

EX9-1

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EX9-2

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EX9-3

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EX9-4

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EX9-5

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

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EX9-6

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

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EX9-9

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

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EX9-10

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

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EX9-13

Handwritten shorthand symbols in red ink on a blue-lined background.

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EX9-14

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EX9-15

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EX9-16

فانما من رنا بر ٩٠

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EX9-19

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EX9-20

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EX9-21

Handwritten shorthand symbols in red ink on a blue-lined background.

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EX10-1

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EX10-2

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EX10-3

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EX10-4

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

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

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EX10-05

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

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EX10-6

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EX10-7

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EX10-8

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EX10-9

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EX10-10

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EX10-11

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EX10-12

B

Handwritten shorthand symbols for 'B' in the first row of EX10-12.

Handwritten shorthand symbols for 'B' in the second row of EX10-12.

Handwritten shorthand symbols for 'B' in the third row of EX10-12.

Handwritten shorthand symbols for 'B' in the fourth row of EX10-12.

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Handwritten shorthand symbols for 'B' in the sixth row of EX10-12.

EX10-13

Handwritten shorthand symbols for 'B' in the first row of EX10-13.

Handwritten shorthand symbols for 'B' in the second row of EX10-13.

Handwritten shorthand symbols for 'B' in the third row of EX10-13.

Handwritten shorthand symbols for 'B' in the fourth row of EX10-13.

Handwritten shorthand symbols for 'B' in the fifth row of EX10-13.

Handwritten shorthand symbols for 'B' in the sixth row of EX10-13.

EX10-14

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

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

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

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EX10-15

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

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EX10-18

Handwritten shorthand symbols for 'The first part of the book'.

Handwritten shorthand symbols for 'The first part of the book'.

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EX10-19

Handwritten shorthand symbols for 'The first part of the book'.

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EX10-20

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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EX10-21

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EX10-22

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Handwritten shorthand symbols for 'D' in red ink.

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EX10-23

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EX10-24

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

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

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EX10-25

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

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EX10-26

Handwritten shorthand symbols in red ink on a blue-lined background.

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EX10-27

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EX10-28

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EX10-29

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EX10-30

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EX10-31

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EXERCISE 9(A)

1

They had to sit in the shade and sip the tea.

We have had to search the shops for the set of books.

Sarah said she was sorry the book was so sad.

They sought to stay at the factory jobs for two days.

Tom stays in the car or sits in the park.

Jenny said we have no teas or cakes in the shop today.

2

We saw the lads tease the apes in the zoo.

It pays to do all the jobs for them at cheap rates.

On Sundays they have pasta, cheese and juice for lunch.

They will soon have the soups ready for Paul's meal.

We saw many large weeds in the city parks and roads.

We bought the skis today and we shall use them tomorrow.

3

She says she weighs all the envelopes in the despatch office.

Joe had two passbooks to take to the bank.

We saw long rows of casks at the back of the pub.

We live opposite the two pubs in City Road.

They bought pasties, tomato soup and cakes for lunch.

Our task was to get the recipes and take them to the cooks.

4

They are going to discuss the exam passage tomorrow.

The folks in the village are seeking justice and peace.

We think they will like to have a piece of cake to eat.

Larry makes a soup of peas, leeks and tomatoes.

We took the disks and we shall give them to Jack's mum.

Mary was sick so we got the dosage of pills ready.

5

Pamela said she was going to go for it in the exams.

We saw the dogs chase some wasps in the rose bushes.

Does the customer have a receipt for the packages?

The games may be a risk for Billy at the age of sixty-six.

We suppose Thomas may choose to do the task tomorrow.

Sid said, Yes, we can make space to stow the box.

EXERCISE 9(B)

6

If Barry repairs the windows soon, it will make things safe.

The firm pays a small salary to the odd job lad.

We are going to sing at Jason's party in two months.

The lads are going to do the sums and pass the exams.

We wish to sell a rare vase in the village shop.

We had to wash the moss off the garage windows.

7

We took the paths to the sea to get to the sailing boats.

The baths are on sale in the bathroom shop.

Sir Thomas had arisen at six to read the books.

The bank said the customer pushes to get the deal.

Mary eats large meals but she eats far less cake.

In the village are some inns at which we can stay.

8

Jill had dozens of messages for the birthday on Sunday.

Sally knows the office and loves to go in on Wednesday.

We had to face up to the bills we owed to the business.

They are doing a slow job at the office and much fussing.

The absence of ready money was causing them to fuss.

Sid bought a dog which had small ears, face and nose.

9

The lads are amassing loads of cash selling books.

Take any of the two paths to get to the maze in the park.

We have some massive bills for the repairs to the doors.

They say they think it was arson at the cinema.

The kids said we have to solve the book teasers for them.

She saw a small weasel which was rustling in the bushes.

10

We have bought a red rose to give to Paula's mum.

We may receive a message in our office in Alaska today.

Joseph saw some snow geese on the large misty lake.

Gary had a nasty illness and had to take some pills.

We are chasing the bill and we shall receive the money soon.

We think the tale of the castle keys may deceive them.

11

Tom's job was fairly nasty but Sally's was fairly easy.

The officer may have to give an answer to the judge.

She knows Sandie was sincere in all she was doing for them.

The racers' cars are skidding on all the small roads.

Are they users of our garage service for the cars they have?

They will be passing your message to your bank today.

12

The cook may ask us to chop the sage for the soup recipe.

We have had slow sales of the special wedding shoes.

They will receive the money for the sales of beers and ales.

Sally had sore muscles and had to visit the doc's office.

We have had such a load of snow since we came to the city.

Our small business does have a reason for the low sales.

13

Mum saw our dismay at the bill for the disco mask party.

Barry's dog, which had long ears, was missing for months.

We think they have misled us in the way they do the sales.

They think Jim and Bill may lose the jobs at the factories.

James Smith had to repair the gate which was far too loose.

The beer mix was fizzing in the bowl in the sink.

EXERCISE 9(C)

14

Tim is in the room and Tom is in the car.

Tim has a large dog and Tom has a small dog.

Tina is a cook and has some big long jobs to do.

Terry is a police officer and has seen many things.

Murray has a car and is going to take it to the disco.

Maggie is a lovely lady and she has a job in the village.

15

We have a special way of doing our tasks at the office.

We have bought this specially for Jim's birthday party.

Because of the exams, we are going to speak on physics.

The subject of his speech is the things to be seen in the city.

The bank has all its forms in several different colours.

We are subject to all the laws in the law books.

16

The dog ate its food and licked its chops.

This bus has had its service at the City Garage.

We have several differences in the way we do our cooking.

The officer thanks them for doing the office teas on Monday.

She thinks she may have to do this job for many years.

Joe has a pale yellow car but ours is a shade of red.

17

Sam goes to the park and gives some food to the ducks.

The boss puts up a notice of jobs for them to do each day.

She puts some sage leaves in the soup bowl.

The lad puts his things in this bag and goes to the city.

Those dogs are big and these dogs are small.

Those are yours, this book is Sam's and these are Danny's.

18

The money in the envelope is for those customers.

The large notice on the door is for this office.

Is the customer asking for a receipt for the sale?

Do they know if this book is the same as the book Ted has?

Is the officer going to come in today and is the box ready?

Tom has the tools for this repair job which has come up.

19

Danny has the car and Doug has the food box ready.

She is asking if the book is the same shape as the magazine.

It is a long way to the city office and it is rainy too.

Ask them if it is ready and if it is going to be a big bill.

It is the wrong thing to do to speak to us in such a way.

We think it is a small thing to ask them to do this for us.

20

She is going to the shops tomorrow to get some raisins.

We think we know who is going to pass this exam.

Do they know who has the keys to the office safe?

We had to visit the bank because of the money they owed.

She thinks the repair bill for the gate was too big.

Tommy thinks the car is going to be ready tomorrow.

21

Joseph had to pay for his damage to the cars.

Joe took a photo of us on the park seats on Monday.

Tina said she had some books of photos to give us.

Ask Jack's mum to make us some raspberry cakes.

Can they spare two hours on Wednesday to take us?

It is easy for us to pass exams if we have read all the books.

EXERCISE 10(A)

1

The guy bought a cheap tie at our shop.

Keep your eye on the time as they may arrive at five.

Pile the pies up in the china bowl and wipe the knife.

Type the sign and make a nice design for the edges.

Take my advice and buy a nicer bike.

It is time to go to the site and see inside the office.

2

They will have to decide on the right design for the book.

It is wise to keep your eye on the fires in the rooms.

Riding the bikes many miles may give them sore thighs.

They had a desire to see the tide at the wide bay.

The spy took the forms out of the office cabinet.

They think we are wrong but it is wiser to be on our side.

3

We do like to see the red sky and the sun rising.

They may sigh at the sight of the nice bike we bought.

They will be arising at eight and having a bite to eat.

They have tied the box up but it may arrive minus its tag.

The kids vie to be on the team and buy its cap and badge.

They will decide to go, if they stay alive or if they die.

4

We can dye the top but she will have to buy some shoes.

Mike was a shy kid but liked to lie in the sun.

They liked the rye cookies and the nice bite size rice cakes.

The guy had a wry smile because of the inside joke.

I rely on my bike to go on the farm roads.

We shall take your advice and rise at six tomorrow.

5

The boy had a big choice of toys in his large toy box.

It was a day of joy as Roy wed Moira on Saturday.

It will cause much joy for us if we receive a small invoice.

Jack is feeding the red koi fish in my large pool.

The lad was too coy to ask Joy to come to his party.

At times the milk boils onto the gas ring.

6

It was much toil to get the rope into a firm coil.

His voice was noisy and carried a long way.

We are going to make the soil ready for the rose bushes.

The faulty boiler was the reason for the poison air.

Joy thinks the boys annoy the customers in the shop.

On the farm they have to till the soil, ready for seed time.

EXERCISE 10(A) (cont)

7

We are going out today as we like to be outside in the sun.

If they delay, this may allow the milk to go sour.

They may decide the outlay for this should be allowed.

It was a big row and all we can say is "Ouch!"

The county farm has a nice outlook but the noise is loud.

The noise of the cow outside was so loud we awoke.

8

We have a big lounge at the back and a pool right outside.

The outlook is of the south side of the big city.

They are going outside in a minute to feed the farm cows.

The row of the cars was too loud for the family.

We are allowed to go to the mouth of the bay to fish.

They may allow us to talk to the customers outside.

9

We shall be going to the bureau on Tuesday the tenth of May.

We are sorry to have to say, the music day was a failure.

We shall resume our duties at the office in a month or two.

We got into the boat and saw some tuna in the bay.

The fish we had was too puny to keep so we put it back.

They keep the tubes for the bike in the shed.

10

She keeps all the beauty things in the bathroom.

The boiler in the bathroom was making too many fumes.

I assume they have seen Mary's message on the notice.

We are sad to know of the abuse of the animals.

She will have to get a suit for Mark on Tuesday.

It suits the way they like to do those jobs.

11

The office they occupy is a large cube shape.

Roy's café has cubes of wood for the customers to sit on.

Moira had some tuna fish cakes for lunch.

Sue may decide to sue the business for the money.

We shall resume the music if they wish us to do so.

She was fuming because they had given the wrong name.

EXERCISE 10(B)

12

We have ice on the roads and the paths are also icy.

It is too icy for the kids to be going to the park today.

Tom said the boy was idle and we saw the ire in his eyes.

The idol was a small item which they put in the suitcase.

We think Isaac is going to decide to buy an Ipad.

We think they said Ivy and Ivor are an Irish family.

13

The bow of the ship was fairly low in the sea.

They will use the sum of money to endow the firm.

She sat in the pew and took a vow to do the right thing.

The dew in the park makes it unsafe for games.

The view out of the window was of a wide bay.

We take issue on this nasty speech they spew at us.

14

Give them a tissue so they can wipe the stew off the menu.

A row may ensue if the boys lose the bikes.

Pussy may mew if they get a big dog.

We have a new bike but we had to queue to get it.

The customers may argue if they have to queue outside.

Matthew lives at Eight The Avenue in the city.

15

Go and buy some oil at the garage in New Road.

Guy has got his oily rag and has oiled his bike.

The wedding pair are going up the aisle today.

She had makeup on the eyelids and lovely long eyelashes.

We are going to visit the isles in the south for two months.

We now have a new office in the city of Lucknow.

16

The judge is now talking to the jury on the subject.

The owl makes no noise as it goes by the window.

The animal's big eyes give it an owlish look.

They may deny they got the invoice for the repairs.

They will deny they knew the family at the time.

It is nigh on forty years since she was at the office.

EXERCISE 10(C)

17

We shall be buying a new bike on Wednesday.

They have to read five books for the biology exams.

The animals are dying because of the lack of food.

The kids' diet is far too low in oils for them. She has paid the bill for the repair to the dial on the watch.

Mike may write a diary on his days at the seaside.

18

She was lying in the sun on a big red rug.

They are vying to get into the games on Sunday.

It is no use denying the boys took the baby's toys.

We saw a riot at the factory gate because of the rate of pay.

Jack had a wide boyish smile and red cheeks.

We took a voyage on a big ship to the South Seas.

19

We think she is annoying the dogs in the park.

We are relying on them being loyal to the family firm.

We think they are enjoying all the time off they now have.

We have to decide on the power shower we wish to install.

We shall have to buy some new towels for the bathroom.

The boys are going to make a tall tower out of the wood.

