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1 a f ~ ~ ~ / e l

2 l y b h s ~ ' b h

3 (s) ~ ' ~ ~ ~

4 p ~ y h y ' a l ~ ~

5 ~ b s ~ ~ ~ ~ ~

6 ~ ~ ~ ~ ~ ~ ~

~ b h r ~ ~ ~ ~

7 ~ ~ ~ ~ ~ ~ ~

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9 ~ ~ ~ ~ ~ ~ ~

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11 ~ ~ ~ ~ ~ ~ ~

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Short Letters 4

These short letters are intended to help speed up your writing. There is no special vocabulary and as you know that the end is not far away you are less likely to get discouraged on a fast attempt. If you print them out and write over the top of the shorthand in pencil many times, you can get quite a high speed but it is important to speak the words to yourself as you go and not just copy the shapes without thinking. If you do several passages in one session there will be less temptation to memorise them and then when you come back to them later on you may be pleasantly surprised at the speed increase that is possible. These count as easy successes but that confidence can be carried over into other more difficult passages, as it will have proved to you that your hand can actually write fast just as long as the mind can supply the correct outlines at the rate required. (167 words)

Dear Mr Short, I am writing to let you know that our staff have now moved back into the offices which you have been working on for us for the last month. They are very pleased indeed with their new workplace, and everyone has said how much better it will be for them, and how it will improve their working days. They are especially pleased with the higher light levels provided by the larger windows, new light fittings and automatic blinds. We think that the decision to make these changes will make a great difference to our business dealings, especially when our customers visit our new comfortable and modern premises, and we believe that this is money very well spent. We will soon be discussing the possibility of renewing our other offices and hopefully we can work together on that at some future date. Yours sincerely, James Long, Managing Director (150 words)

Short Letters 4

Dear Mr Long, First of all I would like to thank you for writing to us regarding the work that we recently carried out for you at your premises. We are pleased to hear that your staff are delighted with the changes to their offices. We believe the replacement windows and blinds, and the new air conditioning, will make a big difference to their comfort, especially as the building is now much brighter and warmer than it was before. We think you will find that your heating bills will also be lower. There is still some work to do in the store rooms but we think that we shall have this finished by the end of the month. We will be sending our final invoice to you shortly. If you have any questions regarding the work, please do not hesitate to contact me immediately. Yours sincerely, Terence Short, Building Manager. (150 words)

Dear Gardener, I hope that you are enjoying the summer weather that we have had recently. As the spring flowers fade, you may find some gaps appearing that need to be filled, in order to keep your garden beautiful throughout the rest of the year, and with this in mind I have pleasure in enclosing a voucher which you can use at any of our three garden centres. Just present the voucher at the till to get your discount, or quote the discount promotion code if you prefer to order online. This month we have a great range of summer flowering perennials available at our centres, and if you buy now they will have time to settle in before the drier weather arrives. Don't forget, our plant ordering service is able to locate that special plant for you direct from our growers around the country. With best wishes, Jane Green (150 words)

Dear Shareholder, I am writing to let you know of our schedule of meetings for this year. We have many changes happening this year and we want you to have the opportunity to attend these meetings and take part in the discussions and decisions that will be made. This month we are voting in new members of the Board, and attached to this letter is a report on those who are standing for office, as well as a list of dates and venues for the

meetings. If you wish to attend, it would be most helpful if you could let us know up to two weeks before each date, either by post or online, for catering purposes. The past year has been a very successful one for us and our speakers are looking forward to reporting on past achievements and future opportunities. I look forward to seeing you. Yours sincerely (150 words) (Total 767 words)
