

**SENTENCES A****A 1**

I bought the book and I read the first chapter.  
 I know his name but I know little about him.  
 I shall be working in the office all day tomorrow.  
 On Mondays I do writing and Fridays I go shopping.  
 I thought I had my phone but I lost it.  
 I think they said that they would be contacting us.  
 I told him the wording on the report is wrong.  
 I saw the building on my way to the station.  
 I say the words and the class writes them down.  
 This morning I saw Jack and Jill on the bus.  
 When I take a walk, I take lots of photos.  
 I will come and see you, and bring the papers.  
 I will be going to the big conference next month.  
 I will have my report ready for you by Thursday.  
 I can write the notes and I can read them.  
 I give all my weekend time helping at the club.

**A 2**

I go to the local football match every Saturday morning.  
 I will get some things for you at the shops.  
 I am coming to the office tomorrow to see you.  
 I will see you if I have time to spare.  
 I remember when we were all talking at the college.  
 When I promise something, I always do it for you.  
 I propose to sell the house later in the year.  
 I expect you are now ready for a short break.  
 I trust that the members can now approve these minutes.  
 I refer to my letter to you regarding the problem.  
 I gave the officer my full 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 our boss yesterday about the staff rotas.  
 You are the person they have chosen for the post.  
 You may have to start the new job very soon.

**A 3**

You will be receiving papers from me in the post.  
 You can always phone me if you need more information.  
 I think you will be able to finish the book.  
 This is the information which you asked me to find.  
 I have time to ring him and talk about this.  
 They will let you see the house if you call.  
 The kids have a present for you for your birthday.  
 I will be happy when you come to our house.  
 Thank you so much for sending the information last week.  
 I will see you both for a meal next Saturday.

I have ordered a taxi to take you this morning.  
 I think she will agree with you on this matter.  
 I will meet you at three to bring the letters.  
 Are you going to accept the job in that office?  
 Are you able to come to the club with me?  
 I know you always like to eat at that restaurant.

**A 4**

I will come with you to the meeting tomorrow morning.  
 Please phone us when you arrive at the train station.  
 Can you tell me what you want for your lunch?  
 Would you be available to see me for an hour?  
 Tell me when you arrive and what you have brought.  
 He asked me if I would have taken the job.  
 The card said, we hope you have a happy birthday.  
 You have a writing pad but you have no pencil.  
 I am told you have been talking to this person.  
 They wish to know if you have seen the parcel.  
 I will take that job that was offered to me.  
 I will let you know the result in the report.  
 He is going to move because he has changed jobs.  
 He is the manager and the treasurer of the club.  
 I am sure he can find an answer to this.  
 His teacher said he must not miss the next exam.

**A 5**

He said he has no time to finish the task.  
 He was chosen for the job in the new shop.  
 He was not able to attend the meeting last Monday.  
 He will read the minutes and send us his comments.  
 I do not know if he wants that new job.  
 We are not sure if he would be available today.  
 I know that he has the skills for this project.  
 We think he will make a success of the business.  
 When he can write faster, he will take the test.  
 I asked them what he was doing in the class.  
 I will see her later today after the big meeting.  
 He is going to be very pleased with his success.  
 He will buy a car when he is old enough.  
 We think he can make a success of this project.  
 Tom has all the letters and Mary has the parcels.  
 Jack is the sales assistant and Jill is the manager.

**A 6**

Joan is the new person working in the sales department.  
 Tell me who that person is waiting in the office.  
 Please ring George who has the agenda for the conference.  
 Fred is coming in to work today to help us.  
 It is important to practise writing as often as possible.  
 The foreman said it is important to read the manual.

It is impossible to do that repair without the tools.  
 We know it is impossible to get him to come.  
 It seems that he wrote to them again last month.  
 They have left and it seems unlikely they will return.  
 It seems to me that this is a good idea.  
 It seems important to get the new information out quickly.  
 It is most important that you inform all the staff.  
 It seems to me that this tool is very useful.  
 At present it seems important to finish the new book.  
 They said it is most important to obtain this information.

**A 7**

It seems probable that the kids will ring us tonight.  
 It is most probable that she will buy the car.  
 They said it seems likely that the guests have left.  
 It is most likely that a meeting will be called.  
 It seems unlikely that the staff will agree to this.  
 It is most unlikely that they will come this evening.  
 Please inform us whether you will be attending the lecture.  
 Please take a leaflet which gives the dates and venues.  
 Please let us know when you arrive at the station.  
 If you can, please make something for the table sale.  
 Please accept our most sincere thanks for your recent donation.  
 She said it is certainly the right thing to do.  
 That big clock is showing the right time at last.  
 It is not going to be possible to see them.  
 It has not been good weather in these southern parts.  
 It has been very sunny in the north all week.

**A 8**

It is now time to put our plans into action.  
 The vacation was really great but it has now ended.  
 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 there is a problem.  
 It is necessary to take some notes at the meeting.  
 It is also our intention to take on more staff.  
 It has come to our attention that they were late.  
 I have worked as a bus driver for seven years.  
 My shorthand job has become much easier over the years.  
 As you can write fast, you can be the note-taker.  
 I know he has the ability to pass this test.  
 They must take notes as this is their first day.  
 He says he has a feeling all is not well.  
 The customer is happy and the bill has been paid.  
 The post has arrived and we will now open it.

**A 9**

I get here as early as I can every morning.  
 I will study the subject as long as I can.  
 We were told to take as many as we wanted.  
 I have read my course books as much as possible.  
 She will be visiting with us next Saturday or Sunday.  
 He is staying with 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 did he say he would help you with that?  
 What is his name and what is he doing here?  
 Would his boss let him take the day off tomorrow?  
 When is the business meeting going to start this morning?  
 When has the secretary said we must arrive on Monday?  
 What is the problem and what has the firm done?  
 What has the borough council done to solve this issue?

**A 10**

This big concert takes place every year in the park.  
 This will take place the same day as last year.  
 He said the event had taken place in the city.  
 James is certainly very pleased with the final exam results.  
 We think this new book certainly deserves much more attention.  
 It can certainly be arranged for you to see them.  
 I will deliver the boxes to you next Thursday morning.  
 The delivery was made yesterday and the customer is happy.  
 I have done well as compared with last year's results.  
 Profits rose as compared with the same time last year.  
 Sales have risen as compared with last year's monthly figures.  
 The poet compared her beauty to a fresh summer flower.  
 I shall come over at once and talk with you.  
 Everyone was talking loudly at once at the business lunch.  
 I was walking down the street when I saw Joe.  
 She said Monday next is a good time to meet.

**A 11**

I have Wednesday next in my diary for our meal.  
 I shall be starting a new shorthand class February next.  
 We shall consider all the information before making a decision.  
 I consider her to be an efficient member of staff.  
 All applications will be considered for this very important post.  
 I have collected a very considerable number of old books.

I heard a rather strange noise outside during the night.  
It was most strange not to be in that house.  
I was surprised that Jim sold that car after all.  
I am surprised that Sarah is going to leave soon.  
He is a big strong fellow with 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.  
Please send us a letter or call the sales office.  
I have sent a message to his family about this.

**A 12**

This firm works for us but that one does not.  
Ask her to say 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.  
Can you inform us when the next train is leaving?  
Please inform us whether you can take on this project.  
Do let us know your study plans for the month.  
We asked the bank for a list of the payments.  
We have enquired whether they can help us with this.  
You can depend upon us to finish all the work.  
He said he can give us a date for this.  
She said she would give the staff some extra time.  
The group that went in before us were our friends.  
Please tell us what you are doing at the college.  
Jim has asked us if he can visit the house.  
The teacher is making us finish the projects by Friday.

**A 13**

I am going to say a few words about safety.  
He is going to say a few words on banking.  
I would like to say a few words about this.  
At present we can say that we did our best.  
You could say that failure in the exam was expected.  
I have been asked to say that we have succeeded.  
This is my new house and this is my garden.  
This has been a good year for us at work.  
I heard about the difficulty and this is being sorted.  
We have few staff but this is never a problem.  
The staff said this has never been done successfully before.  
The lighting is checked regularly and this is done weekly.  
As it turns out, this has done us a favour.  
I asked what the difficulty was with the new machine.  
The rooms are cleaned and this is done every morning.  
It is certain that the kids will want to go.

**A 14**

According to them, it is certainly going to be easy.  
According to them, it has certainly been a good year.

This new student is most certainly going to be successful.  
Regarding the new truck, it is satisfactory for our purposes.  
In the report it is suggested we use these methods.  
He said it is simply a matter of checking everything.  
It is said that they are not to be trusted.  
I completed this section of my report in two weeks.  
These sections at the end will take a little longer.  
We think there is some more work to be done.  
I believe there is something for you on your desk.  
We have lived in this city for the past year.  
My office is located on this side of the river.  
He has written his final college essay on this subject.  
I will call you as soon as I arrive there.  
They sent me a text as soon as they arrived.

**A 15**

We shall start on this as soon as we can.  
We will move as soon as we have the funds.  
Please send all this important information as soon as possible.  
The kids all want their presents as soon as possible.  
I am sure it will be as satisfactory as before.  
I made the changes as suggested and sent the draft.  
I have amended the dates, as has been mentioned before.  
We give each other gifts, as has been our custom.  
I will take it as certain that you will succeed.  
This student has certainly done well in the first tests.  
We are doing very well, as we have done before.  
We are tired, as we have been digging the garden.  
We bought the kids toys, as we had spare money.  
We have brought roses, as we know you love flowers.  
We must take extra cash, as we may have expenses.  
We do not need snacks as we can eat out.

**A 16**

Frank has done as well as we thought he would.  
We bought a new table, as well as six chairs.  
I have painted the chairs, as well as the table.  
Pam is as well as possible, given all the difficulties.  
My Uncle Tom is as well as can be expected.  
There are issues, as will be seen in the minutes.  
They would have been wiser to have taken another 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 on the house.  
I am going on as long as possible with this.  
We are taking on six staff at the city office.

This way of writing is better than the 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.

**A 17**

We think they are taking longer than necessary to reply.  
They should go out now, rather than wait until later.  
I met my neighbours who bought the house next door.  
Please check all the new parcels which have been delivered.  
She knows some people who have been to that pub.  
We ought to have checked the door before we left.  
The dog carried off the scraps before they noticed it.  
The plane will take off at nine, arriving at twelve.  
We are ready to set off for our annual vacation.  
They have paid off everything they owed to the bank.  
They have made a copy of the plans for us.  
There are plenty of cakes on the table for them.  
I saw a group of people walking down the road.  
The big boxes are on top of the filing cabinet.  
We are not happy with the state of the rooms.  
He says he is not responsible for the present difficulties.

**A 18**

George is a member of the cricket club in 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 horse-like animal in the forest.  
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 business is selling fashion shoes.  
A group of boys ran past us on the road.  
I think you were right to take that job offer.  
Make a list of people who were at the conference.  
We were very pleased to see all the family yesterday.  
They were all playing happily in the large back garden.  
I picked the apples but many were full of holes.

**A 19**

We are studying world weather in our class this term.  
They learned that this world is more water than land.  
This is the best school in the world, said Jack.  
I have travelled all over the world in my job.  
We are taking a week off to tour the mountains.  
I have loads of things to finish off this week.

We met last week when we were at the mall.  
I think next week I will start another different project.  
I have been doing this project for several weeks now.  
The past few weeks have been rather busy for us.  
I asked, are you well, and he said very well.  
It was nice hearing him play the drums so well.  
William will be coming to see us next Friday morning.  
We will enjoy seeing him again and having a talk.  
They will email me as soon as they get there.  
You will be receiving the order as soon as possible.

**A 20**

I am sure you will be happy with it.  
We are sure this will produce the results we desire.  
Tom was my English teacher and Tim was the head.  
What was that noise and what was the boy doing?  
This was the place where we had our last vacation.  
She said that was a very nice thing to do.  
They thought that was not how it should be done.  
When was he born and when was he at school?  
This would certainly be very useful for us at present.  
It would be easy to start on a small scale.  
This would be the best way of solving the issue.  
They said it would not be wise to do that.  
It is a plan that would keep everyone here happy.  
We would send the package and we would expect payment.  
She wrote words on the board for them to copy.  
She said these words must be learned for the test.

**A 21**

He spoke very few words but he wrote many words.  
The worth of the vase has been estimated too low.  
I am wondering what it is worth in today's market.  
It is not worth doing and a waste of time.  
He said if it breaks he can make the repairs.  
She was asking if it will snow here next week.  
I have a tree and had twenty apples from it.  
We have found the area in which it is located.  
I think it is going to be a difficult project.  
I have a spare wheel for it in the garage.  
Time is most often measured in seconds, minutes and hours.  
He talked and at the same time wrote it down.  
We have been studying this new subject for some time.  
She said at one time she lived on a farm.  
The students said they needed much more time to write.  
The teacher said there is no more time for that.

**A 22**

I have lots of spare time this weekend for walking.  
We sometimes meet up for coffee during our lunch time.  
Joe was ready at all times to help us out.  
We have from time to time travelled to see them.  
It has been a short time since we saw them.  
We met our friends a short time ago at school.  
I think this time he will be successful at school.  
She failed that time but she will try again soon.  
The big new notice said no parking at any time.  
He insisted that at no time did he see anything.  
They say in time past people did these things differently.  
We have for some time past been wanting to travel.  
We have carried out the work exactly as you requested.  
The chef brought out the cake and took it to them.  
We will have to set out the chairs in rows.  
Tom got out his tool box and repaired the bike.

**A 23**

I must point out that there are a few errors.  
She pointed out that all the errors have been corrected.  
You will not wish to miss this great new opportunity.  
I will not be at the meeting when it starts.  
He will not be pleased to see all the damage.  
I guess they will not be arriving until after lunch.  
They may not be arriving on the early morning train.  
You were not at home when I called yesterday morning.  
I have a list of 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 completion of the project.  
I was certainly not going to stand for any nonsense.  
I was most certainly not happy with the final result.  
I shall not be going to the beach this morning.  
Friends are not able to visit us for a while.

**A 24**

You are not making it easier by doing all that.  
I have not seen the family for several months now.  
He was not happy having noisy kids on either hand.  
On the other hand, this was not what we wanted.  
He was asking if there might be a price cut.  
Please tell me if there is anything I can do.  
They have their main accounts offices up in the city.  
I am going there on the train first thing tomorrow.  
The family are taking their kids to the local park.  
I will consider joining their club some time next month.  
I heard that in their opinion we made a mistake.  
I am sure there is a way to repair this.  
I think there is a file on this customer somewhere.

They carried on their work despite all the noise outside.  
She said somehow or other the dog slipped his lead.  
I thought I would try some other shop in town.

**A 25**

We can stay until about nine but not any later.  
They can stay out playing until six but no later.  
Please leave the house no later than three or so.  
He was not interested in helping, in other words lazy.  
The class will write the story in their own words.  
They told us in their own words exactly what happened.  
I have placed an order for the food delivery tomorrow.  
I have put all the papers in order in boxes.  
I sent cash in order that she could go shopping.  
I learned shorthand in order that I could write faster.  
We got the tools out in order to repair it.  
They revised their notes in order to pass the exam.  
The man at that table is in fact Mark's brother.  
They complained owing to the fact that it was cancelled.  
As a matter of fact I am going shopping today.  
They called because of the fact that problems had arisen.

**A 26**

Roads are closed due to the fact that accidents occurred.  
It is good, in point of fact it is excellent.  
I look forward to hearing much more news from you.  
We are so looking forward to seeing you again soon.  
We are glad that the business is now going well.  
I could not see any other people in the streets.  
There is no other activity I would rather be doing.  
I think that in other ways he was very successful.  
I saw many other people and many of them shouting.  
I do not think any of them have seen us.  
Once again we are in a position to expand business.  
We saw plans but there is little difference between them.  
They are generally speaking happy to live in this town.  
The necessary change has been made to the staff rotas.  
I have concluded that this is the person to hire.  
We have come to the conclusion that action is needed.

**A 27**

Finally we came to the conclusion that nothing had changed.  
This difficult matter has been brought to a satisfactory conclusion.  
You must consider how you are going to do this.  
We have considered all the facts and figures they gave.  
I have been writing my book for some considerable time.  
I have sent you my final report for your consideration.  
I am concerned that she will find the course difficult.



They are concerned about this rather sudden change in policy.

I am writing to you in regard to your application.

I have written to them in regard to the delivery.

As regards finance we shall be in a good position.

We shall proceed in this manner until we are successful.

They behaved in the same manner as the other people.

Please let us have your instructions regarding the items required.

I am instructed to inform you of a policy change.

We are extremely sorry to have to cancel this event.

**A 28**

They have made a statement in reply to the allegations.

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

I have received an email from a fellow shorthand writer.

I applied for a place on the shorthand writing course.

All the technical terms are explained in the course booklet.

James left technical college last year with excellent exam passes.

They have been working to fix the high pressure boiler.

We have now checked all the new low pressure equipment.

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 big party.

I have had personal experience of doing things like this.

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

We spent all Sunday afternoon playing in the nearby park.

I heard from Tom about what he did yesterday afternoon.

That evening I told them I would come Thursday evening.

**A 29**

She told us that Wednesday evening would be more convenient.

He said that he had spoken to them yesterday evening.

I have wanted to learn shorthand 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.

Unfortunately now and then I had to reset the computer.

Ladies and gentlemen, thank you all for coming here today.

I shall first and foremost welcome you to the meeting.

We found we had to make corrections here and there.

They paid them over and above the hours they worked.

We must avoid doing all this over and over again.

He must have been waiting for more than an hour.

She seems to have been expecting them to call her.

He would have been the only person on the bus.

We ought to have been informed of the date changes.

There is a difference of opinion about what is necessary.

**A 30**

The extension to the building is more or less complete.

I listened to their point of view and made changes.

There are many points of view on these important matters.

We have a guest speaker in addition to the members.

The number of orders varies widely from year to year.

In the circumstances we will refund the amount you paid.

The fact of the matter is that they must apologise.

They regret that a refund is out of the question.

Up to the present we have exceeded our new targets.

Our standard of living has improved since we moved here.

I shall be working side by side with your staff.

We must bear in mind that costs will be greater.

It is necessary to take into account these price rises.

They have taken into account everything I told them yesterday.

We can repair the boiler system or install new equipment.

**A 31**

I do not know whether or not he will succeed.

I have one or two things to do before leaving.

I think that *two* or three of them will agree.

We saw three or four kids playing on the swings.

There are four or five cars parked outside the building.

I think we need five or six more chairs here.

It will take six or seven days to finish this.

I will stay there for eight or nine days longer.

Please come and see me at nine or ten tomorrow.

The storm clouds grew bigger and bigger during the day.

I watched the digger make the hole deeper and deeper.

This job is getting longer and longer by the day.

The crowd grew larger and larger all through the morning.

We are becoming more and more impatient with that firm.

The deep snow grew less and less, until it disappeared.

Their excitement increased as the date drew nearer and nearer.

**A 32**

We need to buy a new part for the engine.

There is no problem on my part with all this.

The kids wanted to take part in the school games.

They have replaced these other parts but not all parts.

It will snow in all parts of the country today.  
There are many problems in all parts of the world.  
We have bought a new board to repair the floor.  
There are one hundred passengers on board the cruise ship.  
She served on the board of directors of this company.  
She made a statement to the press early this morning.  
I have two folders of bank statements to go through.  
We have heard several statements on this from the government.  
I believe this statement is not based on the facts.  
I know you are concerned about the safety of children.  
We told them that we are concerned about these events.  
They were concerned that the kids were in some trouble.

**SENTENCES B****B 1**

I have a parcel for you, if you are in.  
Have you and Mr Smith seen the new office building?  
If you come today, I can sign it for you.  
If you are interested you can do this new job.  
They took a photo of you to give to them.  
I can tell you that we shall be there soon.  
We shall be in the office working on our plans.  
We think we can get the work finished in time.  
We think you will be interested in the news item.  
We are sure you will agree it is very good.  
I shall be thinking of you when you are away.  
I think you are making a success of the project.  
We think that you are going to be very successful.  
They think you are doing quite well at the school.  
We are glad that Mr Brown was able to come.  
We are glad that you found it of some interest.

**B 2**

We are not going to put that in the report.  
We are sure you will be very pleased with progress.  
We are not sure whether he will be attending today.  
We are pleased with the work done in the office.  
We regret we are having some difficulty with the machine.  
We regret that he will be absent from the school.  
It is not really possible for us to be present.  
It is not right that they have had these difficulties.  
It has not rained for a very long time here.  
The winter has not been a good time for us.  
That is not the way I would have done it.  
I would have done all these little jobs quite differently.  
I have seen the new shop in the high street.  
We received it but it is not what we ordered.

He was not answering and that has not been helpful.  
He has not been in the office for several days.

**B 3**

He has not told us why he was not there.  
He is not answering his phone at all this morning.  
We have had difficulties with the work on the windows.  
This is something which has not been pleasant or useful.  
We have a car which is not running at all.  
It is not performing well as we hoped it would.  
We shall be returning it to the garage tomorrow morning.  
We have had some news which is not very good.  
We have done some work on the building and roof.  
We have not done the car park or fences yet.  
I have done some research on this very interesting subject.  
I found that they have not done what they promised.  
They have done their best with the new financial report.  
They have not done it very well or very quickly.  
We have lived here in the city for several years.  
Mr Black in accounts has been here for many years.

**B 4**

Mrs Green worked for this firm for very many years.  
We have not seen them here for some years now.  
Thank you for sending the information on last year's project.  
I have last year's files as well as the accounts.  
I have been working here in sales for two years.  
Miss Grey has been working here for nearly three years.  
The trainee spent two months at college to learn business.  
She has spent the last three weeks on work experience.  
We must inform you that you are not working today.  
You must report to the admin office when you arrive.  
You must bring the papers with you when you come.  
They must get a lot of work from that firm.  
The news reporter said that they are doing very well.  
I think she must like the work here very much.  
She has stayed in her present job for several years.  
Please tell him he must get here in good time.

**B 5**

He must arrive at the city office in good time.  
They must have all of their meeting notes with them.  
We must arrive early for the conference starting at three.  
We must remember to bring all the papers with us.  
The notice said you must never park your car here.  
They must remember to take all their luggage with them.  
They will text us when they get to the airport.  
I think she must want to call for some reason.

We think he must have been referring to the accident.  
 We must inform you that we cannot come this evening.  
 We are informed that there is a meeting this afternoon.  
 The staff cannot be held responsible for this afternoon's events.  
 You should start the letter "Dear Sir" or "Dear Madam."  
 The letter began with the words "Dear Sir or Madam."  
 Dear Miss Brown, We have now received your recent letter.  
 If you do not know which to use, ask Jim.

**B 6**

Dear Mrs Smith, Thank you very much for your reply.  
 There was a group of people in the reception room.  
 There was not much time to see the gardens today.  
 There are many new people in the club this week.  
 There are not enough office desks for all these people.  
 There are several very long files on this interesting subject.  
 There are very many cracks on the buildings as well.  
 We have the food and it is more than enough.  
 It would not be enough if many more people arrive.  
 The equipment will be good enough for your present purposes.  
 I do not think this item will last long enough.  
 There was an error in the file that you sent.  
 There was no time to copy the pages for them.  
 There are many jobs here that need to be done.  
 There are not enough workers to get the job finished.  
 There are several people in this company who can help.

**B 7**

They have to have the job done by this Friday.  
 I am going to tell you when to start writing.  
 You have to write it as fast as you can.  
 I moved here as I wished to be nearer work.  
 I was in those offices but now I work here.  
 I have worked for many years in these big offices.  
 I have spoken with those people who saw the incident.  
 I was talking with these people and helping with this.  
 I am a friend of those ladies who are members.  
 I have made a list of these for the event.  
 I do not have any more news for those people.  
 I will pay you for these items by this Friday.  
 I am going to ask them to get more information.  
 I will be sending some more information to those people.  
 In those days people lived in small towns and villages.  
 In this country most people live in the larger towns.

**B 8**

It is clear that there are more city jobs nowadays.

I do not have any doubt about this person's ability.  
 I wish to be informed if there is any doubt.  
 There is no doubt that he is an honest person.  
 No doubt they will visit the new office next Monday.  
 I do not have any more time to do this.  
 I have no more time left to finish the book.  
 I will not answer any more questions on this subject.  
 If there is any more work, we can do it.  
 If there is no more money, we cannot finish it.  
 There is no more I can say at this time.  
 You may come here tomorrow to pick up the letter.  
 I think you may have a problem with the engine.  
 We think you may be in need of extra supplies.  
 You might wish you had never started that long project.  
 You might wish to come to our shop in town.

**B 9**

I think you might find it necessary to phone today.  
 You may have to visit their city offices as well.  
 I think you might be interested in these new products.  
 You may wish to take advantage of our summer sale.  
 They may have some of the things that we need.  
 They might still be open when we arrive later tonight.  
 She may have been successful in getting the train tickets.  
 She might even have enough seats for all of us.  
 He may have gone home another way through the town.  
 I think he may have become lost in the woods.  
 We may come in on Thursday to speak to you.  
 We might have the next financial report ready by then.  
 We can send you a copy of the meeting notes.  
 We cannot bring the new office items with us tomorrow.  
 We can find someone to do the work for you.  
 We could not cover the whole cost of the repair.

**B 10**

We can have a party at our house on Friday.  
 We could have a disco as well if we wish.  
 Can we have food ready after the meeting for guests?  
 Can we have a list of their names and addresses?  
 Could we have information on when they will be coming?  
 I can say with confidence that Jack will be successful.  
 I could say that we will consider all the facts.  
 You will have to decide what must be done here.  
 I could not imagine he would be unwilling to help.  
 I cannot see him agreeing to any new building work.  
 We can see that there will be many more problems.  
 We could see a crowd of people in the yard.  
 We thought they could cause some difficulties for the trucks.  
 We could have danced all night at Jill's birthday party.



We knew we would be very late getting back home.

We know that you are doing well in your career.

**B 11**

We know that you have been unwell for some time.

We note that you are now working in the city.

I know this is a great opportunity for your career.

I know he will make a great success of it.

I note that you have sent me a second enquiry.

I know this will have taken up much more time.

I do not know anyone who can do the job.

There is no-one better than you for this difficult task.

They will certainly know what to do in these circumstances.

We did not know how to find all the information.

We did not note his address details at the time.

I note that you are studying shorthand at commercial college.

I know that you will get to your goal shortly.

I know that you will soon find a well-paid job.

You will know what is necessary to achieve that result.

You always note all the new words and practise them.

**B 12**

I know that you are going to have great success.

I know how much this project is going to cost.

It is not cheap at all to finish this project.

We know that it is time to revise our notes.

I shall be waiting for you at the railway station.

You must be at the office tomorrow morning at eleven.

We shall be ready to come when we have finished.

I do think you should be at the office today.

I shall be there when Mr Smith comes in tomorrow.

We do have sales at the end of the year.

They do many things for us which helps us greatly.

I had many letters to answer at the office yesterday.

I thank you for your letter which gave the information.

We thank you very much for coming in yesterday afternoon.

I think you will be surprised when you come in.

We think you will be surprised at all the progress.

**B 13**

My report shows how we have done on this project.

I think I will be able to do the exam.

We think he will get a pass in this subject.

They think the price is far too high for them.

I thought you were coming to the house yesterday afternoon.

We thought you might wish to see this new book.

I can say that Mr Black is a good employee.

I can see you next Monday for our next talk.

I cannot do either Tuesday or Wednesday to see them.

I can see that you have brought all the papers.

We can send the information when Tom returns next week.

Please come to the office next Monday if you can.

Please email me if you cannot come in next week.

I cannot finish writing the minutes of the last meeting.

You cannot print those pages until he has checked them.

He cannot do the job to our satisfaction at all.

**B 14**

She said that she cannot travel that distance to work.

We cannot agree to these terms and conditions just now.

We will have to talk about it again next Monday.

They cannot come to a fair agreement over the matter.

He can sort the letters but he cannot answer them.

She can do this but she cannot work on Fridays.

You may wish to come in when we can talk.

She will be available to help us all next week.

Can you find out the information for me quite soon?

Can we go to the meeting today to take notes?

Could we have a copy of the minutes by tomorrow.

Could you please send all those emails to our customers.

Could you take this parcel to the post office today.

Could we take on another person in the accounts office?

If he can, he will be coming in to visit.

I have walked to the office every morning this week.

**B 15**

He may wish to leave early on Friday at three.

She may have to call later on in the month.

She has had to take several days off last month.

She will be sorry to leave the office next month.

I will be at home all day today and tomorrow.

You will be able to ring my home later on.

He will be arriving on the early train at nine.

He will be bringing the papers and files with him.

She will be doing all of our accounts work today.

She will be very busy with all these new projects.

Let me know if you are coming to the meeting.

We will have another short finance meeting on Monday next.

I think you will be very satisfied with the repairs.

I know that they will be interested in this product.

They will be attending the business meeting on Friday next.

They will be asking lots of questions about the project.

**B 16**

We will be away next week because of the conference.

We will be checking emails and answering letters this morning.

We hope that there is no delay in getting information.

We will have to get some of our writing finished.

We will, I think, have to reconsider our delivery arrangements.

Will you be taking James with you to the conference?

Are you packed and ready, and are you going soon?

I will let you know what you need for tomorrow.

He will let you have the figures by Friday morning.

Have you finished it and have you printed it all?

Have you been here long and have you had coffee?

I have been wanting to see you for some time.

I have written to them on this very important matter.

You may have been told about this by our manager.

They may have been present when all these things occurred.

They will have been told exactly what they should do.

**B 17**

It must be wonderful to have a job like that.

It must have been very difficult for you to do.

They must be informed of the new rules before starting.

You must be ready and you must bring your tools.

She must be really enjoying that new job in town.

I think that at the time he was not here.

He could have come in the door at any time.

At the time of the accident you were at home.

I have been reading my book all the time.

The manager may ask for the information at any time.

You may come in at any time convenient to you.

The workers must not at any time enter the building.

She said that more work could arrive at any time.

This is the factory where the machines have been fitted.

We think this is the best news we have heard.

Is this the best way of doing the long job?

**B 18**

Is this the only place that it can be done?

I know that this is the right road to take.

It will not take long to get to the park.

That is the first thing you should be doing today.

I am not going to be able to finish it.

I will start work before the end of the month.

You are not going to enjoy that task at all.

He is not interested in a job in the shop.

She is not taking on any more orders at present.

She has not seen them for a very long time.

I was not very happy with the information they gave.

He was not in when I called there last week.

She was not very happy at all with the goods.

I understand you were going to start work last week.

You started writing but you were not able to finish.

You were not informed of this sudden change of plan.

**B 19**

We were pleased to see him when he visited us.

We were not happy with what he said about it.

They were present at the meeting and gave their views.

They were not allowed to go into the old building.

There are a lot of things to be done now.

There are not many people who can do that job.

They are coming round to inspect the factory this morning.

After that they are staying for lunch in the canteen.

They are not staying for the afternoon as they planned.

They said that they are not coming back here tomorrow.

There is a top job available at the head office.

She said that there are very many applicants for it.

There is the important question of the pay and conditions.

We regret that there is no information on this yet.

I am pleased that John got that job last month.

He is very pleased that the salary is quite high.

**B 20**

I would be very happy if you can post this.

Please send me the school books at the same time.

I need to have them all as soon as possible.

I will be taking a test soon in my class.

I am glad that you are able to go there.

Go to the post office as early as possible tomorrow.

If it is possible, I would like to have one.

I shall expect to see your draft by tomorrow morning.

You have to make sure you have practised the words.

Read your notes as much as possible before the exam.

Please let me know if you are able to come.

Get the items to me by Friday of next week.

We have not been able to go to the beach.

We were delayed for several weeks because of the weather.

I am sure that I can be with you today.

Come on Monday afternoon of next week to see me.

**B 21**

It is certainly going to be a good football game.

I think you will not wish to miss the game.

It is certainly not going to be easy to win.

You were not given the information on how to proceed.

You are not expected to know about how it works.

We were not shown how all this would be possible.

It will not be necessary to fill in the forms.  
I have not seen the general manager since last Friday.  
I do not know where he is at the moment.  
We would be delighted if you can come over today.  
It would be good to have your views by Thursday.  
Please send me all the sales figures for this month.  
Please send us the notes as well as the books.  
Please let us have your minutes before the next meeting.  
My job was not anything like what I had thought.  
I must say that it was what I had expected.

**B 22**

This information is going to be useful under the circumstances.  
I would like to apply for the post of assistant.  
I am sure I will be able to do this.  
I cannot do both these jobs at the same time.  
I did not know that it would be almost impossible.  
I am not surprised at all that he has left.  
They will not be coming to work for some time.  
It would appear that sales for the month have slowed.  
Our profits for the year have been better than expected.  
It appears to me that this is in our interests.  
The sales of the books were much greater than expected.  
We thought they would be staying here for the month.  
I am glad to say that we have now succeeded.  
There were fewer than ten staff absent over the period.  
More than twenty of our trainees passed their final exam.  
More than half the necessary work was finished last week.

**B 23**

We are more efficient as a result of this change.  
Later on we were surprised to hear she had left.  
More than a hundred people attended the last council meeting.  
I have recently been studying hard for my final exams.  
I had already been successful in the tests earlier on.  
We have been training our new shop staff all week.  
They sold cars at the rate of five per month.  
It has only been six months since we started this.  
I have only been making calls to the general manager.  
They asked us for this information several times this month.  
They appear to have done it all by Wednesday afternoon.  
It appears that we need more staff in the shop.  
We know that some parts of our business need improving.  
Some students are better than others at the present time.

I trust that you will be able to see them.  
I have to go to a special meeting this afternoon.

**B 24**

We are holding the big birthday party on Saturday evening.  
I now work on Thursday morning rather than Friday afternoon.  
It would appear that we have done better than before.  
When I came last week I found everything in order.  
Please send cash in order that they can go shopping.  
You must leave early in order to catch your train.  
I am learning shorthand in order to improve my career.  
I leave at five in order to catch the train.  
I wish to see them, in order to be sure.  
I have been working at the government office all month.  
He has been working here for the past few years.  
I think she will be starting the job fairly soon.  
They will arrive in this country some time next month.  
She has been job hunting for the past few weeks.  
Last month I finished my course at the technical college.  
Friday was the last time I was at the college.

**B 25**

I was able to take the final exam paper yesterday.  
I have just been told I have passed my exam.  
I have been working hard for the past few months.  
I have done extra practice at home during the week.  
We have practised our writing over the past few weeks.  
I found that writing was much faster during the mornings.  
It was a very good idea to do that course.  
Do the writing work now rather than staying up late.  
They say that I can collect my parcel next Tuesday.  
We will be sitting our test in a few weeks.  
We enjoyed working in the sales department over the years.  
I trust that you will take into account my experience.  
We have taken into account everything that you have done.  
I am sure they took into account all your experience.  
We will be taking into account the things discussed today.  
They must take account of the fact that he succeeded.

**B 26**

The officer took account of all the facts they gave.  
We do not as a general rule take students on.  
I am not as a rule here on Monday mornings.  
I could tell at a glance that this was important.  
You can by all means use our spare office desk.  
Maybe I would have to go by some other means.

I am glad that I will not have to speak.  
 They must find some other way of getting it finished.  
 There will be a certain amount of editing necessary now.  
 I can, generally speaking, read my shorthand notes fairly quickly.  
 I can only say that I am sure he knows.  
 She said that one way or another she would come.  
 The written notes must have been changed somehow or another.  
 I noticed that somehow or other all the files disappeared.  
 We are sure that this new equipment will be sufficient.  
 We think that the machine ought to have been serviced.

**B 27**

We wrote to them at the end of last month.  
 She started the job at the beginning of last month.  
 They will take effect from the end of next month.  
 I shall be going to an important conference next month.  
 We have had many enquiries about the product this month.  
 She says that this month James will start his school.  
 The revised rules have been listed in the staff handbook.  
 The rules took effect from the beginning of last year.  
 It would appear that the person will not be charged.  
 I have come to the conclusion that I must improve.  
 We have not been there in a very long time.  
 My employer came to the conclusion that it was satisfactory.  
 The only logical conclusion is that they must go back.  
 We think the staff ought to have been more careful.  
 The staff said that it was nothing of the sort.  
 They say they all did their best in the circumstances.

**B 28**

If another error occurs he will let us know immediately.  
 Now and then we take the kids on an outing.  
 We found some errors here and there in the book.  
 The shop staff are not happy with the holiday arrangements.  
 I must inform you that we have found some faults.  
 We believe that they have more or less avoided difficulties.  
 We would need to take further urgent action this month.  
 We must make a certain amount of repairs next month.  
 We have concluded that they are not the right company.  
 It would appear that these problems happened far too often.  
 It appears that this will take a year or two.  
 I wish to get to my speed goal this month.  
 I always read back my notes as soon as possible.  
 The best time to do this is before lunch time.

It must have been a year or two ago now.  
 I am sure it has been hard work to do.

**B 29**

I worked hard in order to get a well-paid job.  
 I shall be most grateful if you can call me.  
 I must get to the sales office at some time.  
 They had two job opportunities there at the same time.  
 We think we have met this person some time ago.  
 We have been thinking of doing this for some time.  
 We are making the improvements here as quickly as possible.  
 I will be staying here as long as I can.  
 I will stay home in order to finish the work.  
 We need the names in order to write our report.  
 It is most important to get down all the facts.  
 It seems important to mention that they agreed to this.  
 It seems to me that this job will be easy.  
 It appears to me that they did a good job.  
 Many times during the meeting they spoke far too fast.  
 I think it is almost impossible to write that fast.

**SENTENCES C****C 1**

Last week I was very busy writing my new book.  
 I am sure next week will be very much busier.  
 I was resting at home for a time last month.  
 I realised I had more and more things to do.  
 I was at a loss as to how to proceed.  
 As a rule I find making a list very helpful.  
 First and foremost I always write the most important thing.  
 Within one or two hours I have everything written down.  
 After a few hours, the list grows larger and larger.  
 The time taken always seems to become longer and longer.  
 Now and then I have to stop for a break.  
 I generally make a few necessary alterations here and there.  
 It helps if I put similar things side by side.  
 Then they can be done all at the same time.  
 There is not much between them to help me decide.  
 I have to bear in mind that time is limited.

**C 2**

Doing all that this month is out of the question.  
 All that will have to be done next month instead.  
 Everything would have been so much simpler with more information.  
 I had to take into account their point of view.  
 They want to know whether or not it is satisfactory.

I have taken into account all their wishes and viewpoints. Fortunately there is no great difference of opinion between us.

Some of them have now improved their standard of living.

It is a sign of the times that this happened.

They will all benefit from my work directly or indirectly.

I write with regard to the information in our hands.

We cannot tell at first sight if it is working.

We are now wondering whether it is right or wrong.

Up to the present we have improved year by year.

It is more or less in line with our plans.

This result is neither more nor less than a miracle.

### C 3

I spoke in connection with conditions at the technical college.

The technical college is located in the City of London.

We are considering opening a new store in the town.

I have now come to the conclusion it was wrong.

This job is not like it was in the past.

I will be considering all the new financial information immediately.

As regards my new employment, I shall be starting soon.

I was happy to help up to the present time.

It is certainly one of the most difficult jobs here.

The staff representative will often call attention to the matter.

For the sake of my health I am considering retiring.

This is one of the most important things to consider.

At first I was unsure whether or not to go.

I felt that in the circumstances I should decide soon.

I made a decision after taking into account their advice.

It has been considered far too risky under the circumstances.

### C 4

I have now come to the conclusion I should go.

No other way would produce such satisfactory results for us.

We have concluded that we should now follow this advice.

I will be extremely sorry to say goodbye to everyone.

There is no other thing that will fit our needs.

I have borne in mind everything that they told us.

In regard to health, I am sixty years of age.

From my point of view this is a satisfactory conclusion.

They made it perfectly clear that this was very important.

It is all perfectly satisfactory and very much more convenient.

In a few weeks we can avoid the heavy expenses.

There are no other great expenses to take into consideration.

We have listed all the necessary expenses of family life.

In fact a short time ago we received financial information.

He has decided he will arrive as early as possible.

I will stay for several weeks in order to finish.

### C 5

We enjoy seeing the animal life on all the farms.

We have visited towns in all parts of the country.

We enjoy our holiday times both at home and abroad.

As regards the future, it gets more and more interesting.

I will be taking up shorthand writing for a hobby.

If possible I will discuss business matters in this country.

I remember life on the other side of the country.

I was teaching business matters in a small local school.

Generally speaking, I am glad all this has taken place.

I am pleased my future is going in this direction.

There are so many other things that we must do.

We believe that there is very much more to see.

I am sure we look forward to our times together.

I no longer go backwards and forwards to my work.

The students are looking forward to attending the technical college.

The current Prime Minister was educated there for some years.

### C 6

For the most part we are very happy with everything.

Changes have been made in order to improve the situation.

We have now left behind our old way of life.

Once again we confirm that a decision has been made.

We received first rate advice from the firm this week.

We think it is most important to not forget them.

We shall in the course of time return to visit.

They sent us a new book full of worthwhile advice.

In our opinion it is most important to get advice.

I hope to have some extra time for other activities.

I shall plan all the trips from beginning to end.

I am very pleased indeed with how things have gone.

This new project cannot be done satisfactorily any other way.

We have organised everything to the best of our ability.

You did your work to the best of your ability.

Travelling used to be a major part of our lives.

### C 7

I hope you have obtained better results in your studies.

Over the past year we learned what is most important.



The students have spent the past year improving their performance.

The older class were very pleased indeed with their successes.

They are very pleased indeed with their first rate passes.

In fact they worked hard over the past few months.

It is almost impossible to get better results without practising.

It is almost certainly going to be a worthwhile project.

I was very concerned to hear of your accident yesterday.

I saw in your last letter you got the job.

I was for the most part happy with the outcome.

It is only a short time till they finish school.

This week we are learning the basics of this subject.

They said next week they will take a short test.

As a matter of fact we have some tests tomorrow.

We think we will do much better by next month.

### C 8

The next business meeting will now be held next month.

We are looking forward to our writing lessons this week.

We passed, owing to the fact that we had revised.

They will do as well as they did last time.

She will be very pleased indeed with the new book.

We have become much more confident in our shorthand writing.

We can write very much more clearly on this paper.

We are very well prepared and look forward to starting.

You have done so well by going in this direction.

Once again they all agreed to carry forward the plan.

They will be carrying forward their education all next year.

On the other side of the exam is more practice.

It is almost certainly going to be an easy job.

They will divide most of the writing work between them.

On the other hand they are, generally speaking, quite friendly.

For this reason an arrangement has been made to help.

### C 9

Any other plan will not lead to very satisfactory results.

There is only one thing that needs to be done.

One way to improve learning is to help one another.

We have concluded that this method is the best one.

This new staff rota is much more helpful for everyone.

This was a very satisfactory conclusion to the whole matter.

In conclusion I think they enjoyed the past few months.

I am asking our guest speakers to consider coming again.

My desk is on the other side of the office.

I will be sending you the information for your consideration.

I am concerned that work will be affected next week.

At this time we are concerned that delays will occur.

The new trainees have incurred great expense on this course.

They cannot be expected to accept any more heavy expenses.

My personal experience is that I should do more reading.

Recent experiences in the capital city were reported to us.

### C 10

Please let me know soon, if possible by this month.

They want to know if it is possible to come.

They revise as much as possible in order to pass.

They have all done the work as well as possible.

We are extremely sorry that all the items were delayed.

I have received a full refund from them for this.

Their time at the business school last week went well.

The students learned all the technical terms for this subject.

We have received the information about the new shorthand classes.

I have received an invitation to speak at the lecture.

In reply to your enquiry, we have received the payment.

I have received confirmation that I can start next week.

I am writing in reply to your enquiry about jobs.

As a result of the ad, we received many enquiries.

As regards the job interviews, they will take place shortly.

We are concerned about their visit to the new premises.

### SENTENCES D

#### D 1

It has been months since we spoke about this matter.

It is not a good idea to delay discussing this.

If you do not hear from us, please call Jim.

Emails sent to us receive an immediate reply from us.

Send us the photos, as we think they are useful.

The new photos are very colourful as well as interesting.

Please send them to us as soon as you can.

It is said that he lived somewhere in this city.

They finally decided to speak to him for his sake.

This is a very unusual short story in our view.

I believe that this has been found to be true.

At first we planned to visit the town Wednesday next.

It appears that we do have the time to come.

By all means do book a place in the restaurant.

It is only necessary to reserve tables at the weekend.

We saw them in the early part of the day.

**D 2**

This house of yours is much older than our own.  
We shall come to visit Monday afternoon or Tuesday evening.  
At all events, we shall put our plans into effect.  
Purchase it while the rate of interest is still low.  
I had been talking to those who have done this.  
Please inform me if it is likely to happen again.  
They will be able to attend the medical association meeting.  
I think you will not regret coming to this firm.  
You are not going to be disappointed with the car.  
I attend the political association meetings from time to time.  
I think this would be a similar type of engagement.  
This word does not describe this type of thing exactly.  
They should use some other term for their club meetings.  
I received a letter recently addressed to "My dear Sir".  
I think this note is most probably from Mr Black.  
In fact he always starts his letters with these words.

**D 3**

Here is a book on animal life in the country.  
In reply to his request I have sent more information.  
I will consider the matter when I return next week.  
We have concluded that we should inspect all our stores.  
They concluded that the customer's files were no longer needed.  
They stayed for a time in order to see us.  
The kids are saving money all the way to December.  
There is a difference of opinion on what to do.  
The fact of the matter is that they are wrong.  
We have said again and again that this is impossible.  
The machinery there is more or less out of date.  
We do have other equipment in connection with this process.  
Please bear in mind that refunds are not always possible.  
We have concluded there must have been many errors made.  
We use their products side by side with our own.  
We think he must have been out of the office.

**D 4**

I agree with the shop staff dealing with the matter.  
I think that in all probability they will call soon.  
We know that it is most probably going to rain.  
The trains in this country are well run and efficient.  
We write as fast as a bullet, as it were.  
We are closing the case, as the matter is resolved.  
I assume that you will agree to continue the work.  
In the meantime I will write to all the members.

You will probably be working out the percentage of profit.  
They will probably be happy to continue with the project.  
We confirmed a per annum figure of six per cent.  
The staff and visitors behaved very satisfactorily in this matter.  
I told them that I quite agree with their methods.  
They will agree to come and see us tomorrow morning.  
I will attend on this occasion to discuss the matter.  
On these occasions they help us with the sorting work.

**D 5**

They were very successful in this, notwithstanding all the difficulties.  
They completed the job, notwithstanding that the weather was stormy.  
We are seeking to bring the matter to an end.  
I am certain that you are going to enjoy yourself.  
I am certainly going to bring forward the project schedule.  
I will be working on the other side of town.  
On the other hand we do not like making mistakes.  
With help on either hand, we are sure to succeed.  
I think on that day there were very difficult conditions.  
There were mountains on either side of the wide river.  
Eventually by some means they reached the next big town.  
We were determined to succeed at school in all circumstances.  
They said that by and by they reached their goal.  
By the by, did you see that article about taxes?  
The report was on those who were at the game.  
As we travelled through the world, we took many photos.

**D 6**

We saw the problems of those who were very poor.  
We spoke to those who are living here at present.  
We take notes so that we may remember it all.  
I think it is necessary to report on this matter.  
I think that you are the one who should go.  
Every circumstance is different so we do need more information.  
I am inclined to think we must help them soon.  
I am persuaded that we acted correctly at the time.  
I always find that on these occasions speaking is difficult.  
In this respect, that officer was right in his actions.  
In his own opinion he was entirely in the right.  
In our opinion the new staff are doing very well.  
These new plans are those which we are now considering.  
We end this meeting, as the matter is now closed.

I am very glad to say that I have finished.  
I have to say that I found the course useful.

**D 7**

Please inform us of your past experience in this subject.  
We will soon be putting our new plans into effect.  
In this century we have seen changes in this city.  
All this has been discussed at length in the book.  
At first cost means the basic cost at the factory.  
We will not pay more than necessary for this item.  
The state of affairs of the company will be discussed.  
It appears that they came Thursday evening or Friday evening.  
Those who have not paid will soon be getting reminders.  
We stayed out of doors for the entire Saturday afternoon.  
They received letters from us and sent replies to us.  
We wondered what is going on at the new store.  
We will go Wednesday next, as we have an interview.  
It appears that now is the best time to buy.  
The new report from the political association is now ready.  
These deliveries have been expected for longer than a month.

**D 8**

We have been informed that we must pay the invoice.  
They have no longer than an hour to finish writing.  
I received a letter last week from the Medical Association.  
It is only necessary to check last month's customer files.  
The new Traders' Association handbooks have been sent to us.  
We have contacted the Sports Association for help with this.  
We will contact the customer as soon as we can.  
The news in this statement is wrong in our view.  
The minister spoke today regarding the new rate of interest.  
At all events we act as rapidly as we can.  
We regret it can only be done the next month.  
They will respond as soon as they have read it.  
This was in our statement that we issued last week.  
Please come to the meeting Wednesday next if you can.  
It may only be a short one of an hour.  
Please explain the meaning of this statement to the members.

**D 9**

Please explain this as we cannot understand all the terms.  
I will write to the club sooner rather than later.

By all means come and talk to us at work.  
Do come, as we shall be able to talk again.  
The boys are as well as usual and keeping busy.  
They will only be absent for a day or two.  
It is said all the students are expected to succeed.  
The new patient is as well as can be expected.  
He will only be here for a week or two.  
Please make your summary of the project smaller than this.  
Please call as we may need more information on this.  
We are returning the goods as we cannot use them.  
We do not have a use for them any longer.  
Please behave as we do in order to stay safe.  
We are not satisfied with their building work at all.  
We are not happy at all with how things went.

**D 10**

They drive the car as if it were a truck.  
There will be an accident if it is not stopped.  
I am able to think of presents they would want.  
I cannot say what we wish to do just yet.  
I am unable to think of his name just now.  
I will be visiting at some time in the future.  
I will come at some time and hopefully quite soon.  
We have lived here in the village for some time.  
This is the book in which it is mentioned.  
I am sure you will be able to do that.  
I cannot be sure if this new information is correct.  
I cannot see how we can find the information now.  
I hope you will not forget to bring the book.  
I hope you are not going to miss the party.  
We are able to make adjustments to the building plans.  
I do travel to those countries from time to time.

**D 11**

I wrote a few words on this some time ago.  
I am sure they would be aware of this change.  
I think they would not be happy with this answer.  
They said they would change it, if it were possible.  
You will not be surprised to hear that this happened.  
The notice says you must not go into that building.  
The farm animals must be kept outside at all times.  
I wondered if it would be possible to see them.  
She talked to both the kids at the same time.  
Please come today as I may not be here tomorrow.  
This machine is able to make our work much easier.  
The kids were able to think of the right answer.  
Unfortunately you were not told the date of the meeting.  
We will at any rate be able to see them.  
I would be interested to know what we would do.

You may not be aware that you cannot do that.

**D 12**

We have worked in these local offices for some time.

I have wanted to speak with them for some time.

Many words have been written on this very interesting subject.

I think a few words with them would be helpful.

Our class essays must be entirely in our words alone.

The kids wrote their essays entirely in their own words.

You are not far from achieving your dream job goal.

I think you are not going to arrive on time.

You will not fail if you continue to study hard.

If you call them, you will not get any reply.

You should not be surprised to hear about their success.

In our opinion you should not worry about that issue.

I shall not be present as I was not invited.

I told them that I shall not return next month.

For this reason I have not written to the firm.

I told him that I have not received the parcel.

**D 13**

I think there will be a business meeting next week.

I am sure there is much that we must discuss.

In their opinion everything is in order at the store.

They will be making their way to the office today.

I have come in order that we can discuss plans.

They wrote letters in order that customers could be informed.

I will find some other way of doing this project.

We are selling them in order to recover our costs.

I know there is much to say on this subject.

I know there is not a lot of time left.

I see there is a new book on this subject.

I know there is a great deal of interest now.

We will write if there is another meeting being planned.

I don't know if there is any possibility of going.

I think that we could travel by some other means.

Whenever there is a sale, we always look for bargains.

**D 14**

She might end up spending more than the budget allows.

This member of staff has been there for many years.

She has been there and seen all the new buildings.

They asked if there was any chance of a discount.

I wondered if there was any way to avoid problems.

I have their name in my little red address book.

They have been driving their old car for some time.

They are really enjoying their stay in the new hotel.

How can there be any possibility of taking action now?

Do not act before there is a decision on this.

They lived above their old grocery store for many years.

We found a house in which there is more space.

We have their address and most of the other details.

I shall be there at three in the afternoon tomorrow.

We heard from their manager that the post is delayed.

They took more than their allocated time for the job.

**D 15**

We are doing nothing pending their decision on this matter.

They may give us some other instruction for this task.

They travelled over there at the beginning of the month.

Sometimes people do arrive a little before their appointment time.

This employee is not the best, in other words lazy.

She said that in some other respects they were unsatisfactory.

We doubt if there is time to complete this project.

We shall visit if there is enough time tomorrow morning.

We will have to wait upon their decision on this.

The team are presently making their way to the conference.

They were walking their new dog home when he called.

I am writing to see if there are jobs available.

She was wondering if there was any chance of going.

I think that in their case we can help them.

In their opinion the house is very much worth buying.

These items are increasing their value over their original cost.

**D 16**

I have received an invitation to the meeting next week.

I am very pleased indeed to be able to attend.

We have received their email in reply to our questions.

I have just received confirmation of the event next month.

It is just possible I will be able to come.

We have just now seen the figures for last year.

We think there must be an error in the bill.

Last month business here was going as well as possible.

I believe that this month is looking good as well.

I will most probably leave here as soon as possible.

I hope this date will not be inconvenient for you.

I have included as much as possible in my list.

I hope you are satisfied with the final edited version.

I think that between them they will complete the project.

They are almost certain to succeed in this worthwhile endeavour.

They have gone as far as possible with the project.

**D 17**

We consider that in other respects the report is deficient.  
There must be an improvement on last week's test results.

They said that in fact this is essential for success.  
You must be honest with one another at all times.  
You must not be late for next week's financial meeting.  
They must not be given any more work this week.  
These studies are the foundation stones of your future career.

They talk as if it were possible to do this.  
We feel they should not be acting in this manner.  
They did the work in the same manner as before.  
He has spoken in the same manner as the others.  
The pictures were painted in the manner of the impressionists.

All the kids have learned to speak in this manner.  
We were not bored, on the contrary we enjoyed it.  
The children behaved very well, in point of fact excellently.

The shop staff were always very friendly towards one another.

**D 18**

This very old farm building should be considered for conservation.  
Their application must be considered along with all the others.

We have concluded that this proposal cannot be considered necessary.

We shall start the project in the next few years.

I have concluded that this product is the best one.

His replies were not fully considered before sending them out.

The necessary conclusion is that they should begin the work.

Further action to resolve this error must be considered immediately.

In conclusion I would mention that success is now certain.

This project ought to be considered for approval by us.

I have given some consideration to your remarks about this.

I confirm we can bring this to a satisfactory conclusion.

He says it is a necessary consequence of their actions.

We have agreed that this important matter receives further consideration.

He took all the facts of the case into consideration.

She said little consideration was given to the many complaints.

**D 19**

We read the report of the points that were considered.

The local council are in full agreement with that conclusion.

This issue will be further considered at the next meeting.

You will have our final recommendations as soon as possible.

We will have all the required information before next week.

We think it may be considered rather rude to refuse.

The staff said that it is considered reasonable to ask.

We shall send you the goods as soon as possible.

I will send my draft for consideration early next month.

Here are the plans which will be considered by them.

Every suggestion sent in shall be considered personal and confidential.

The teachers will take into consideration the kids' different ages.

We took into consideration all the work they have done.

You have not really taken into consideration the time needed.

Here are the facts which will be taken into consideration.

All the facts will be taken into consideration by us.

**D 20**

We are at a loss to know why this happened.

He will be leaving the country in a few days.

As a rule she continues working until six every weekday.

I waited there for a moment to see what happened.

I have stopped working for the moment for a break.

We are to a great extent concerned about the matter.

I heard for the first time all his interesting stories.

She travelled all over the world when she was younger.

The council will consider the matter tomorrow at the latest.

They agreed, notwithstanding the fact that they disliked the people.

I found that there is little information on the subject.

We think that in the first instance they must talk.

We must look into the matter to get the facts.

We do not know what is the matter with them.

He is not ill, on the contrary he is well.

As a matter of fact he is much better now.

**D 21**

We will investigate this incident as a matter of course.

This article by them is just an expression of opinion.

In consequence of this, comments are out of place here.

We have made some payments in respect of the costs.

They have completed everything in a short space of time.

Do you mean to say that there was an error?



There was no error on the part of the workers.  
We have some queries in relation to the building plans.  
This firm has given constant trouble from first to last.  
We have asked to meet the directors face to face.  
I received an email in reply to my telephone call.  
I am writing in reply to your enquiry about vacancies.  
It appears to me that the problem has been solved.  
We have made our decision, having regard to the report.  
It appears to have been written without knowing the facts.  
I write in reference to your recent complaint to us.

**D 22**

I am calling with reference to your enquiry last week.  
It seems to me that this is something to consider.  
We are sure these things ought to have been done.  
I am writing with regard to the issues you raised.  
It seems to me that they have done quite well.  
It seems important to discuss all these matters fairly soon.  
It is most important to get everything ready in time.  
We shall be glad to know whether this was resolved.  
I am glad to know that you will be coming soon.  
They have written to us in reference to our application.  
We shall be glad to hear your comments on this.  
Please reply to them immediately in respect to their enquiry.  
The staff really ought to have known what to do.  
We do have some plans with respect to this problem.  
I have listed the work they ought to have done.  
The kids ought to have been told all about this.

**D 23**

I regret to say nothing was done about this matter.  
I regret to state that this was not dealt with.  
We regret to state that they have not yet started.  
There have been no changes in the price of goods.  
There were complaints with relation to the safety issues raised.  
In the circumstances we will give the customer a refund.  
I think that in the circumstances their actions were right.  
Under the circumstances we think more class work is necessary.  
They have under the circumstances agreed to meet with us.  
In the first place, I would like to thank everyone.  
In the second place, I will describe what happened next.  
In the third place, I will draw some clear conclusions.  
In the last place, the committee will make a decision.  
In the next place, we have a report from Tim.  
Tom finished in first place, Dick finished in second place.

Harry finished in third place and Fred in last place.

**D 24**

We have asked them again and again for more information.  
The mystery about the stranger just gets deeper and deeper.  
The big plane went faster and faster along the runway.  
The birds rose higher and higher into the clear sky.  
The clouds came down lower and lower over the hills.  
The weather in the valley became less and less pleasant.  
The kids screamed as the dinosaur came nearer and nearer.  
The course work became more and more difficult to do.  
Mr and Mrs Smith have been travelling north and south.  
The train goes east and west to all the towns.  
The kids' parents were very generous over and over again.  
We have somehow paid over and above the amount requested.  
The man's pace along the street became quicker and quicker.  
The dogs ran here and there all over the road.  
The kids must find ways and means to save money.  
The tenants must pay their rates and taxes on time.

**D 25**

The two cars raced side by side around the track.  
At last time and space seem to have been conquered.  
You must bear in mind that we have customers waiting.  
We have new offices in all parts of the world.  
The fact of the matter is that they were late.  
The council have not borne in mind this new information.  
You must bear in mind that they are quite young.  
I am recording this for the purpose of my report.  
I need a list of the facts of the case.  
I shall be writing a complete history of the world.  
Allowing them to go is completely out of the question.  
My essay on the subject is more or less finished.  
I do have one or two pages to check again.  
Sooner or later he intends to go to the city.  
Please buy two or three loaves of bread for me.  
She gave the horses three or four apples this morning.

**D 26**

Four or five people are absent from the class today.  
I notice that five or six new students have arrived.  
There were six or seven comments on the council's plan.  
The teacher suggested seven or eight things we should consider.  
There are usually eight or nine teachers here on Mondays.

I saw about nine or ten children in the park.

We cannot decide if this decision is right or wrong.

The requests made must be considered by the school staff.

They may be considered for a pay rise next month.

This is a matter for consideration by those in authority.

Up to the present time we have not received payment.

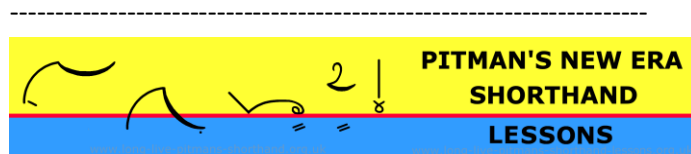
We have some files here in connection with the case.

I received several telephone calls in connection with their proposal.

They have done the job in accordance with our instructions.

The rules were drawn up in accordance with the recommendations.

They made decisions in accordance with the situation they found.



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