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SPEED UPS - 10-WORD SENTENCES - (D) Instructor Phrases

These are edited versions of Instructor* Phrases blogs on the Reading site. The relevant phrases are underlined but consult those blogs for further notes:

(*Chapter 34 p189 to 192)

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.

2 This house of yours is much older than our own.

6 2 0 1 2 3 4 5 6 7 8 9

We shall come to visit Monday afternoon or Tuesday evening.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

At all events, we shall put our plans into effect.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Purchase it while the rate of interest is still low.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I had been talking to those who have done this.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Please inform me if it is likely to happen again.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

They will be able to attend the medical association meeting.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I think you will not regret coming to this firm.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

You are not going to be disappointed with the car.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I attend the political association meetings from time to time.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I think this would be a similar type of engagement.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

This word does not describe this type of thing exactly.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

They should use some other term for their club meetings.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I received a letter recently addressed to "My dear Sir".

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

I think this note is most probably from Mr Black.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

In fact he always starts his letters with these words.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3 Here is a book on animal life in the country.

g . l ' u r l y / s

In reply to his request I have sent more information.

g o r o y e o s

I will consider the matter when I return next week.

g h , v l e s

We have concluded that we should inspect all our stores.

g e , y v o s

They concluded that the customer's files were no longer needed.

g ' t h g o r e y . s

They stayed for a time in order to see us.

(p h e o) s

The kids are saving money all the way to December.

. g / e u r v . h s

There is a difference of opinion on what to do.

g . p ' o y s

The fact of the matter is that they are wrong.

. h e o r s

We have said again and again that this is impossible.

g - o o s

The machinery there is more or less out of date.

. g o . o e l | s

We do have other equipment in connection with this process.

g l (e u r v o g) s

Please bear in mind that refunds are not always possible.

g h ' o r v o p s

We have concluded there must have been many errors made.

g h y u r v s

We use their products side by side with our own.

g o r g l p ' o r s

We think he must have been out of the office.

g h y u r s

4 I agree with the shop staff dealing with the matter.

Handwritten shorthand for "I agree with the shop staff dealing with the matter."

I think that in all probability they will call soon.

Handwritten shorthand for "I think that in all probability they will call soon."

We know that it is most probably going to rain.

Handwritten shorthand for "We know that it is most probably going to rain."

The trains in this country are well run and efficient.

Handwritten shorthand for "The trains in this country are well run and efficient."

We write as fast as a bullet, as it were.

Handwritten shorthand for "We write as fast as a bullet, as it were."

We are closing the case, as the matter is resolved.

Handwritten shorthand for "We are closing the case, as the matter is resolved."

I assume that you will agree to continue the work.

Handwritten shorthand for "I assume that you will agree to continue the work."

In the meantime I will write to all the members.

Handwritten shorthand for "In the meantime I will write to all the members."

You will probably be working out the percentage of profit.

Handwritten shorthand for "You will probably be working out the percentage of profit."

They will probably be happy to continue with the project.

Handwritten shorthand for "They will probably be happy to continue with the project."

We confirmed a per annum figure of six per cent.

Handwritten shorthand for "We confirmed a per annum figure of six per cent."

The staff and visitors behaved very satisfactorily in this matter.

Handwritten shorthand for "The staff and visitors behaved very satisfactorily in this matter."

I told them that I quite agree with their methods.

Handwritten shorthand for "I told them that I quite agree with their methods."

They will agree to come and see us tomorrow morning.

Handwritten shorthand for "They will agree to come and see us tomorrow morning."

I will attend on this occasion to discuss the matter.

Handwritten shorthand for "I will attend on this occasion to discuss the matter."

On these occasions they help us with the sorting work.

Handwritten shorthand for "On these occasions they help us with the sorting work."

5 They were very successful in this, notwithstanding all the difficulties.

Handwritten shorthand for "They were very successful in this, notwithstanding all the difficulties."

They completed the job, notwithstanding that the weather was stormy.

Handwritten shorthand for "They completed the job, notwithstanding that the weather was stormy."

We are seeking to bring the matter to an end.

Handwritten shorthand for "We are seeking to bring the matter to an end."

I am certain that you are going to enjoy yourself.

Handwritten shorthand for "I am certain that you are going to enjoy yourself."

I am certainly going to bring forward the project schedule.

Handwritten shorthand for "I am certainly going to bring forward the project schedule."

I will be working on the other side of town.

Handwritten shorthand for "I will be working on the other side of town."

On the other hand we do not like making mistakes.

Handwritten shorthand for "On the other hand we do not like making mistakes."

With help on either hand, we are sure to succeed.

Handwritten shorthand for "With help on either hand, we are sure to succeed."

I think on that day there were very difficult conditions.

Handwritten shorthand for "I think on that day there were very difficult conditions."

There were mountains on either side of the wide river.

Handwritten shorthand for "There were mountains on either side of the wide river."

Eventually by some means they reached the next big town.

Handwritten shorthand for "Eventually by some means they reached the next big town."

We were determined to succeed at school in all circumstances.

Handwritten shorthand for "We were determined to succeed at school in all circumstances."

They said that by and by they reached their goal.

Handwritten shorthand for "They said that by and by they reached their goal."

By the by, did you see that article about taxes?

Handwritten shorthand for "By the by, did you see that article about taxes?"

The report was on those who were at the game.

Handwritten shorthand for "The report was on those who were at the game."

As we travelled through the world, we took many photos.

Handwritten shorthand for "As we travelled through the world, we took many photos."

6 We saw the problems of those who
were very poor.

W e s a w t h e p r o b l e m s o f t h o s e w h o
w e r e v e r y p o o r .

We spoke to those who are living here
at present.

W e s p o k e t o t h o s e w h o a r e l i v i n g h e r e
a t p r e s e n t .

We take notes so that we may
remember it all.

W e t a k e n o t e s s o t h a t w e m a y
r e m e m b e r i t a l l .

I think it is necessary to report on this
matter.

I t h i n k i t i s n e c e s s a r y t o r e p o r t o n t h i s
m a t t e r .

I think that you are the one who should
go.

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

Every circumstance is different so we
do need more information.

E v e r y c i r c u m s t a n c e i s d i f f e r e n t s o w e
d o n e e d m o r e i n f o r m a t i o n .

I am inclined to think we must help
them soon.

I a m i n c l i n e d t o t h i n k w e m u s t h e l p
t h e m s o o n .

I am persuaded that we acted correctly
at the time.

I a m p e r s u a d e d t h a t w e a c t e d c o r r e c t l y
a t t h e t i m e .

I always find that on these occasions
speaking is difficult.

I a l w a y s f i n d t h a t o n t h e s e o c c a s i o n s
s p e a k i n g i s d i f f i c u l t .

In this respect, that officer was right in
his actions.

I n t h i s r e s p e c t t h a t o f f i c e r w a s r i g h t i n
h i s a c t i o n s .

In his own opinion he was entirely in
the right.

I n h i s o w n o p i n i o n h e w a s e n t i r e l y i n
t h e r i g h t .

In our opinion the new staff are doing
very well.

I n o u r o p i n i o n t h e n e w s t a f f a r e d o i n g
v e r y w e l l .

These new plans are those which we
are now considering.

T h e s e n e w p l a n s a r e t h o s e w h i c h w e
a r e n o w c o n s i d e r i n g .

We end this meeting, as the matter is
now closed.

W e e n d t h i s m e e t i n g a s t h e m a t t e r i s
n o w c l o s e d .

I am very glad to say that I have
finished.

I a m v e r y g l a d t o s a y t h a t I h a v e
f i n i s h e d .

I have to say that I found the course
useful.

I h a v e t o s a y t h a t I f o u n d t h e c o u r s e
u s e f u l .

7 Please inform us of your past experience in this subject.

ከጊዜ ለጊዜ ለጊዜ ጊዜ

We will soon be putting our new plans into effect.

ገቢ ለገቢ ለገቢ ገቢ

In this century we have seen changes in this city.

የዓለም ለዓለም ለዓለም ጊዜ

All this has been discussed at length in the book.

ገቢ ለገቢ ለገቢ ገቢ

At first cost means the basic cost at the factory.

ከገቢ ለገቢ ለገቢ ገቢ

We will not pay more than necessary for this item.

ገቢ ለገቢ ለገቢ ገቢ

The state of affairs of the company will be discussed.

ገቢ ለገቢ ለገቢ ገቢ

It appears that they came Thursday evening or Friday evening.

ከገቢ ለገቢ ለገቢ ገቢ

Those who have not paid will soon be getting reminders.

ገቢ ለገቢ ለገቢ ገቢ

We stayed out of doors for the entire Saturday afternoon.

ገቢ ለገቢ ለገቢ ገቢ

They received letters from us and sent replies to us.

ገቢ ለገቢ ለገቢ ገቢ

We wondered what is going on at the new store.

ገቢ ለገቢ ለገቢ ገቢ

We will go Wednesday next, as we have an interview.

ገቢ ለገቢ ለገቢ ገቢ

It appears that now is the best time to buy.

ገቢ ለገቢ ለገቢ ገቢ

The new report from the political association is now ready.

ገቢ ለገቢ ለገቢ ገቢ

These deliveries have been expected for longer than a month.

ገቢ ለገቢ ለገቢ ገቢ

8 We have been informed that we must pay the invoice.

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

They have no longer than an hour to finish writing.

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

I received a letter last week from the Medical Association.

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

It is only necessary to check last month's customer files.

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

The new Traders' Association handbooks have been sent to us.

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

We have contacted the Sports Association for help with this.

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

We will contact the customer as soon as we can.

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

The news in this statement is wrong in our view.

t h e n e w s i n t h i s s t a t e m e n t i s w r o n g i n o u r v i e w

The minister spoke today regarding the new rate of interest.

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

At all events we act as rapidly as we can.

a t a l l e v e n t s w e a c t a s r a p i d l y a s w e c a n

We regret it can only be done the next month.

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

They will respond as soon as they have read it.

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

This was in our statement that we issued last week.

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

Please come to the meeting Wednesday next if you can.

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

It may only be a short one of an hour.

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

Please explain the meaning of this statement to the members.

p l e a s e e x p l a i n t h e m e a n i n g o f t h i s s t a t e m e n t t o t h e m e m b e r s

9 Please explain this as we cannot understand all the terms.

6 7 6 9 8 > 2 0 x

I will write to the club sooner rather than later.

✓ ^ , 7 e / / x

By all means come and talk to us at work.

6 _ 2 0 1 3 2 x

Do come, as we shall be able to talk again.

1 - 9 L - x

The boys are as well as usual and keeping busy.

. 6 / 69 - 7 1) x

They will only be absent for a day or two.

6 6 L . 1 2 x

It is said all the students are expected to succeed.

p > 8 / 7 2 p x

The new patient is as well as can be expected.

. 6 6 6 6 7 7 x

He will only be here for a week or two.

6 6 6 . 2 2 x

Please make your summary of the project smaller than this.

6 7 6 7 7 6 6 x

Please call as we may need more information on this.

6 6 6 . 6 6 x

We are returning the goods as we cannot use them.

✓ 7 . 7 9 6 (x

We do not have a use for them any longer.

6 L . 6 7 7 x

Please behave as we do in order to stay safe.

6 6 P 6 7 2 x

We are not satisfied with their building work at all.

✓ 6 6 7 6 7 7 x

We are not happy at all with how things went.

✓ 6 6 7 6 7 7 x

10 They drive the car as if it were a truck.

(2̇ · 7) e ✓ · 2 x

There will be an accident if it is not stopped.

21 · 7 e 2 x

I am able to think of presents they would want.

7 2 e 2 x

I cannot say what we wish to do just yet.

3. ° 7 7 6 x

I am unable to think of his name just now.

7 2 e 2 x

I will be visiting at some time in the future.

7 2 e 2 x

I will come at some time and hopefully quite soon.

7 2 e 2 x

We have lived here in the village for some time.

7 2 e 2 x

This is the book in which it is mentioned.

6 2 e 2 x

I am sure you will be able to do that.

7 2 e 2 x

I cannot be sure if this new information is correct.

7 2 e 2 x

I cannot see how we can find the information now.

7 2 e 2 x

I hope you will not forget to bring the book.

7 2 e 2 x

I hope you are not going to miss the party.

7 2 e 2 x

We are able to make adjustments to the building plans.

7 2 e 2 x

I do travel to those countries from time to time.

7 2 e 2 x

11 I wrote a few words on this some time ago.

∩ . 6 6 m x

I am sure they would be aware of this change.

∩ 6 6 6 6 x

I think they would not be happy with this answer.

∩ 6 6 6 6 x

They said they would change it, if it were possible.

6 6 6 6 6 x

You will not be surprised to hear that this happened.

∩ 6 6 6 6 x

The notice says you must not go into that building.

. 6 6 6 6 6 x

The farm animals must be kept outside at all times.

. 6 6 6 6 6 x

I wondered if it would be possible to see them.

∩ 6 6 6 6 x

She talked to both the kids at the same time.

∩ 6 6 6 6 x

Please come today as I may not be here tomorrow.

6 6 6 6 6 x

This machine is able to make our work much easier.

6 6 6 6 6 x

The kids were able to think of the right answer.

. 6 6 6 6 6 x

Unfortunately you were not told the date of the meeting.

∩ 6 6 6 6 x

We will at any rate be able to see them.

∩ 6 6 6 6 x

I would be interested to know what we would do.

∩ 6 6 6 6 x

You may not be aware that you cannot do that.

∩ 6 6 6 6 x

12 We have worked in these local offices for some time.

Handwritten shorthand for "We have worked in these local offices for some time."

I have wanted to speak with them for some time.

Handwritten shorthand for "I have wanted to speak with them for some time."

Many words have been written on this very interesting subject.

Handwritten shorthand for "Many words have been written on this very interesting subject."

I think a few words with them would be helpful.

Handwritten shorthand for "I think a few words with them would be helpful."

Our class essays must be entirely in our words alone.

Handwritten shorthand for "Our class essays must be entirely in our words alone."

The kids wrote their essays entirely in their own words.

Handwritten shorthand for "The kids wrote their essays entirely in their own words."

You are not far from achieving your dream job goal.

Handwritten shorthand for "You are not far from achieving your dream job goal."

I think you are not going to arrive on time.

Handwritten shorthand for "I think you are not going to arrive on time."

You will not fail if you continue to study hard.

Handwritten shorthand for "You will not fail if you continue to study hard."

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

Handwritten shorthand for "If you call them, you will not get any reply."

You should not be surprised to hear about their success.

Handwritten shorthand for "You should not be surprised to hear about their success."

In our opinion you should not worry about that issue.

Handwritten shorthand for "In our opinion you should not worry about that issue."

I shall not be present as I was not invited.

Handwritten shorthand for "I shall not be present as I was not invited."

I told them that I shall not return next month.

Handwritten shorthand for "I told them that I shall not return next month."

For this reason I have not written to the firm.

Handwritten shorthand for "For this reason I have not written to the firm."

I told him that I have not received the parcel.

Handwritten shorthand for "I told him that I have not received the parcel."

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.

14 She might end up spending more than the budget allows.

She might end up spending more than the budget allows.

This member of staff has been there for many years.

This member of staff has been there for many years.

She has been there and seen all the new buildings.

She has been there and seen all the new buildings.

They asked if there was any chance of a discount.

They asked if there was any chance of a discount.

I wondered if there was any way to avoid problems.

I wondered if there was any way to avoid problems.

I have their name in my little red address book.

I have their name in my little red address book.

They have been driving their old car for some time.

They have been driving their old car for some time.

They are really enjoying their stay in the new hotel.

They are really enjoying their stay in the new hotel.

How can there be any possibility of taking action now?

How can there be any possibility of taking action now?

Do not act before there is a decision on this.

Do not act before there is a decision on this.

They lived above their old grocery store for many years.

They lived above their old grocery store for many years.

We found a house in which there is more space.

We found a house in which there is more space.

We have their address and most of the other details.

We have their address and most of the other details.

I shall be there at three in the afternoon tomorrow.

I shall be there at three in the afternoon tomorrow.

We heard from their manager that the post is delayed.

We heard from their manager that the post is delayed.

They took more than their allocated time for the job.

They took more than their allocated time for the job.

15 We are doing nothing pending their decision on this matter.

✓ L u s d b b x

They may give us some other instruction for this task.

h m o n i y t x

They travelled over there at the beginning of the month.

(2) l t z m x

Sometimes people do arrive a little before their appointment time.

m o s a i i . s h v h x

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

6 T z e b m n x

She said that in some other respects they were unsatisfactory.

f (m o r e) l y f x

We doubt if there is time to complete this project.

✓ h l h . s b g x

We shall visit if there is enough time tomorrow morning.

s p l u h m x

We will have to wait upon their decision on this.

h v l b b x

The team are presently making their way to the conference.

. h / y m s d l x

They were walking their new dog home when he called.

(l u k u h n g x

I am writing to see if there are jobs available.

v a .) l / b g x

She was wondering if there was any chance of going.

{ ✓ l m u d l x

I think that in their case we can help them.

{ m s r n (x

In their opinion the house is very much worth buying.

m . o . m y r t x

These items are increasing their value over their original cost.

b / s e v l d e x

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.

17 We consider that in other respects
the report is deficient.

W e c o n s i d e r t h a t i n o t h e r r e s p e c t s
t h e r e p o r t i s d e f i c i e n t .

There must be an improvement on last
week's test results.

T h e r e m u s t b e a n i m p r o v e m e n t o n l a s t
w e e k ' s t e s t r e s u l t s .

They said that in fact this is essential
for success.

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

You must be honest with one another at
all times.

Y o u m u s t b e h o n e s t w i t h o n e a n o t h e r a t
a l l t i m e s .

You must not be late for next week's
financial meeting.

Y o u m u s t n o t b e l a t e f o r n e x t w e e k ' s
f i n a n c i a l m e e t i n g .

They must not be given any more work
this week.

T h e y m u s t n o t b e g i v e n a n y m o r e w o r k
t h i s w e e k .

These studies are the foundation stones
of your future career.

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

They talk as if it were possible to do
this.

T h e y t a l k a s i f i t w e r e p o s s i b l e t o d o
t h i s .

We feel they should not be acting in this
manner.

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

They did the work in the same manner
as before.

T h e y d i d t h e w o r k i n t h e s a m e m a n n e r
a s b e f o r e .

He has spoken in the same manner as
the others.

H e h a s s p o k e n i n t h e s a m e m a n n e r a s
t h e o t h e r s .

The pictures were painted in the
manner of the impressionists.

T h e p i c t u r e s w e r e p a i n t e d i n t h e
m a n n e r o f t h e i m p r e s s i o n i s t s .

All the kids have learned to speak in
this manner.

A l l t h e k i d s h a v e l e a r n e d t o s p e a k i n
t h i s m a n n e r .

We were not bored, on the contrary we
enjoyed it.

W e w e r e n o t b o r e d , o n t h e c o n t r a r y w e
e n j o y e d i t .

The children behaved very well, in point
of fact excellently.

T h e c h i l d r e n b e h a v e d v e r y w e l l , i n p o i n t
o f f a c t e x c e l l e n t l y .

The shop staff were always very
friendly towards one another.

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

18 This very old farm building should be considered for conservation.

6 7 2 h e j l . o b x

Their application must be considered along with all the others.

7 2 0 c < > 6 x

We have concluded that this proposal cannot be considered necessary.

u 6 j 3 e x

We shall start the project in the next few years.

o h 7 ~ u x

I have concluded that this product is the best one.

u 6 j m b s x

His replies were not fully considered before sending them out.

o 6 3 u h e l x

The necessary conclusion is that they should begin the work.

. u e (. h 2 x

Further action to resolve this error must be considered immediately.

l ~ u 6 h j m x

In conclusion I would mention that success is now certain.

u 2 ~ ' o e s x

This project ought to be considered for approval by us.

6 7 j l j b x

I have given some consideration to your remarks about this.

u - o j h ~ h 6 x

I confirm we can bring this to a satisfactory conclusion.

' i h r l 6 . j s x

He says it is a necessary consequence of their actions.

9 2 6 . u o 7 e x

We have agreed that this important matter receives further consideration.

u = 6 ~ o e l x

He took all the facts of the case into consideration.

9 L ' u h j x

She said little consideration was given to the many complaints.

9 (u) - , ~ s x

19 We read the report of the points that were considered.

✓ Λ Λ > δ ε ε δ

The local council are in full agreement with that conclusion.

. ρ ρ / ρ ρ ρ ρ ρ ρ

This issue will be further considered at the next meeting.

6 ρ ρ ρ ρ ρ ρ ρ

You will have our final recommendations as soon as possible.

ρ ρ ρ ρ ρ ρ ρ

We will have all the required information before next week.

ρ ρ ρ ρ ρ ρ ρ

We think it may be considered rather rude to refuse.

ρ ρ ρ / ρ ρ ρ ρ ρ

The staff said that it is considered reasonable to ask.

. ρ ρ ρ ρ ρ ρ ρ

We shall send you the goods as soon as possible.

ρ ρ ρ ρ ρ ρ ρ

I will send my draft for consideration early next month.

✓ ρ ρ ρ ρ ρ ρ ρ ρ

Here are the plans which will be considered by them.

ρ ρ ρ ρ ρ ρ ρ ρ

Every suggestion sent in shall be considered personal and confidential.

ρ ρ ρ ρ ρ ρ ρ ρ ρ

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

. ρ ρ ρ ρ ρ ρ ρ ρ

We took into consideration all the work they have done.

✓ ρ ρ ρ ρ ρ ρ ρ ρ

You have not really taken into consideration the time needed.

ρ ρ ρ ρ ρ ρ ρ ρ

Here are the facts which will be taken into consideration.

ρ ρ ρ ρ ρ ρ ρ ρ

All the facts will be taken into consideration by us.

> ρ ρ ρ ρ ρ ρ ρ ρ

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.

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.

22 I am calling with reference to your enquiry last week.

Handwritten shorthand for "I am calling with reference to your enquiry last week."

It seems to me that this is something to consider.

Handwritten shorthand for "It seems to me that this is something to consider."

We are sure these things ought to have been done.

Handwritten shorthand for "We are sure these things ought to have been done."

I am writing with regard to the issues you raised.

Handwritten shorthand for "I am writing with regard to the issues you raised."

It seems to me that they have done quite well.

Handwritten shorthand for "It seems to me that they have done quite well."

It seems important to discuss all these matters fairly soon.

Handwritten shorthand for "It seems important to discuss all these matters fairly soon."

It is most important to get everything ready in time.

Handwritten shorthand for "It is most important to get everything ready in time."

We shall be glad to know whether this was resolved.

Handwritten shorthand for "We shall be glad to know whether this was resolved."

I am glad to know that you will be coming soon.

Handwritten shorthand for "I am glad to know that you will be coming soon."

They have written to us in reference to our application.

Handwritten shorthand for "They have written to us in reference to our application."

We shall be glad to hear your comments on this.

Handwritten shorthand for "We shall be glad to hear your comments on this."

Please reply to them immediately in respect to their enquiry.

Handwritten shorthand for "Please reply to them immediately in respect to their enquiry."

The staff really ought to have known what to do.

Handwritten shorthand for "The staff really ought to have known what to do."

We do have some plans with respect to this problem.

Handwritten shorthand for "We do have some plans with respect to this problem."

I have listed the work they ought to have done.

Handwritten shorthand for "I have listed the work they ought to have done."

The kids ought to have been told all about this.

Handwritten shorthand for "The kids ought to have been told all about this."

23 I regret to say nothing was done about this matter.

Handwritten shorthand for "I regret to say nothing was done about this matter."

I regret to state that this was not dealt with.

Handwritten shorthand for "I regret to state that this was not dealt with."

We regret to state that they have not yet started.

Handwritten shorthand for "We regret to state that they have not yet started."

There have been no changes in the price of goods.

Handwritten shorthand for "There have been no changes in the price of goods."

There were complaints with relation to the safety issues raised.

Handwritten shorthand for "There were complaints with relation to the safety issues raised."

In the circumstances we will give the customer a refund.

Handwritten shorthand for "In the circumstances we will give the customer a refund."

I think that in the circumstances their actions were right.

Handwritten shorthand for "I think that in the circumstances their actions were right."

Under the circumstances we think more class work is necessary.

Handwritten shorthand for "Under the circumstances we think more class work is necessary."

They have under the circumstances agreed to meet with us.

Handwritten shorthand for "They have under the circumstances agreed to meet with us."

In the first place, I would like to thank everyone.

Handwritten shorthand for "In the first place, I would like to thank everyone."

In the second place, I will describe what happened next.

Handwritten shorthand for "In the second place, I will describe what happened next."

In the third place, I will draw some clear conclusions.

Handwritten shorthand for "In the third place, I will draw some clear conclusions."

In the last place, the committee will make a decision.

Handwritten shorthand for "In the last place, the committee will make a decision."

In the next place, we have a report from Tim.

Handwritten shorthand for "In the next place, we have a report from Tim."

Tom finished in first place, Dick finished in second place.

Handwritten shorthand for "Tom finished in first place, Dick finished in second place."

Harry finished in third place and Fred in last place.

Handwritten shorthand for "Harry finished in third place and Fred in last place."

24 We have asked them again and again for more information.

Handwritten shorthand for "We have asked them again and again for more information."

The mystery about the stranger just gets deeper and deeper.

Handwritten shorthand for "The mystery about the stranger just gets deeper and deeper."

The big plane went faster and faster along the runway.

Handwritten shorthand for "The big plane went faster and faster along the runway."

The birds rose higher and higher into the clear sky.

Handwritten shorthand for "The birds rose higher and higher into the clear sky."

The clouds came down lower and lower over the hills.

Handwritten shorthand for "The clouds came down lower and lower over the hills."

The weather in the valley became less and less pleasant.

Handwritten shorthand for "The weather in the valley became less and less pleasant."

The kids screamed as the dinosaur came nearer and nearer.

Handwritten shorthand for "The kids screamed as the dinosaur came nearer and nearer."

The course work became more and more difficult to do.

Handwritten shorthand for "The course work became more and more difficult to do."

Mr and Mrs Smith have been travelling north and south.

Handwritten shorthand for "Mr and Mrs Smith have been travelling north and south."

The train goes east and west to all the towns.

Handwritten shorthand for "The train goes east and west to all the towns."

The kids' parents were very generous over and over again.

Handwritten shorthand for "The kids' parents were very generous over and over again."

We have somehow paid over and above the amount requested.

Handwritten shorthand for "We have somehow paid over and above the amount requested."

The man's pace along the street became quicker and quicker.

Handwritten shorthand for "The man's pace along the street became quicker and quicker."

The dogs ran here and there all over the road.

Handwritten shorthand for "The dogs ran here and there all over the road."

The kids must find ways and means to save money.

Handwritten shorthand for "The kids must find ways and means to save money."

The tenants must pay their rates and taxes on time.

Handwritten shorthand for "The tenants must pay their rates and taxes on time."

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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