

EX56-5

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

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EX56-6

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EX56-13

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EX56-14

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EX56-15

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EX56-16

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EX56-17

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EX56-18

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EX10-19

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EX10-20

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EX56-21

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n' with variations.

Handwritten shorthand symbols for 'y' and 'n' with variations.

Handwritten shorthand symbols for 'y' and 'n' with variations.

Handwritten shorthand symbols for 'y' and 'n' with variations.

Handwritten shorthand symbols for 'y' and 'n' with variations.

EX56-22

Handwritten shorthand symbols for 'y' and 'n' with variations.

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EX56-23

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

EX56-24

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

Handwritten shorthand symbols for 'y' and 'n'.

EX56-25

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EX56-26

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EX56-27

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EX56-28

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EX56-37

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 ۞ بر سر کوه ط ۞
 ۞ در کوه ۞
 ۞ باریک ۞
 ۞ پیاده ۞
 ۞ در کوه ۞

EX56-38

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EX56-39

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EXERCISE 56(A)

1

They would have been wiser to have taken the other route.

I have been learning this subject for three months now.

We have carried on this family custom for many years.

We are carrying on with our project to rebuild the house.

I am going on as long as I can in this job.

We are taking on six more staff at the city office.

2

This way of writing is better than the old slow method.

This year's production of fruit is greater than last year's.

We had fewer than seven correct answers from the class.

She said that more than twenty people had called them.

We feel they are taking longer than necessary to reply.

It is better to go out now, rather than wait until later.

3

I met my neighbours who have bought the house next door.

Please check all the parcels which have been delivered.

She knows some people who have been to that pub.

We ought to have checked the back door before we left.

The dog carried off the scraps before they could stop it.

The airplane will take off at nine and arrive at twelve.

4

We are ready to set off for our annual vacation.

They have now paid off everything they owed to the bank.

They have made a copy of the project plans for us.

There are plenty of cakes on the table for the guests.

I saw a group of people walking down the road.

The boxes are on top of the filing cabinet in that room.

5

We are not happy with the state of the hotel rooms.

He says he is not responsible for the present state of affairs.

George is a member of the cricket club in that town.

We have received a number of complaints about the noise.

We shall be giving part of the profits to charity.

I saw a sort of dog-like animal in the forest.

6

We visited our friends in spite of the snow blizzard.

We are going out tonight instead of staying at home.

A large number of people are travelling to the show.

A large number of the viewers were clapping and shouting.

A large part of our business is selling sports supplies.

A large part of the trade of this firm is selling shoes.

EXERCISE 56(B)

7

A group of boys ran straight past us on the road.

I think you were right to take that job offer.

Make a list of the people who were at the conference.

We were very pleased to see the children yesterday.

They were all playing outside in the garden.

I picked the apples but many were full of holes.

8

We are studying world weather in class this term.

The kids learned that this world is more water than land.

This is the best school in the world, said the children.

I have travelled all over the world in my business.

We are taking a week off work to tour the mountains.

I have loads of things to finish off this week.

9

I met Christine last week when I was at the mall.

I think next week I will start another different project.

I spent a few weeks on this and several weeks on that.

The past few weeks have been rather busy for us here.

I asked if he was well and he said he was very well indeed.

It was very nice to hear Christopher play the piano so well.

10

William will come to see us next Friday morning.

I know we will enjoy seeing him again and having a talk.

They will email me as soon as they have the information.

You will receive the order as soon as it is in stock.

I am very sure you will be delighted with the new design.

We are sure this will produce the results we desire.

11

Mrs Green was my teacher and Mr Black was the head.

What was that noise and what was the boy doing?

I think this was the place where we had our vacation.

Mr Brown said that was a very nice thing to do for him.

They thought that was not the way it should be done.

When was he born and when was he at that school?

12

This idea would certainly be very useful for us at this time.

It would be easy to start our project on a small scale.

I think this would be the best way of solving the issue.

The manager said it would not be wise to take that action.

It is a plan that would keep everyone in the club happy.

We would send the package and we would expect payment.

13

She wrote the word on the blackboard for the class to copy.

The teacher said these words must be learned for the test.

He was a man of few words but he wrote many words.

The worth of the vase has been estimated at twenty thousand.

I am wondering what it is worth in today's market.

It is not worth doing and would be a waste of your time.

EXERCISE 56(C)

14

He believes that if it breaks he can soon make the repairs.

She was asking if it is going to snow next week.

I have an apple tree and had twenty apples from it this year.

I have a truck in which it is possible to pack forty pallets.

I think it is going to be several weeks before it is ready.

This is my bike and I have a spare wheel for it in the garage.

15

Time is measured in seconds, minutes and hours.

He was talking and at the same time writing it down.

We have been studying this subject for some time.

Granny said that at one time she lived on a farm.

The students felt they needed more time to revise.

The teacher said there is no more time for revision.

16

I have lots of spare time over the weekend to go walking.

We sometimes meet up at the café during our lunch time.

Joe was ready at all times to help us out.

We have from time to time travelled up north to see them.

It has been quite a short time since we saw them.

We met our friends a short time* ago at the café.

17

I think this time he will be successful at the interview.

She failed that time but she will try again soon.

The notice said no parking at any time on this road.

He insisted that at no time did he see anything happening.

They say in time past people did these things differently.

We have for some time past been wanting to travel.

18

We have carried out the work exactly as you requested.

The chef brought out the cake and took it to their table.

We will have to set out the chairs in a circle.

Tom decided to get out his tool box and repair the bike.

I must point out that there are errors in the report.

She pointed out that the errors have been corrected.

19

You will not wish to miss this wonderful opportunity.

I will not be at the meeting when it starts at nine.

He will not be pleased to see the damage to the car.

I guess they will not be arriving until after lunch.

They may not be arriving on the early train.

You were not at home when I called yesterday.

20

I have made a list of all those who were not present.

I know who they are and where they are living.

They are not allowed here as they are not members.

I hope this will not delay the completion of the project.

I was certainly not going to stand for any nonsense.

I was most certainly not happy with the final result.

21

I shall not be going to the beach this morning.

The Browns are not able to visit us for a while.

You are not making it easier by doing that.

I have not seen the family for several months.

He was not happy having noisy kids sitting on either hand.

On the other hand, this was not what the customer asked for.

EXERCISE 56(D)

22

He was asking if there might be a reduction in the price.

I want to know if there is anything I can do.

They have their headquarters* up in the city.

I am going there on the train first thing tomorrow.

The family are taking their children to the park.

I was thinking of joining their club some time next month.

23

I have heard that in their opinion we made a mistake.

I am sure there is some way that it can be repaired.

I think there is a file on this customer somewhere.

They carried on their work despite all the noise.

I thought I would try some other shop to find those shoes.

We think that somehow or other the dog slipped his lead.

24

We can remain here until nine but we cannot stay any later.

The kids can stay out playing until six but no later.

Please leave the house no later than three.

He was not interested in helping, in other words rather lazy.

The children had to write the story in their own words.

They told us in their own words exactly what happened.

25

I have placed an order for the food delivery.

I have put all the papers in order in the boxes.

I gave her cash in order that she could get the shopping.

I am learning shorthand in order that I can write faster.

We have to get the tools out in order to repair the car.

They read all their notes again in order to pass the exam.

EXERCISE 56(E)

26

The man at that table is in fact Mark's brother.

The shop is closed owing to the fact that they lost the key.

As a matter of fact I am going shopping today for supplies.

They called me because of the fact that they have a query.

The road is closed due to the fact that an accident occurred.

It is not bad, in point of fact it is an excellent product.

EXERCISE 56(E) (cont)

27

I look forward to hearing much more news from you soon.

We are so looking forward to seeing you again.

We are glad that the business is now going in this direction.

I could not see any other people about in the streets.

There is no other activity I would rather be doing.

I think that in other ways he was fun to have around.

28

I saw many other people and many of them were students.

I do not think any of them have done one thing to help.

Once again we are in a position to expand the business.

We saw the plans but there is little difference between them.

They are generally speaking happy to be living in this town.

The necessary change has been made to the staff rotas.

EXERCISE 56(F)

29

I have concluded that this is the person we should hire.

The group has come to the conclusion that action is needed.

Finally we came to the conclusion that nothing could be done.

This matter has been brought to a satisfactory conclusion.

You must consider how you are going to find the time.

We have considered all the relevant facts and figures.

30

I have been writing my book for some considerable time.

I have sent you my final report for your consideration.

I am concerned that Steven will find the course difficult.

They are concerned about this sudden change in policy.

I am writing to you in regard to your recent application.

I have written to them in regard to the delivery of materials.

31

I think that as regards finance we shall be in a good position.

We shall proceed in this manner until we achieve our goal.

They behaved in the same manner as the other people.

Please let us have your instructions regarding the deliveries.

I am instructed to inform you of a change to the plans.

We are extremely sorry to have to cancel this concert.

32

They have made a statement in reply to the allegations.

In reply to your letter, I enclose our current price list.

I have received an email from a fellow shorthand writer.

I am applying for a place on the shorthand writing course.

All the technical terms are explained in the course booklet.

James left technical college with excellent exam passes.

33

They have been working to fix the high pressure boiler.

We have now installed the low pressure equipment.

The tests made it perfectly clear he had high blood pressure.

They said the work on the house is perfectly satisfactory.

They went to great expense to throw a lavish party for us.

I have had personal experience of doing such things.

34

You can come any afternoon, but Monday afternoon is best.

We spent the whole of Sunday afternoon playing sports.

I heard from Tom what happened yesterday afternoon.

That evening I called John to say I would go Monday evening.

She told us that Wednesday evening would be convenient.

He said that he had spoken to Helen yesterday evening.

EXERCISE 56(G)

35

I have been wanting to learn this for a long time.

They were at a loss to understand what had happened.

We are as a rule happy to employ part-time staff.

I find that now and then I have to reset the computer.

Ladies and gentlemen, thank you all for coming today.

I wish first and foremost to welcome you to the meeting.

36

We found we had to make a few corrections here and there.

They paid them over and above the hours they worked.

We do not want to have to do all this over and over again.

He must have been standing there for more than an hour.

She seems to have been expecting them to wait for her.

He would have been the only person on the bus.

37

We ought to have been informed of the change of plan.

There is a difference of opinion about what we need to do.

The extension to the building is more or less complete.

Will you please let the manager know when you arrive.

I have listened to their point of view and made changes.

There are many points of view on these important matters.

38

We have a guest speaker in addition to our club members.

The amount of orders varies widely from year to year.

In the circumstances we will refund this amount.

The fact of the matter is that we have to replace the units.

They regret that a pay rise is out of the question.

She said that these things were a sign of the times.

39

Up to the present we have exceeded our targets.

Our standard of living has improved since we moved here.

I shall be working side by side with your technical staff.

We must bear in mind that costs are going to rise.

It is necessary to take into account this reduction in costs.

They have taken into account everything I told them.

