have the report.

EXERCISE 55(C)

11

He is going to move because he is not happy living here.

He is the manager and he is the treasurer of the club as well.

www.long-live-pitmans-shorthand-lessons.org.uk

I am quite sure he can find an answer to this difficulty.

His teacher said he cannot be allowed to miss the exam.

He may find that he has no time to finish the task.

He was chosen for the job because he is the best worker.

12

He was not able to attend the meeting last Monday.

He will read the minutes and he will send us his comments.

I do not know if he wants to do that particular project.

We are not sure if he would be available on Sunday.

I know that he has the right qualifications for this post.

It is certain that he will make a success of the business.

13

When he can write faster, he will be able to take the test.

I asked them what he was doing and why he was doing it.

I could not see Mr Reed as he was in a long meeting.

I think he is going to be very pleased with his success.

He will buy a car when he is old enough to drive it.

We think he can make a great success of this project.

14

Mark has the letters and Mary has the parcels.

Jack is the assistant and Jill is the manager.

Joan is the person working as the receptionist.

I wish to know, who is the person sitting at that table.

Please ask George who has the papers for the conference.

Fred is coming in to work today, as far as I know.

EXERCISE 55(D)

15

It is important to practise the writing as often as you can.

The foreman said it is important to read the safety manual.

It is impossible to do that repair without the right tools.

We think that it is impossible to persuade him to come.

It seems that he wrote to them last month.

They have left and it seems unlikely they will return.

16

It seems to me that this action is a good idea.

It seems important to get the information out quickly.

It is most important that you inform all the staff today.

This is a new idea and it seems to me to be very useful.

At present it seems important to finish the book.

They told us it is most important to obtain this information.

17

It seems probable that the kids will ring us tonight.

We think that it is most probable that she will buy the shoes.

They said it seems likely that the guests have left.

They said it is most likely that the meeting will be postponed.

It seems unlikely that the staff will agree to this.

It is most unlikely that they will come this evening.

EXERCISE 55(E)

18

Please inform us whether you will be attending the lecture.

Please take a leaflet which gives all the dates and venues.

Please let us know when you will be arriving at the station.

If you can, please make something for our table sale.

Please accept our sincere apologies for not replying sooner.

She said it is the right thing to do at this time.

19

If you look at that big clock, it has the right time.

It is not going to be possible to see them today.

It has not been good weather in this part of the country.

It has been very sunny in the north all week.

It is now time to put our plans into action.

The vacation was great but it has now come to an end.

20

It is really busy at the shopping mall just now.

It has really helped us having Tom in the office.

From your remarks, it is clear that there is a problem.

It is necessary to take all the notes at the meeting.

It is also our intention to take on more staff.

It has also come to our attention that they were late.

21

I have worked as a driver for seven years.

My job has become easier over the years.

As you can write fast, you can act as the note-taker.

I know he has the ability to pass this test.

They will have to take notes as this will be their first day.

He says that he has a feeling all is not well.

22

Is the customer happy and has the bill been paid?

Has the post arrived and is the assistant here to open it?

I like to get to the station as early as I can every morning.

I will continue to study the subject as long as I can.

We were told to take as many as we wanted of the books.

I have studied my course book as much as possible.

23

She will be visiting with us next Saturday or Sunday.

He is staying with his friends who live on the farm.

I saw Luke talking with his brother in the shop.

Our friends are coming with us to the show tomorrow.

When is winter coming so we can make a snowman?

When has he ever said he would help you with that?

24

What is his name and what has he asked us to do?

Would his boss let him take the day off next week?

When is the meeting going to start this morning?

When has the secretary said we must arrive?

What is the problem and what has the firm done about it?

What has the council done regarding this difficulty?

25

The event will take place the same day it took place last year.

This concert takes place every year in the park.

He said the concert had taken place at the music academy.

James is certainly very pleased with the final result.

We know it certainly deserves more attention.

It can certainly be arranged for you to see them.

EXERCISE 55(F)

26

I will deliver the boxes to you as per my email of last week.

The delivery was made as promised and the lady is happy.

I have done well as compared with my results last term.

Profits are up as compared with the same quarter last year.

Sales have risen as compared with last year at this time.

The poet compared her beauty to a summer flower.

27

I shall come over at once and have a talk with you.

Everyone was talking at once at the business lunch.

I was walking down the street when all at once I saw Joe.

Let me know if Monday next is a good time for us to meet.

I shall put Wednesday next in my diary for our meal.

I shall be starting my college course February next.

28

We shall consider all the information before making a decision.

I consider her to be a very efficient member of staff.

All applications will be considered for this important post.

I have collected a very considerable number of books.

I heard a strange noise outside during the night.

It was most strange not to be sitting in that old office.

EXERCISE 55(F) (cont)

29

I was surprised that John got that new car after all.

I am surprised that Sarah is going to leave soon.

He is a big strong fellow who has very strong muscles.

I strongly advise you to take up this offer immediately.

We shall send the balance of money by bank transfer.

Please make seven copies of the balance sheet for me.

EXERCISE 55(G)

30

Please send a letter to us, or you can talk to us instead.

I have sent a message to his family that he is working late.

This firm works for us but that one does not work for us.

I asked her to tell us how much the invoice would be.

They say they have not received any payment from us.

Our friends are staying with us at the beach hotel.

31

I am told that you can inform us when our train is leaving.

Please inform us whether you can take on this project.

If you are able, do let us know your plans for the month.

We asked the bank to let us see our transaction history.

We have enquired whether they can help us to do this job.

You can certainly depend upon us to finish the work on time.

32

He said he is able to give us a firm date for his visit.

She said she would give his application some extra thought.

The group that went in before us were our friends.

Please tell us what you are now doing at the college.

Jim has been asking us if he can visit the house soon.

The teacher is making us finish our projects by Friday.

33

Mr Thomas is here to say a few words to us about the sale.

We are asking if you can say a few words to our members.

I would like to say a few words to you about the new plans.

At the end of the year we can say that we did our best.

You could say that his failure in the exam was not his fault.

I have been asked to say that there will be no class today.

EXERCISE 55(H)

34

This is my house and this is my garden.

This has been a good year for us in most areas.

I heard about the issue and this is being looked into.

We have few staff but this is never an issue for us.

The directors said this has never been done before.

The lighting is checked regularly and this is done weekly.

35

As it turns out, this has done us a great favour.

I asked what the scribble was and she said it is his name.

The rooms are cleaned and this is done every morning.

She said it is certain that the kids will want to go with you.

According to them, it is certainly going to be a long job.

According to the report, it has certainly been a good year.

36

This applicant is most certainly going to be successful.

Regarding the new truck, it is satisfactory for our purposes.

In the report it is suggested that we use these methods.

He said it is simply a matter of checking all the information.

It is said that these people are not to be trusted.

I have completed this section of my report in good time.

37

These sections at the end will take a little longer.

We think there is some more work to be done here.

I believe there is something for you on your desk.

We have lived in this city for the past twenty years.

My office is located on this side of the river.

He has written his college essay on this subject.

EXERCISE 55(I)

38

I will call you as soon as I arrive at the airport.

They sent me a text as soon as they got to the club.

We shall start on the project as soon as we can.

We will buy a new car as soon as we have the funds.

Please send this important information as soon as possible.

The children all want their presents as soon as possible.

39

I am sure I will find this car as satisfactory as the other one.

I made the changes as suggested and rewrote the draft.

I have amended all the dates, as has been mentioned before.

We give each other gifts, as has been our regular custom.

I will take it as certain that you will arrive Saturday morning.

This student has certainly done well in the first tests.

EXERCISE 55(J)

40

We are doing very well, as we have seen in the minutes.

We are quite tired, as we have been digging in the garden.

We bought the kids gifts, as we had some money left over.

We have brought some roses, as we know you love flowers.

We must take extra cash, as we may have extra expenses.

We won't need to take snacks, as we can eat in the café.

41

Frank has done as well as we thought he would at school.

We bought a new table, as well as six small chairs.

I have painted all the chairs, as well as the old table.

Pam is as well as possible, given the difficulties she has had.

Tom is as well as can be expected, considering his age.

There are a few issues, as will be seen in the minutes.

