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SPEED UPS - 10-WORD SENTENCES - (A) Phrases

These are edited versions of the Exercises for Lessons 55 & 56 Phrasing. Omission phrases are underlined but consult those Lessons for further notes.

Write one sentence at the top of the notepad page and another halfway down. To drill, fill in all the blank lines for one sentence, before moving on to the next, making an effort to write smoothly and evenly. Always say the words to yourself (whether out loud or mentally) so that you are not just mindlessly writing shapes.

It is helpful to write the example line in a different colour ink or run a high-lighter over it. Prepare pages in advance, so you always have practise material ready to go.

Timing your speed

Write one sentence at the top of the pad page and leave the remaining 20 lines blank. Against a stopwatch-type timer, repeat the sentence on all 20 lines and record the number of seconds taken. You will have written 200 words in the 20 lines.

Do a few practise runs by writing over the top of the sample outlines in faint pencil, so that you can remember the text and get familiar with the outlines. Then when you do your timed run, you will not need to look at the sample line.

Your speeds on different sentences will vary a noticeable amount, as some have more of the longer outlines. You can also do this drill against a countdown timer for one minute, stopping exactly when the timer sounds, to see how many words you can write in that time.

Stopwatch timings for 20 x 10-word sentences:

60 sec = 200 wpm	110 sec = 109 wpm	160 sec = 75 wpm
70 sec = 171 wpm	120 sec = 100 wpm	170 sec = 70 wpm
80 sec = 150 wpm	130 sec = 92 wpm	180 sec = 66 wpm
90 sec = 133 wpm	140 sec = 85 wpm	190 sec = 63 wpm
100 sec = 120 wpm	150 sec = 80 wpm	200 sec = 60 wpm

Dictations

Dictated at 60 wpm (1 word per second). You can edit these in Audacity by clipboarding one sentence (10 seconds) and pasting it multiple times into a new file. With each paste, use Effect/Edit Tempo to reduce the duration of each one successively by half a second. The last one at 5 seconds will be a speed of 120 wpm. The new file can then be output to MP3.

Last page Print your own notepad practice sheets, with lines numbered 1 to 20.

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

Y L - V N O L X

I know his name but I know little about him.

W O S , W R H O X

I shall be working in the office all day tomorrow.

Y Z W - U T V X

On Mondays I do writing and Fridays I go shopping.

W M Y A - G T L X

I thought I had my phone but I lost it.

T Y O U , V P I X

I think they said that they would be contacting us.

T P (E L) X

I told him the wording on the report is wrong.

T R ? " N O M X

I saw the building on my way to the station.

T S B W , P X

I say the words and the class writes them down.

T O I W A B (J X

This morning I saw Jack and Jill on the bus.

T M Y L J A B X

When I take a walk, I take lots of photos.

C L . 2 Y P Y X

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

V - -) W H X

I will be going to the big conference next month.

V W , L M P X

I will have my report ready for you by Thursday.

V O N A . H T P X

I can write the notes and I can read them.

W A P - L A (X

I give all my weekend time helping at the club.

W V Z H N L G X

2 I go to the local football match every Saturday morning.

Handwritten shorthand for "I go to the local football match every Saturday morning."

I will get some things for you at the shops.

Handwritten shorthand for "I will get some things for you at the shops."

I am coming to the office tomorrow to see you.

Handwritten shorthand for "I am coming to the office tomorrow to see you."

I will see you if I have time to spare.

Handwritten shorthand for "I will see you if I have time to spare."

I remember when we were all talking at the college.

Handwritten shorthand for "I remember when we were all talking at the college."

When I promise something, I always do it for you.

Handwritten shorthand for "When I promise something, I always do it for you."

I propose to sell the house later in the year.

Handwritten shorthand for "I propose to sell the house later in the year."

I expect you are now ready for a short break.

Handwritten shorthand for "I expect you are now ready for a short break."

I trust that the members can now approve these minutes.

Handwritten shorthand for "I trust that the members can now approve these minutes."

I refer to my letter to you regarding the problem.

Handwritten shorthand for "I refer to my letter to you regarding the problem."

I gave the officer my full address and phone number.

Handwritten shorthand for "I gave the officer my full address and phone number."

I went to the shops today to get some supplies.

Handwritten shorthand for "I went to the shops today to get some supplies."

I crossed the road to get to the grocery store.

Handwritten shorthand for "I crossed the road to get to the grocery store."

I spoke to our boss yesterday about the staff rotas.

Handwritten shorthand for "I spoke to our boss yesterday about the staff rotas."

You are the person they have chosen for the post.

Handwritten shorthand for "You are the person they have chosen for the post."

You may have to start the new job very soon.

Handwritten shorthand for "You may have to start the new job very soon."

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

Handwritten shorthand for "You will be receiving papers from me in the post."

You can always phone me if you need more information.

Handwritten shorthand for "You can always phone me if you need more information."

I think you will be able to finish the book.

Handwritten shorthand for "I think you will be able to finish the book."

This is the information which you asked me to find.

Handwritten shorthand for "This is the information which you asked me to find."

I have time to ring him and talk about this.

Handwritten shorthand for "I have time to ring him and talk about this."

They will let you see the house if you call.

Handwritten shorthand for "They will let you see the house if you call."

The kids have a present for you for your birthday.

Handwritten shorthand for "The kids have a present for you for your birthday."

I will be happy when you come to our house.

Handwritten shorthand for "I will be happy when you come to our house."

Thank you so much for sending the information last week.

Handwritten shorthand for "Thank you so much for sending the information last week."

I will see you both for a meal next Saturday.

Handwritten shorthand for "I will see you both for a meal next Saturday."

I have ordered a taxi to take you this morning.

Handwritten shorthand for "I have ordered a taxi to take you this morning."

I think she will agree with you on this matter.

Handwritten shorthand for "I think she will agree with you on this matter."

I will meet you at three to bring the letters.

Handwritten shorthand for "I will meet you at three to bring the letters."

Are you going to accept the job in that office?

Handwritten shorthand for "Are you going to accept the job in that office?"

Are you able to come to the club with me?

Handwritten shorthand for "Are you able to come to the club with me?"

I know you always like to eat at that restaurant.

Handwritten shorthand for "I know you always like to eat at that restaurant."

5 He said he has no time to finish the task.

g g 4 h u l i x

He was chosen for the job in the new shop.

g e h k u u k x

He was not able to attend the meeting last Monday.

g e n n m m i x

He will read the minutes and send us his comments.

g r l m y ' e o u x

I do not know if he wants that new job.

g n k m u u k x

We are not sure if he would be available today.

g n k r l i x

I know that he has the skills for this project.

g g g h g x

We think he will make a success of the business.

g n . e o u x

When he can write faster, he will take the test.

g n b g l b x

I asked them what he was doing in the class.

g () l u e x

I will see her later today after the big meeting.

g) h l r l l n x

He is going to be very pleased with his success.

g n u g e o x

He will buy a car when he is old enough.

g u . n g r u x

We think he can make a success of this project.

g n . e o g x

Tom has all the letters and Mary has the parcels.

g . > l . n . m g x

Jack is the sales assistant and Jill is the manager.

g . m g g r . m y x

6 Joan is the new person working in the sales department.

Joan is the new person working in the sales department.

Tell me who that person is waiting in the office.

Tell me who that person is waiting in the office.

Please ring George who has the agenda for the conference.

Please ring George who has the agenda for the conference.

Fred is coming in to work today to help us.

Fred is coming in to work today to help us.

It is important to practise writing as often as possible.

It is important to practise writing as often as possible.

The foreman said it is important to read the manual.

The foreman said it is important to read the manual.

It is impossible to do that repair without the tools.

It is impossible to do that repair without the tools.

We know it is impossible to get him to come.

We know it is impossible to get him to come.

It seems that he wrote to them again last month.

It seems that he wrote to them again last month.

They have left and it seems unlikely they will return.

They have left and it seems unlikely they will return.

It seems to me that this is a good idea.

It seems to me that this is a good idea.

It seems important to get the new information out quickly.

It seems important to get the new information out quickly.

It is most important that you inform all the staff.

It is most important that you inform all the staff.

It seems to me that this tool is very useful.

It seems to me that this tool is very useful.

At present it seems important to finish the new book.

At present it seems important to finish the new book.

They said it is most important to obtain this information.

They said it is most important to obtain this information.

7 It seems probable that the kids will ring us tonight.

Handwritten shorthand for "It seems probable that the kids will ring us tonight."

It is most probable that she will buy the car.

Handwritten shorthand for "It is most probable that she will buy the car."

They said it seems likely that the guests have left.

Handwritten shorthand for "They said it seems likely that the guests have left."

It is most likely that a meeting will be called.

Handwritten shorthand for "It is most likely that a meeting will be called."

It seems unlikely that the staff will agree to this.

Handwritten shorthand for "It seems unlikely that the staff will agree to this."

It is most unlikely that they will come this evening.

Handwritten shorthand for "It is most unlikely that they will come this evening."

Please inform us whether you will be attending the lecture.

Handwritten shorthand for "Please inform us whether you will be attending the lecture."

Please take a leaflet which gives the dates and venues.

Handwritten shorthand for "Please take a leaflet which gives the dates and venues."

Please let us know when you arrive at the station.

Handwritten shorthand for "Please let us know when you arrive at the station."

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

Handwritten shorthand for "If you can, please make something for the table sale."

Please accept our most sincere thanks for your recent donation.

Handwritten shorthand for "Please accept our most sincere thanks for your recent donation."

She said it is certainly the right thing to do.

Handwritten shorthand for "She said it is certainly the right thing to do."

That big clock is showing the right time at last.

Handwritten shorthand for "That big clock is showing the right time at last."

It is not going to be possible to see them.

Handwritten shorthand for "It is not going to be possible to see them."

It has not been good weather in these southern parts.

Handwritten shorthand for "It has not been good weather in these southern parts."

It has been very sunny in the north all week.

Handwritten shorthand for "It has been very sunny in the north all week."

8 It is now time to put our plans into action.

It is now time to put our plans into action.

The vacation was really great but it has now ended.

The vacation was really great but it has now ended.

It is really busy at the shopping mall just now.

It is really busy at the shopping mall just now.

It has really helped us having Tom in the office.

It has really helped us having Tom in the office.

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

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

It is necessary to take some notes at the meeting.

It is necessary to take some notes at the meeting.

It is also our intention to take on more staff.

It is also our intention to take on more staff.

It has come to our attention that they were late.

It has come to our attention that they were late.

I have worked as a bus driver for seven years.

I have worked as a bus driver for seven years.

My shorthand job has become much easier over the years.

My shorthand job has become much easier over the years.

As you can write fast, you can be the note-taker.

As you can write fast, you can be the note-taker.

I know he has the ability to pass this test.

I know he has the ability to pass this test.

They must take notes as this is their first day.

They must take notes as this is their first day.

He says he has a feeling all is not well.

He says he has a feeling all is not well.

The customer is happy and the bill has been paid.

The customer is happy and the bill has been paid.

The post has arrived and we will now open it.

The post has arrived and we will now open it.

9 I get here as early as I can every morning.

7 3 0 0 4 8

I will study the subject as long as I can.

✓ 2 9 6 0 4 8

We were told to take as many as we wanted.

✓ 1 2 0 0 4 8

I have read my course books as much as possible.

✓ 1 0 0 4 8

She will be visiting with us next Saturday or Sunday.

✓ 6 0 0 4 8

He is staying with friends who live on the farm.

g 1 0 0 4 8

I saw Luke talking with his brother in the shop.

✓ 1 0 0 4 8

Our friends are coming with us to the show tomorrow.

✓ 1 0 0 4 8

When is winter coming so we can make a snowman?

6 ✓ 1 0 0 4 8 ?

When did he say he would help you with that?

c 1. 9) 9 0 4 8 ?

What is his name and what is he doing here?

0 0 0 0 9 4 8 ?

Would his boss let him take the day off tomorrow?

0 0 0 4 1 0 4 8 ?

When is the business meeting going to start this morning?

0 0 0 0 9 6 8 ?

When has the secretary said we must arrive on Monday?

0 0 1 0 0 4 8 ?

What is the problem and what has the firm done?

0 0 0 0 4 8 ?

What has the borough council done to solve this issue?

0 0 1 0 0 6 8 ?

10 This big concert takes place every year in the park.

6 L . L g e r y v x

This will take place the same day as last year.

6 L o t . o r x

He said the event had taken place in the city.

g u l y p x

James is certainly very pleased with the final exam results.

h . o . m y g ' e n r x

We think this new book certainly deserves much more attention.

u b u l o y d t x

It can certainly be arranged for you to see them.

l - o y t h .) (x

I will deliver the boxes to you next Thursday morning.

v l b o n u p x

The delivery was made yesterday and the customer is happy.

. l) a d t t h . o . l x

I have done well as compared with last year's results.

y c o m p x

Profits rose as compared with the same time last year.

y p o r o t h r x

Sales have risen as compared with last year's monthly figures.

s l e a s e m o n t h l y f i g u r e s x

The poet compared her beauty to a fresh summer flower.

. p o e t c o m p a r e d h e r b e a u t y t o a f r e s h s u m m e r f l o w e r x

I shall come over at once and talk with you.

y _ c o m e o v e r a t o n c e a n d t a l k w i t h y o u x

Everyone was talking loudly at once at the business lunch.

e v e r y o n e w a s t a l k i n g l o u d l y a t o n c e a t t h e b u s i n e s s l u n c h x

I was walking down the street when I saw Joe.

y w a s w a l k i n g d o w n t h e s t r e e t w h e n i s a w j o e x

She said Monday next is a good time to meet.

s h e s a i d m o n d a y n e x t i s a g o o d t i m e t o m e e t x

11 I have Wednesday next in my diary for our meal.

u r g w n t z l / r x

I shall be starting a new shorthand class February next.

y h . u z c y x

We shall consider all the information before making a decision.

w q > o h n u . d x

I consider her to be an efficient member of staff.

q i / . u v e x

All applications will be considered for this very important post.

' f a q y n b x

I have collected a very considerable number of old books.

u t . q v r l x

I heard a rather strange noise outside during the night.

v s . / q y e p z w x

It was most strange not to be in that house.

h q y u v q x

I was surprised that Jim sold that car after all.

y q ' h = o t r l x

I am surprised that Sarah is going to leave soon.

w o ' o = . n r e x

He is a big strong fellow with very strong muscles.

g . l v r c q l m x

I strongly advise you to take up this offer immediately.

q y b i z a b c w x

We shall send the balance of money by bank transfer.

w e , d n v q x

Please make seven copies of the balance sheet for me.

g e b > q h x

Please send us a letter or call the sales office.

b . (r a q o b x

I have sent a message to his family about this.

y e . q o w u b x

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

ፊርም ለሰው ስራ ለሌላው ስራ አይሰራም

Ask her to say how much the invoice would be.

የቪዲዮ ስራ ስንት ይሆናል?

They say they have not received any payment from us.

እርሳችን ለእርሳችን ስራ ስንት ስራ አልተሰጠም

Our friends are staying with us at the beach hotel.

የህዝብ ስራ ስራ ስራ ስራ ስራ ስራ

Can you inform us when the next train is leaving?

የታችኛው ስራ ስንት ስራ ስራ?

Please inform us whether you can take on this project.

ይህ ስራ ስራ ስራ ስራ ስራ ስራ

Do let us know your study plans for the month.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

We asked the bank for a list of the payments.

የባንክ ስራ ስራ ስራ ስራ ስራ ስራ

We have enquired whether they can help us with this.

እርሳችን ስራ ስራ ስራ ስራ ስራ ስራ

You can depend upon us to finish all the work.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

He said he can give us a date for this.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

She said she would give the staff some extra time.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

The group that went in before us were our friends.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

Please tell us what you are doing at the college.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

Jim has asked us if he can visit the house.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

The teacher is making us finish the projects by Friday.

የሰው ስራ ስራ ስራ ስራ ስራ ስራ

15 We shall start on this as soon as we can.

W s h l e t a s s o o n a s w e c a n

We will move as soon as we have the funds.

W i l l m o v e a s s o o n a s w e h a v e t h e f u n d s

Please send all this important information as soon as possible.

P l e a s e s e n d a l l t h i s i m p o r t a n t i n f o r m a t i o n a s s o o n a s p o s s i b l e

The kids all want their presents as soon as possible.

T h e k i d s a l l w a n t t h e i r p r e s e n t s a s s o o n a s p o s s i b l e

I am sure it will be as satisfactory as before.

I a m s u r e i t w i l l b e a s s a t i s f a c t o r y a s b e f o r e

I made the changes as suggested and sent the draft.

I m a d e t h e c h a n g e s a s s u g g e s t e d a n d s e n t t h e d r a f t

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

I h a v e a m e n d e d t h e d a t e s a s h a s b e e n m e n t i o n e d b e f o r e

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

W e g i v e e a c h o t h e r g i f t s a s h a s b e e n o u r c u s t o m

I will take it as certain that you will succeed.

I w i l l t a k e i t a s c e r t a i n t h a t y o u w i l l s u c c e e d

This student has certainly done well in the first tests.

T h i s s t u d e n t h a s c e r t a i n l y d o n e w e l l i n t h e f i r s t t e s t s

We are doing very well, as we have done before.

W e a r e d o i n g v e r y w e l l a s w e h a v e d o n e b e f o r e

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

W e a r e t i r e d a s w e h a v e b e e n d i g g i n g t h e g a r d e n

We bought the kids toys, as we had spare money.

W e b o u g h t t h e k i d s t o y s a s w e h a d s p a r e m o n e y

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

W e h a v e b r o u g h t r o s e s a s w e k n o w y o u l o v e f l o w e r s

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

W e m u s t t a k e e x t r a c a s h a s w e m a y h a v e e x p e n s e s

We do not need snacks as we can eat out.

W e d o n o t n e e d s n a c k s a s w e c a n e a t o u t

16 Frank has done as well as we thought he would.

Frank has done as well as we thought he would.

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

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

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

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

Pam is as well as possible, given all the difficulties.

Pam is as well as possible, given all the difficulties.

My Uncle Tom is as well as can be expected.

My Uncle Tom is as well as can be expected.

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

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

They would have been wiser to have taken another route.

They would have been wiser to have taken another route.

I have been learning this subject for three months now.

I have been learning this subject for three months now.

We have carried on this family custom for many years.

We have carried on this family custom for many years.

We are carrying on with our project on the house.

We are carrying on with our project on the house.

I am going on as long as possible with this.

I am going on as long as possible with this.

We are taking on six staff at the city office.

We are taking on six staff at the city office.

This way of writing is better than the slow method.

This way of writing is better than the slow method.

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

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

We had fewer than seven correct answers from the class.

We had fewer than seven correct answers from the class.

She said that more than twenty people had called them.

She said that more than twenty people had called them.

17 We think they are taking longer than necessary to reply.

Handwritten shorthand for "We think they are taking longer than necessary to reply."

They should go out now, rather than wait until later.

Handwritten shorthand for "They should go out now, rather than wait until later."

I met my neighbours who bought the house next door.

Handwritten shorthand for "I met my neighbours who bought the house next door."

Please check all the new parcels which have been delivered.

Handwritten shorthand for "Please check all the new parcels which have been delivered."

She knows some people who have been to that pub.

Handwritten shorthand for "She knows some people who have been to that pub."

We ought to have checked the door before we left.

Handwritten shorthand for "We ought to have checked the door before we left."

The dog carried off the scraps before they noticed it.

Handwritten shorthand for "The dog carried off the scraps before they noticed it."

The plane will take off at nine, arriving at twelve.

Handwritten shorthand for "The plane will take off at nine, arriving at twelve."

We are ready to set off for our annual vacation.

Handwritten shorthand for "We are ready to set off for our annual vacation."

They have paid off everything they owed to the bank.

Handwritten shorthand for "They have paid off everything they owed to the bank."

They have made a copy of the plans for us.

Handwritten shorthand for "They have made a copy of the plans for us."

There are plenty of cakes on the table for them.

Handwritten shorthand for "There are plenty of cakes on the table for them."

I saw a group of people walking down the road.

Handwritten shorthand for "I saw a group of people walking down the road."

The big boxes are on top of the filing cabinet.

Handwritten shorthand for "The big boxes are on top of the filing cabinet."

We are not happy with the state of the rooms.

Handwritten shorthand for "We are not happy with the state of the rooms."

He says he is not responsible for the present difficulties.

Handwritten shorthand for "He says he is not responsible for the present difficulties."

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.

19 We are studying world weather in our class this term.

✓ We are studying world weather in our class this term.

They learned that this world is more water than land.

(They learned that this world is more water than land.

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

6 This is the best school in the world, said Jack.

I have travelled all over the world in my job.

I have travelled all over the world in my job.

We are taking a week off to tour the mountains.

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

I have loads of things to finish off this week.

I have loads of things to finish off this week.

We met last week when we were at the mall.

✓ We met last week when we were at the mall.

I think next week I will start another different project.

I think next week I will start another different project.

I have been doing this project for several weeks now.

I have been doing this project for several weeks now.

The past few weeks have been rather busy for us.

The past few weeks have been rather busy for us.

I asked, are you well, and he said very well.

I asked, are you well, and he said very well.

It was nice hearing him play the drums so well.

It was nice hearing him play the drums so well.

William will be coming to see us next Friday morning.

William will be coming to see us next Friday morning.

We will enjoy seeing him again and having a talk.

We will enjoy seeing him again and having a talk.

They will email me as soon as they get there.

They will email me as soon as they get there.

You will be receiving the order as soon as possible.

You will be receiving the order as soon as possible.

20 I am sure you will be happy with it.

Handwritten shorthand for "I am sure you will be happy with it."

We are sure this will produce the results we desire.

Handwritten shorthand for "We are sure this will produce the results we desire."

Tom was my English teacher and Tim was the head.

Handwritten shorthand for "Tom was my English teacher and Tim was the head."

What was that noise and what was the boy doing?

Handwritten shorthand for "What was that noise and what was the boy doing?"

This was the place where we had our last vacation.

Handwritten shorthand for "This was the place where we had our last vacation."

She said that was a very nice thing to do.

Handwritten shorthand for "She said that was a very nice thing to do."

They thought that was not how it should be done.

Handwritten shorthand for "They thought that was not how it should be done."

When was he born and when was he at school?

Handwritten shorthand for "When was he born and when was he at school?"

This would certainly be very useful for us at present.

Handwritten shorthand for "This would certainly be very useful for us at present."

It would be easy to start on a small scale.

Handwritten shorthand for "It would be easy to start on a small scale."

This would be the best way of solving the issue.

Handwritten shorthand for "This would be the best way of solving the issue."

They said it would not be wise to do that.

Handwritten shorthand for "They said it would not be wise to do that."

It is a plan that would keep everyone here happy.

Handwritten shorthand for "It is a plan that would keep everyone here happy."

We would send the package and we would expect payment.

Handwritten shorthand for "We would send the package and we would expect payment."

She wrote words on the board for them to copy.

Handwritten shorthand for "She wrote words on the board for them to copy."

She said these words must be learned for the test.

Handwritten shorthand for "She said these words must be learned for the test."

21 He spoke very few words but he wrote many words.

9 2 7 6 1 9 1 2 3 4 5 6 7 8

The worth of the vase has been estimated too low.

. 2 3 4 5 6 7 8 9

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

1 2 3 4 5 6 7 8 9

It is not worth doing and a waste of time.

1 2 3 4 5 6 7 8 9

He said if it breaks he can make the repairs.

1 2 3 4 5 6 7 8 9

She was asking if it will snow here next week.

1 2 3 4 5 6 7 8 9

I have a tree and had twenty apples from it.

1 2 3 4 5 6 7 8 9

We have found the area in which it is located.

1 2 3 4 5 6 7 8 9

I think it is going to be a difficult project.

1 2 3 4 5 6 7 8 9

I have a spare wheel for it in the garage.

1 2 3 4 5 6 7 8 9

Time is most often measured in seconds, minutes and hours.

1 2 3 4 5 6 7 8 9

He talked and at the same time wrote it down.

1 2 3 4 5 6 7 8 9

We have been studying this new subject for some time.

1 2 3 4 5 6 7 8 9

She said at one time she lived on a farm.

1 2 3 4 5 6 7 8 9

The students said they needed much more time to write.

1 2 3 4 5 6 7 8 9

The teacher said there is no more time for that.

1 2 3 4 5 6 7 8 9

22 I have lots of spare time this weekend for walking.

Handwritten shorthand for "I have lots of spare time this weekend for walking."

We sometimes meet up for coffee during our lunch time.

Handwritten shorthand for "We sometimes meet up for coffee during our lunch time."

Joe was ready at all times to help us out.

Handwritten shorthand for "Joe was ready at all times to help us out."

We have from time to time travelled to see them.

Handwritten shorthand for "We have from time to time travelled to see them."

It has been a short time since we saw them.

Handwritten shorthand for "It has been a short time since we saw them."

We met our friends a short time ago at school.

Handwritten shorthand for "We met our friends a short time ago at school."

I think this time he will be successful at school.

Handwritten shorthand for "I think this time he will be successful at school."

She failed that time but she will try again soon.

Handwritten shorthand for "She failed that time but she will try again soon."

The big new notice said no parking at any time.

Handwritten shorthand for "The big new notice said no parking at any time."

He insisted that at no time did he see anything.

Handwritten shorthand for "He insisted that at no time did he see anything."

They say in time past people did these things differently.

Handwritten shorthand for "They say in time past people did these things differently."

We have for some time past been wanting to travel.

Handwritten shorthand for "We have for some time past been wanting to travel."

We have carried out the work exactly as you requested.

Handwritten shorthand for "We have carried out the work exactly as you requested."

The chef brought the cake and took it to them.

Handwritten shorthand for "The chef brought the cake and took it to them."

We will have to set out the chairs in rows.

Handwritten shorthand for "We will have to set out the chairs in rows."

Tom got out his tool box and repaired the bike.

Handwritten shorthand for "Tom got out his tool box and repaired the bike."

23 I must point out that there are a few errors.

W P 2 . h 3 x

She pointed out that all the errors have been corrected.

r P a ' > 3 6 - 7 x

You will not wish to miss this great new opportunity.

m r w 6 - u 7 x

I will not be at the meeting when it starts.

r l n . 9 6 x

He will not be pleased to see all the damage.

k s .) > h x

I guess they will not be arriving until after lunch.

w h l i 2 l m x

They may not be arriving on the early morning train.

h l ' r j x

You were not at home when I called yesterday morning.

3 h c v c f x

I have a list of those who were not present.

u . p 3 2 x

I know who they are and where they are living.

w . 2 - c 2 u x

They are not allowed here as they are not members.

o a 4 o 2 2 x

I hope this will not delay completion of the project.

h 6 k 5 > 7 x

I was certainly not going to stand for any nonsense.

h o 2 ~ 2 l ~ u e x

I was most certainly not happy with the final result.

h o 2 a s 2 f x

I shall not be going to the beach this morning.

h ~ > > 6 x

Friends are not able to visit us for a while.

o r c 4) l . v 6 x

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.

25 We can stay until about nine but not any later.

Handwritten shorthand for "We can stay until about nine but not any later."

They can stay out playing until six but no later.

Handwritten shorthand for "They can stay out playing until six but no later."

Please leave the house no later than three or so.

Handwritten shorthand for "Please leave the house no later than three or so."

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

Handwritten shorthand for "He was not interested in helping, in other words lazy."

The class will write the story in their own words.

Handwritten shorthand for "The class will write the story in their own words."

They told us in their own words exactly what happened.

Handwritten shorthand for "They told us in their own words exactly what happened."

I have placed an order for the food delivery tomorrow.

Handwritten shorthand for "I have placed an order for the food delivery tomorrow."

I have put all the papers in order in boxes.

Handwritten shorthand for "I have put all the papers in order in boxes."

I sent cash in order that she could go shopping.

Handwritten shorthand for "I sent cash in order that she could go shopping."

I learned shorthand in order that I could write faster.

Handwritten shorthand for "I learned shorthand in order that I could write faster."

We got the tools out in order to repair it.

Handwritten shorthand for "We got the tools out in order to repair it."

They revised their notes in order to pass the exam.

Handwritten shorthand for "They revised their notes in order to pass the exam."

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

Handwritten shorthand for "The man at that table is in fact Mark's brother."

They complained owing to the fact that it was cancelled.

Handwritten shorthand for "They complained owing to the fact that it was cancelled."

As a matter of fact I am going shopping today.

Handwritten shorthand for "As a matter of fact I am going shopping today."

They called because of the fact that problems had arisen.

Handwritten shorthand for "They called because of the fact that problems had arisen."

26 Roads are closed due to the fact that accidents occurred.

∆ / ∞ h r t x

It is good, in point of fact it is excellent.

b - u b - e x

I look forward to hearing much more news from you.

✓ u z h u n n x

We are so looking forward to seeing you again soon.

✓) m u i u n n e x

We are glad that the business is now going well.

✓ z u e u b x

I could not see any other people in the streets.

u) t r u g x

There is no other activity I would rather be doing.

2 t t z / \ L x

I think that in other ways he was very successful.

{ u e g r e x

I saw many other people and many of them shouting.

u m r u e x

I do not think any of them have seen us.

u t l e) x

Once again we are in a position to expand business.

u / u u u x

We saw plans but there is little difference between them.

u s , e r | z x

They are generally speaking happy to live in this town.

u q o u u b j x

The necessary change has been made to the staff rotas.

. u y h , e b x

I have concluded that this is the person to hire.

u b e . u x

We have come to the conclusion that action is needed.

u u ' o . u x

27 Finally we came to the conclusion that nothing had changed.

Finally we came to the conclusion that nothing had changed.

This difficult matter has been brought to a satisfactory conclusion.

This difficult matter has been brought to a satisfactory conclusion.

You must consider how you are going to do this.

You must consider how you are going to do this.

We have considered all the facts and figures they gave.

We have considered all the facts and figures they gave.

I have been writing my book for some considerable time.

I have been writing my book for some considerable time.

I have sent you my final report for your consideration.

I have sent you my final report for your consideration.

I am concerned that she will find the course difficult.

I am concerned that she will find the course difficult.

They are concerned about this rather sudden change in policy.

They are concerned about this rather sudden change in policy.

I am writing to you in regard to your application.

I am writing to you in regard to your application.

I have written to them in regard to the delivery.

I have written to them in regard to the delivery.

As regards finance we shall be in a good position.

As regards finance we shall be in a good position.

We shall proceed in this manner until we are successful.

We shall proceed in this manner until we are successful.

They behaved in the same manner as the other people.

They behaved in the same manner as the other people.

Please let us have your instructions regarding the items required.

Please let us have your instructions regarding the items required.

I am instructed to inform you of a policy change.

I am instructed to inform you of a policy change.

We are extremely sorry to have to cancel this event.

We are extremely sorry to have to cancel this event.

28 They have made a statement in reply to the allegations.

{ n . b 4 , 6 x

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

4 w e / 8 x

I have received an email from a fellow shorthand writer.

4 . n . 9 . 2 / x

I applied for a place on the shorthand writing course.

v 2 L . 6 v 2 w e x

All the technical terms are explained in the course booklet.

> L 2 / 5 4 e L x

James left technical college last year with excellent exam passes.

h 2 L 4 9 c e o b x

They have been working to fix the high pressure boiler.

{ 2 e . L 2 7 x

We have now checked all the new low pressure equipment.

h L > e 7 e x

Tests made it perfectly clear he had high blood pressure.

h 2 | 2 e 9 | 9 x

They said the work on the house is perfectly satisfactory.

6 2 4 e o 2 e x

They went to great expense to throw a big party.

(2 e 7 . L 7 x

I have had personal experience of doing things like this.

4 2 e L e 6 x

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

h - L 2 e o x

We spent all Sunday afternoon playing in the nearby park.

4 3 . e h 2 e 7 x

I heard from Tom about what he did yesterday afternoon.

v 9 9 5 4 7 . e h x

That evening I told them I would come Thursday evening.

' h v 2 (2 - 2 x

29 She told us that Wednesday evening would be more convenient.

Handwritten shorthand for "Wednesday evening" in red ink.

He said that he had spoken to them yesterday evening.

Handwritten shorthand for "yesterday evening" in red ink.

I have wanted to learn shorthand for a long time.

Handwritten shorthand for "I have wanted to learn shorthand for a long time" in red ink.

They were at a loss to understand what had happened.

Handwritten shorthand for "They were at a loss to understand what had happened" in red ink.

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

Handwritten shorthand for "We are as a rule happy to employ part-time staff" in red ink.

Unfortunately now and then I had to reset the computer.

Handwritten shorthand for "Unfortunately now and then I had to reset the computer" in red ink.

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

Handwritten shorthand for "Ladies and gentlemen, thank you all for coming here today" in red ink.

I shall first and foremost welcome you to the meeting.

Handwritten shorthand for "I shall first and foremost welcome you to the meeting" in red ink.

We found we had to make corrections here and there.

Handwritten shorthand for "We found we had to make corrections here and there" in red ink.

They paid them over and above the hours they worked.

Handwritten shorthand for "They paid them over and above the hours they worked" in red ink.

We must avoid doing all this over and over again.

Handwritten shorthand for "We must avoid doing all this over and over again" in red ink.

He must have been waiting for more than an hour.

Handwritten shorthand for "He must have been waiting for more than an hour" in red ink.

She seems to have been expecting them to call her.

Handwritten shorthand for "She seems to have been expecting them to call her" in red ink.

He would have been the only person on the bus.

Handwritten shorthand for "He would have been the only person on the bus" in red ink.

We ought to have been informed of the date changes.

Handwritten shorthand for "We ought to have been informed of the date changes" in red ink.

There is a difference of opinion about what is necessary.

Handwritten shorthand for "There is a difference of opinion about what is necessary" in red ink.

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.

They felt that the school system was not very fair.

. ㄊ, ㄹ. ㄴㄹ ㄴ

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31 I do not know whether or not he will succeed.

Handwritten shorthand for "I do not know whether or not he will succeed."

I have one or two things to do before leaving.

Handwritten shorthand for "I have one or two things to do before leaving."

I think that two or three of them will agree.

Handwritten shorthand for "I think that two or three of them will agree."

We saw three or four kids playing on the swings.

Handwritten shorthand for "We saw three or four kids playing on the swings."

There are four or five cars parked outside the building.

Handwritten shorthand for "There are four or five cars parked outside the building."

I think we need five or six more chairs here.

Handwritten shorthand for "I think we need five or six more chairs here."

It will take six or seven days to finish this.

Handwritten shorthand for "It will take six or seven days to finish this."

I will stay there for eight or nine days longer.

Handwritten shorthand for "I will stay there for eight or nine days longer."

Please come and see me at nine or ten tomorrow.

Handwritten shorthand for "Please come and see me at nine or ten tomorrow."

The storm clouds grew bigger and bigger during the day.

Handwritten shorthand for "The storm clouds grew bigger and bigger during the day."

I watched the digger make the hole deeper and deeper.

Handwritten shorthand for "I watched the digger make the hole deeper and deeper."

This job is getting longer and longer by the day.

Handwritten shorthand for "This job is getting longer and longer by the day."

The crowd grew larger and larger all through the morning.

Handwritten shorthand for "The crowd grew larger and larger all through the morning."

We are becoming more and more impatient with that firm.

Handwritten shorthand for "We are becoming more and more impatient with that firm."

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

Handwritten shorthand for "The deep snow grew less and less, until it disappeared."

Their excitement increased as the date drew nearer and nearer.

Handwritten shorthand for "Their excitement increased as the date drew nearer and nearer."

32 We need to buy a new part for the engine.

W. V. u l h y x

There is no problem on my part with all this.

2. L m c b x

The kids wanted to take part in the school games.

. T M L u e o x

They have replaced these other parts but not all parts.

{ b b h u n x

It will snow in all parts of the country today.

V e m n j x

There are many problems in all parts of the world.

2 ~ L m n x

We have bought a new board to repair the floor.

W j . u h v h x

There are one hundred passengers on board the cruise ship.

2 L g h e k x

She served on the board of directors of this company.

J e " n t x

She made a statement to the press early this morning.

J n h , b v t x

I have two folders of bank statements to go through.

W . V . u h v j x

We have heard several statements on this from the government.

W n e b t x

I believe this statement is not based on the facts.

J e e b " L x

I know you are concerned about the safety of children.

W n e u e j x

We told them that we are concerned about these events.

W n e u e j x

They were concerned that the kids were in some trouble.

W n e u e j x

