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

These are edited versions of blogs on the Reading site. Omission phrases are underlined but consult those blogs for further notes:

p2-12 Basic Phrases 1&2 (Blog Jan 2018)

p13-20 Basic Phrases 3&4 (Blog Sep 2018)

p21-30 Phrase Sentences 1&2(Blog Nov 2020)

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 have a parcel for you, if you are in.

h . 8 h w u x

Have you and Mr Smith seen the new office building?

h ' s m s e n e b i l d i n g ?

If you come today, I can sign it for you.

h - y . c o m e t o d a y i c a n s i g n i t f o r y o u

If you are interested you can do this new job.

h y o u a r e i n t e r e s t e d y o u c a n d o t h i s n e w j o b

They took a photo of you to give to them.

t h e y t o o k a p h o t o o f y o u t o g i v e t o t h e m

I can tell you that we shall be there soon.

i c a n t e l l y o u t h a t w e s h a l l b e t h e r e s o o n

We shall be in the office working on our plans.

w e s h a l l b e i n t h e o f f i c e w o r k i n g o n o u r p l a n s

We think we can get the work finished in time.

w e t h i n k w e c a n g e t t h e w o r k f i n i s h e d i n t i m e

We think you will be interested in the news item.

w e t h i n k y o u w i l l b e i n t e r e s t e d i n t h e n e w s i t e m

We are sure you will agree it is very good.

w e a r e s u r e y o u w i l l a g r e e i t i s v e r y g o o d

I shall be thinking of you when you are away.

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

I think you are making a success of the project.

i t h i n k y o u a r e m a k i n g a s u c c e s s o f t h e p r o j e c t

We think that you are going to be very successful.

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

They think you are doing quite well at the school.

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

We are glad that Mr Brown was able to come.

w e a r e g l a d t h a t m r b r o w n w a s a b l e t o c o m e

We are glad that you found it of some interest.

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

2 We are not going to put that in the report.

✓ ~ , | (4 ^ 2 x

We are sure you will be very pleased with progress.

✓ } ^ 7 8 c 7 2 x

We are not sure whether he will be attending today.

✓ } 9 9 4 7 x

We are pleased with the work done in the office.

✓ 6 9 3 2 1 4 6 x

We regret we are having some difficulty with the machine.

✓ } 7 6 0 2 5 2 x

We regret that he will be absent from the school.

✓ } 7 6 7 2 2 x

It is not really possible for us to be present.

6 7 6 1 2 x

It is not right that they have had these difficulties.

6 7 { 4 6 2 x

It has not rained for a very long time here.

6 7 2 . 7 4 5 x

The winter has not been a good time for us.

. ✓ 7 . 2 6 x

That is not the way I would have done it.

6 ✓ 2 7 1 x

I would have done all these little jobs quite differently.

2 7 6 7 6 - 1 x

I have seen the new shop in the high street.

6 7 6 7 7 x

We received it but it is not what we ordered.

✓ 1 6 7 7 x

He was not answering and that has not been helpful.

{ 6 7 7 7 x

He has not been in the office for several days.

7 2 4 6 6 x

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.

4 Mrs Green worked for this firm for very many years.

g r n i n l l n g x

We have not seen them here for some years now.

w e n t h e r e x

Thank you for sending the information on last year's project.

t h a n k y o u f o r s e n d i n g t h e i n f o r m a t i o n o n l a s t y e a r ' s p r o j e c t x

I have last year's files as well as the accounts.

i h a v e l a s t y e a r ' s f i l e s a s w e l l a s t h e a c c o u n t s x

I have been working here in sales for two years.

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

Miss Grey has been working here for nearly three years.

m i s s g r e y h a s b e e n w o r k i n g h e r e f o r n e a r l y t h r e e y e a r s x

The trainee spent two months at college to learn business.

t h e t r a i n e e s p e n t t w o m o n t h s a t c o l l e g e t o l e a r n b u s i n e s s x

She has spent the last three weeks on work experience.

s h e h a s s p e n t t h e l a s t t h r e e w e e k s o n w o r k e x p e r i e n c e x

We must inform you that you are not working today.

w e m u s t i n f o r m y o u t h a t y o u a r e n o t w o r k i n g t o d a y x

You must report to the admin office when you arrive.

y o u m u s t r e p o r t t o t h e a d m i n o f f i c e w h e n y o u a r r i v e x

You must bring the papers with you when you come.

y o u m u s t b r i n g t h e p a p e r s w i t h y o u w h e n y o u c o m e x

They must get a lot of work from that firm.

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

The news reporter said that they are doing very well.

t h e n e w s r e p o r t e r s a i d t h a t t h e y a r e d o i n g v e r y w e l l x

I think she must like the work here very much.

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

She has stayed in her present job for several years.

s h e h a s s t a y e d i n h e r p r e s e n t j o b f o r s e v e r a l y e a r s x

Please tell him he must get here in good time.

p l e a s e t e l l h i m h e m u s t g e t h e r e i n g o o d t i m e x

5 He must arrive at the city office in good time.

2 3 4 5 6 7 8

They must have all of their meeting notes with them.

9 10 11 12 13 14

We must arrive early for the conference starting at three.

15 16 17 18 19 20 21 22

We must remember to bring all the papers with us.

23 24 25 26 27 28

The notice said you must never park your car here.

29 30 31 32 33 34 35 36

They must remember to take all their luggage with them.

37 38 39 40 41 42

They will text us when they get to the airport.

43 44 45 46 47 48

I think she must want to call for some reason.

49 50 51 52 53 54

We think he must have been referring to the accident.

55 56 57 58 59 60

We must inform you that we cannot come this evening.

61 62 63 64 65 66

We are informed that there is a meeting this afternoon.

67 68 69 70 71 72

The staff cannot be held responsible for this afternoon's events.

73 74 75 76 77 78 79 80

You should start the letter "Dear Sir" or "Dear Madam."

81 82 83 84 85 86

The letter began with the words "Dear Sir or Madam."

87 88 89 90 91 92

Dear Miss Brown, We have now received your recent letter.

93 94 95 96 97 98 99 100

If you do not know which to use, ask Jim.

101 102 103 104 105 106

6 Dear Mrs Smith, Thank you very much for your reply.

h g o . = h n y l / x

There was a group of people in the reception room.

} . n r u s z x

There was not much time to see the gardens today.

} / h . 2 ~ j . x

There are many new people in the club this week.

v ~ u r u y v b x

There are not enough office desks for all these people.

w u v b o l g r x

There are several very long files on this interesting subject.

v e r u y b u p r x

There are very many cracks on the buildings as well.

v r u o ~ u b b x

We have the food and it is more than enough.

u y b o u x

It would not be enough if many more people arrive.

h u l ~ o r i x

The equipment will be good enough for your present purposes.

. e o u y b v o x

I do not think this item will last long enough.

y b h e p r u x

There was an error in the file that you sent.

} . z u y h e x

There was no time to copy the pages for them.

} u h . v g y x

There are many jobs here that need to be done.

v ~ b y ' u . j x

There are not enough workers to get the job finished.

w u z o y l b x

There are several people in this company who can help.

v e r y t l n x

7 They have to have the job done by this Friday.

{ L < J V 6 9 x

I am going to tell you when to start writing.

~ ~ h c r ~ x

You have to write it as fast as you can.

~ ~ | | 8 ~ x

I moved here as I wished to be nearer work.

v ~ 4 ° y \ e r z x

I was in those offices but now I work here.

y 6 ' 6 , ~ v z 4 x

I have worked for many years in these big offices.

y z l w y 6 L ' 6 x

I have spoken with those people who saw the incident.

y 6 6 6 , 2 y x

I was talking with these people and helping with this.

y l 6 6 ' r 6 x

I am a friend of those ladies who are members.

~ . 6 6 r . v 6 x

I have made a list of these for the event.

h . p 6 4 6 x

I do not have any more news for those people.

y ~ e n 4 6 9 x

I will pay you for these items by this Friday.

v \ n 4 6 7 4 6 9 x

I am going to ask them to get more information.

~ ~ . 2 (y 6 x

I will be sending some more information to those people.

v ~ e n 6 6 9 x

In those days people lived in small towns and villages.

6 6 r ~ e r d 4 6 x

In this country most people live in the larger towns.

y 6 6 6 r ~ 4 6 x

8 It is clear that there are more city jobs nowadays.

It is clear that there are more city jobs nowadays.

I do not have any doubt about this person's ability.

I do not have any doubt about this person's ability.

I wish to be informed if there is any doubt.

I wish to be informed if there is any doubt.

There is no doubt that he is an honest person.

There is no doubt that he is an honest person.

No doubt they will visit the new office next Monday.

No doubt they will visit the new office next Monday.

I do not have any more time to do this.

I do not have any more time to do this.

I have no more time left to finish the book.

I have no more time left to finish the book.

I will not answer any more questions on this subject.

I will not answer any more questions on this subject.

If there is any more work, we can do it.

If there is any more work, we can do it.

If there is no more money, we cannot finish it.

If there is no more money, we cannot finish it.

There is no more I can say at this time.

There is no more I can say at this time.

You may come here tomorrow to pick up the letter.

You may come here tomorrow to pick up the letter.

I think you may have a problem with the engine.

I think you may have a problem with the engine.

We think you may be in need of extra supplies.

We think you may be in need of extra supplies.

You might wish you had never started that long project.

You might wish you had never started that long project.

You might wish to come to our shop in town.

You might wish to come to our shop in town.

9 I think you might find it necessary to phone today.

ከሰዓት ለሰዓት ለሰዓት

You may have to visit their city offices as well.

ከሰዓት ለሰዓት ለሰዓት

I think you might be interested in these new products.

ከሰዓት ለሰዓት ለሰዓት

You may wish to take advantage of our summer sale.

ከሰዓት ለሰዓት ለሰዓት

They may have some of the things that we need.

ከሰዓት ለሰዓት ለሰዓት

They might still be open when we arrive later tonight.

ከሰዓት ለሰዓት ለሰዓት

She may have been successful in getting the train tickets.

ከሰዓት ለሰዓት ለሰዓት

She might even have enough seats for all of us.

ከሰዓት ለሰዓት ለሰዓት

He may have gone home another way through the town.

ከሰዓት ለሰዓት ለሰዓት

I think he may have become lost in the woods.

ከሰዓት ለሰዓት ለሰዓት

We may come in on Thursday to speak to you.

ከሰዓት ለሰዓት ለሰዓት

We might have the next financial report ready by then.

ከሰዓት ለሰዓት ለሰዓት

We can send you a copy of the meeting notes.

ከሰዓት ለሰዓት ለሰዓት

We cannot bring the new office items with us tomorrow.

ከሰዓት ለሰዓት ለሰዓት

We can find someone to do the work for you.

ከሰዓት ለሰዓት ለሰዓት

We could not cover the whole cost of the repair.

ከሰዓት ለሰዓት ለሰዓት

10 We can have a party at our house on Friday.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We could have a disco as well if we wish.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Can we have food ready after the meeting for guests?

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Can we have a list of their names and addresses?

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Could we have information on when they will be coming?

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

I can say with confidence that Jack will be successful.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

I could say that we will consider all the facts.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

You will have to decide what must be done here.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

I could not imagine he would be unwilling to help.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

I cannot see him agreeing to any new building work.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We can see that there will be many more problems.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We could see a crowd of people in the yard.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We thought they could cause some difficulties for the trucks.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We could have danced all night at Jill's birthday party.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We knew we would be very late getting back home.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

We know that you are doing well in your career.

✓ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

11 We know that you have been unwell for some time.

Handwritten shorthand for "We know that you have been unwell for some time."

We note that you are now working in the city.

Handwritten shorthand for "We note that you are now working in the city."

I know this is a great opportunity for your career.

Handwritten shorthand for "I know this is a great opportunity for your career."

I know he will make a great success of it.

Handwritten shorthand for "I know he will make a great success of it."

I note that you have sent me a second enquiry.

Handwritten shorthand for "I note that you have sent me a second enquiry."

I know this will have taken up much more time.

Handwritten shorthand for "I know this will have taken up much more time."

I do not know anyone who can do the job.

Handwritten shorthand for "I do not know anyone who can do the job."

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

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

They will certainly know what to do in these circumstances.

Handwritten shorthand for "They will certainly know what to do in these circumstances."

We did not know how to find all the information.

Handwritten shorthand for "We did not know how to find all the information."

We did not note his address details at the time.

Handwritten shorthand for "We did not note his address details at the time."

I note that you are studying shorthand at commercial college.

Handwritten shorthand for "I note that you are studying shorthand at commercial college."

I know that you will get to your goal shortly.

Handwritten shorthand for "I know that you will get to your goal shortly."

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

Handwritten shorthand for "I know that you will soon find a well-paid job."

You will know what is necessary to achieve that result.

Handwritten shorthand for "You will know what is necessary to achieve that result."

You always note all the new words and practise them.

Handwritten shorthand for "You always note all the new words and practise them."

12 I know that you are going to have great success.

ከህዳር ጋር ለሰላም

I know how much this project is going to cost.

ከዚህ ጋር ለሰላም

It is not cheap at all to finish this project.

ከዚህ ጋር ለሰላም

We know that it is time to revise our notes.

ከዚህ ጋር ለሰላም

I shall be waiting for you at the railway station.

ከዚህ ጋር ለሰላም

You must be at the office tomorrow morning at eleven.

ከዚህ ጋር ለሰላም

We shall be ready to come when we have finished.

ከዚህ ጋር ለሰላም

I do think you should be at the office today.

ከዚህ ጋር ለሰላም

I shall be there when Mr Smith comes in tomorrow.

ከዚህ ጋር ለሰላም

We do have sales at the end of the year.

ከዚህ ጋር ለሰላም

They do many things for us which helps us greatly.

ከዚህ ጋር ለሰላም

I had many letters to answer at the office yesterday.

ከዚህ ጋር ለሰላም

I thank you for your letter which gave the information.

ከዚህ ጋር ለሰላም

We thank you very much for coming in yesterday afternoon.

ከዚህ ጋር ለሰላም

I think you will be surprised when you come in.

ከዚህ ጋር ለሰላም

We think you will be surprised at all the progress.

ከዚህ ጋር ለሰላም

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.

14 She said that she cannot travel that distance to work.

She said that she cannot travel that distance to work.

We cannot agree to these terms and conditions just now.

We cannot agree to these terms and conditions just now.

We will have to talk about it again next Monday.

We will have to talk about it again next Monday.

They cannot come to a fair agreement over the matter.

They cannot come to a fair agreement over the matter.

He can sort the letters but he cannot answer them.

He can sort the letters but he cannot answer them.

She can do this but she cannot work on Fridays.

She can do this but she cannot work on Fridays.

You may wish to come in when we can talk.

You may wish to come in when we can talk.

She will be available to help us all next week.

She will be available to help us all next week.

Can you find out the information for me quite soon?

Can you find out the information for me quite soon?

Can we go to the meeting today to take notes?

Can we go to the meeting today to take notes?

Could we have a copy of the minutes by tomorrow?

Could we have a copy of the minutes by tomorrow?

Could you please send all those emails to our customers.

Could you please send all those emails to our customers.

Could you take this parcel to the post office today.

Could you take this parcel to the post office today.

Could we take on another person in the accounts office?

Could we take on another person in the accounts office?

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

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

I have walked to the office every morning this week.

I have walked to the office every morning this week.

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.

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.

17 It must be wonderful to have a job like that.

h a s l . < v ' e x

It must have been very difficult for you to do.

h g a l h y x

They must be informed of the new rules before starting.

h a l ' e b h h x

You must be ready and you must bring your tools.

m a l ' n a l a p o x

She must be really enjoying that new job in town.

h s r z ' e < - j x

I think that at the time he was not here.

{ h } g x

He could have come in the door at any time.

g a - u h h x

At the time of the accident you were at home.

h ' t a h x

I have been reading my book all the time.

h a l a l ' h x

The manager may ask for the information at any time.

. m a l l e o h x

You may come in at any time convenient to you.

m - u h i e n x

The workers must not at any time enter the building.

. m a l l e o h x

She said that more work could arrive at any time.

g ' a z l - i h x

This is the factory where the machines have been fitted.

h a l l e o h x

We think this is the best news we have heard.

a b b e a l x

Is this the best way of doing the long job?

h e l l ~ < ?

18 Is this the only place that it can be done?

Is this the only place that it can be done?

I know that this is the right road to take.

I know that this is the right road to take.

It will not take long to get to the park.

It will not take long to get to the park.

That is the first thing you should be doing today.

That is the first thing you should be doing today.

I am not going to be able to finish it.

I am not going to be able to finish it.

I will start work before the end of the month.

I will start work before the end of the month.

You are not going to enjoy that task at all.

You are not going to enjoy that task at all.

He is not interested in a job in the shop.

He is not interested in a job in the shop.

She is not taking on any more orders at present.

She is not taking on any more orders at present.

She has not seen them for a very long time.

She has not seen them for a very long time.

I was not very happy with the information they gave.

I was not very happy with the information they gave.

He was not in when I called there last week.

He was not in when I called there last week.

She was not very happy at all with the goods.

She was not very happy at all with the goods.

I understand you were going to start work last week.

I understand you were going to start work last week.

You started writing but you were not able to finish.

You started writing but you were not able to finish.

You were not informed of this sudden change of plan.

You were not informed of this sudden change of plan.

19 We were pleased to see him when he visited us.

✓ 8.1) ~ 9 4) x

We were not happy with what he said about it.

✓ 8 1 c 2 p u | x

They were present at the meeting and gave their views.

✓ 8 2 L n - 2) 6 x

They were not allowed to go into the old building.

✓ 8 1 1 4 2 2 x

There are a lot of things to be done now.

2 . 8 . 6 1 2 x

There are not many people who can do that job.

2 2 4 1 < x

They are coming round to inspect the factory this morning.

2 - . 2 . 2 4 6 x

After that they are staying for lunch in the canteen.

4) 2 L 2 4 2 x

They are not staying for the afternoon as they planned.

2 2 4 2 2 x

They said that they are not coming back here tomorrow.

6 (2 - . 2 4 2 x

There is a top job available at the head office.

2 . 1 < 2 2 1 2 x

She said that there are very many applicants for it.

2 2 2 2 4 x

There is the important question of the pay and conditions.

2 ~ 2 > 2 6 x

We regret that there is no information on this yet.

✓ 2 2 2 2 x

I am pleased that John got that job last month.

✓ 2 ' 2 2 < 2 x

He is very pleased that the salary is quite high.

2 2 2 2 - 2 x

20 I would be very happy if you can post this.

20 I would be very happy if you can post this.

Please send me the school books at the same time.

Please send me the school books at the same time.

I need to have them all as soon as possible.

I need to have them all as soon as possible.

I will be taking a test soon in my class.

I will be taking a test soon in my class.

I am glad that you are able to go there.

I am glad that you are able to go there.

Go to the post office as early as possible tomorrow.

Go to the post office as early as possible tomorrow.

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

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

I shall expect to see your draft by tomorrow morning.

I shall expect to see your draft by tomorrow morning.

You have to make sure you have practised the words.

You have to make sure you have practised the words.

Read your notes as much as possible before the exam.

Read your notes as much as possible before the exam.

Please let me know if you are able to come.

Please let me know if you are able to come.

Get the items to me by Friday of next week.

Get the items to me by Friday of next week.

We have not been able to go to the beach.

We have not been able to go to the beach.

We were delayed for several weeks because of the weather.

We were delayed for several weeks because of the weather.

I am sure that I can be with you today.

I am sure that I can be with you today.

Come on Monday afternoon of next week to see me.

Come on Monday afternoon of next week to see me.

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.

22 This information is going to be useful under the circumstances.

6 0 ~ \ f y x

I would like to apply for the post of assistant.

z f h b . g x

I am sure I will be able to do this.

y v d | 6 x

I cannot do both these jobs at the same time.

5 | } 6 6 k m x

I did not know that it would be almost impossible.

y { w o o x

I am not surprised at all that he has left.

w o | 6 r x

They will not be coming to work for some time.

h - . 3 k m x

It would appear that sales for the month have slowed.

h ' 6 k y l 6 x

Our profits for the year have been better than expected.

- y k 6 y f x

It appears to me that this is in our interests.

h 6 w k x

The sales of the books were much greater than expected.

. 6 > l 3 | w f x

We thought they would be staying here for the month.

w h ! h k y x

I am glad to say that we have now succeeded.

w e l u f x

There were fewer than ten staff absent over the period.

3 y j . l b h v x

More than twenty of our trainees passed their final exam.

w h y v 6 b 9 e m x

More than half the necessary work was finished last week.

w h o 3 2) h f x

23 We are more efficient as a result of this change.

✓ a u s e b e y s

Later on we were surprised to hear she had left.

l a t e r o n w e w e r e s u r p r i s e d t o h e a r s h e h a d l e f t

More than a hundred people attended the last council meeting.

m o r e t h a n a h u n d r e d p e o p l e a t t e n d e d t h e l a s t c o u n c i l m e e t i n g

I have recently been studying hard for my final exams.

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

I had already been successful in the tests earlier on.

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

We have been training our new shop staff all week.

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

They sold cars at the rate of five per month.

t h e y s o l d c a r s a t t h e r a t e o f f i v e p e r m o n t h

It has only been six months since we started this.

i t h a s o n l y b e e n s i x m o n t h s s i n c e w e s t a r t e d t h i s

I have only been making calls to the general manager.

i h a v e o n l y b e e n m a k i n g c a l l s t o t h e g e n e r a l m a n a g e r

They asked us for this information several times this month.

t h e y a s k e d u s f o r t h i s i n f o r m a t i o n s e v e r a l t i m e s t h i s m o n t h

They appear to have done it all by Wednesday afternoon.

t h e y a p p e a r t o h a v e d o n e i t a l l b y w e d n e s d a y a f t e r n o o n

It appears that we need more staff in the shop.

i t a p p e a r s t h a t w e n e e d m o r e s t a f f i n t h e s h o p

We know that some parts of our business need improving.

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

Some students are better than others at the present time.

s o m e s t u d e n t s a r e b e t t e r t h a n o t h e r s a t t h e p r e s e n t t i m e

I trust that you will be able to see them.

i t r u s t t h a t y o u w i l l b e a b l e t o s e e t h e m

I have to go to a special meeting this afternoon.

i h a v e t o g o t o a s p e c i a l m e e t i n g t h i s a f t e r n o o n

24 We are holding the big birthday party on Saturday evening.

✓ n l v p h s

I now work on Thursday morning rather than Friday afternoon.

w z h s

It would appear that we have done better than before.

b e t t e r t h a n

When I came last week I found everything in order.

c l a s t w e e k

Please send cash in order that they can go shopping.

s e n d c a s h i n o r d e r

You must leave early in order to catch your train.

y o u m u s t l e a v e e a r l y i n o r d e r t o

I am learning shorthand in order to improve my career.

i a m l e a r n i n g s h o r t h a n d i n o r d e r t o

I leave at five in order to catch the train.

i l e a v e a t f i v e i n o r d e r t o

I wish to see them, in order to be sure.

i w i s h t o s e e t h e m i n o r d e r t o

I have been working at the government office all month.

i h a v e b e e n w o r k i n g a t t h e g o v e r n m e n t o f f i c e

He has been working here for the past few years.

h e h a s b e e n w o r k i n g h e r e f o r t h e p a s t f e w y e a r s

I think she will be starting the job fairly soon.

i t h i n k s h e w i l l b e s t a r t i n g t h e j o b f a i r l y s o o n

They will arrive in this country some time next month.

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

She has been job hunting for the past few weeks.

s h e h a s b e e n j o b h u n t i n g f o r t h e p a s t f e w w e e k s

Last month I finished my course at the technical college.

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

Friday was the last time I was at the college.

f r i d a y w a s t h e l a s t t i m e i w a s a t t h e c o l l e g e

25 I was able to take the final exam paper yesterday.

Y L E a h f x

I have just been told I have passed my exam.

y j r u b o a x

I have been working hard for the past few months.

u z u h l e x

I have done extra practice at home during the week.

y q l h z x

We have practised our writing over the past few weeks.

l l / a h e x

I found that writing was much faster during the mornings.

u (a) / b z x

It was a very good idea to do that course.

j . z k y ' a x

Do the writing work now rather than staying up late.

l a z u / p . a x

They say that I can collect my parcel next Tuesday.

() L a h a v p x

We will be sitting our test in a few weeks.

a p / b u e x

We enjoyed working in the sales department over the years.

✓ y z u a o e x

I trust that you will take into account my experience.

y L a h a v x

We have taken into account everything that you have done.

l L a h a v x

I am sure they took into account all your experience.

y (L a h a v x

We will be taking into account the things discussed today.

a L a h a v p . x

They must take account of the fact that he succeeded.

h L a z z q e x

26 The officer took account of all the facts they gave.

· 6 L 2 1 > 4 (2 8

We do not as a general rule take students on.

∩ A L 2 1 8

I am not as a rule here on Monday mornings.

∩ 2 1 4 2 1 8

I could tell at a glance that this was important.

∩ - 1 2 1 2 1 8

You can by all means use our spare office desk.

∩ 2 1 2 1 2 1 8

Maybe I would have to go by some other means.

∩ 2 1 2 1 2 1 8

I am glad that I will not have to speak.

∩ 2 1 2 1 8

They must find some other way of getting it finished.

∩ 2 1 2 1 2 1 8

There will be a certain amount of editing necessary now.

∩ 2 1 2 1 2 1 8

I can, generally speaking, read my shorthand notes fairly quickly.

∩ 2 1 2 1 2 1 8

I can only say that I am sure he knows.

∩ 2 1 2 1 2 1 8

She said that one way or another she would come.

∩ 2 1 2 1 2 1 8

The written notes must have been changed somehow or another.

∩ 2 1 2 1 2 1 8

I noticed that somehow or other all the files disappeared.

∩ 2 1 2 1 2 1 8

We are sure that this new equipment will be sufficient.

∩ 2 1 2 1 2 1 8

We think that the machine ought to have been serviced.

∩ 2 1 2 1 2 1 8

27 We wrote to them at the end of last month.

✓ A 2 h m x

She started the job at the beginning of last month.

r p k t m x

They will take effect from the end of next month.

v l n u ' y x

I shall be going to an important conference next month.

y ~ . ~ h m y x

We have had many enquiries about the product this month.

q ~ e ~ w ~ j p x

She says that this month James will start his school.

r d f h = c l o e x

The revised rules have been listed in the staff handbook.

. r b b a y l y x

The rules took effect from the beginning of last year.

. b l a r y x

It would appear that the person will not be charged.

h s b a h x

I have come to the conclusion that I must improve.

y ~ y ' h ~ x

We have not been there in a very long time.

u d) ~ . r h x

My employer came to the conclusion that it was satisfactory.

h r ~ y } p x

The only logical conclusion is that they must go back.

. y b e b - l x

We think the staff ought to have been more careful.

h l a ~ a y x

The staff said that it was nothing of the sort.

. e p } u > d x

They say they all did their best in the circumstances.

() (.) b d x

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.

29 I worked hard in order to get a well-paid job.

v 2 ^ c 7 . 6 y < x

I shall be most grateful if you can call me.

y o 7 h e a x

I must get to the sales office at some time.

w 7 , 6 - 6 h x

They had two job opportunities there at the same time.

f . (o) h x

We think we have met this person some time ago.

d d o 6 e m x

We have been thinking of doing this for some time.

d (l 6 h x

We are making the improvements here as quickly as possible.

✓ a s o y e o x

I will be staying here as long as I can.

✓ p y 6 e x

I will stay home in order to finish the work.

✓ p h e w 2 x

We need the names in order to write our report.

w s e a / a x

It is most important to get down all the facts.

b o y d > h x

It seems important to mention that they agreed to this.

h o w (a 6 x

It seems to me that this job will be easy.

h o (a) x

It appears to me that they did a good job.

h o { . - < x

Many times during the meeting they spoke far too fast.

w 2 a (l h . 6 x

I think it is almost impossible to write that fast.

6 w o a l (6 x

