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Handwritten shorthand symbols on a blue-lined background.

④ Handwritten shorthand symbols on a blue-lined background.

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Handwritten shorthand symbols on a blue-lined background.

⑬ Handwritten shorthand symbols on a blue-lined background.

Had Do Did

1

Had, do, did - had not, do not, did not - hadn't, don't, didn't
I had some notes from him. I do like to read them. I did get them in time.
You had a good week. You do the work very well. You did everything you could.
He had a report to write. What should he do? He did get some help.
She had to go to town. There were things she must do. She did it yesterday.
We had an email from them. We do reply to everything. We did send a reply.
They had a nice day. They do like it when that happens. They did enjoy themselves.

2

We had let many people visit the office. We do let many people visit the office.
We had many emails and letters. We do many emails and letters.
We had loads of work every week. We do loads of work every week.
They had come to see us quite often. They do come to see us quite often.
They had a lot of crime in the area. They do a lot of crime in the area.
They had a very good meal at the cafe. They do a very good meal at the cafe.
We had expected some mail. We do expect some mail.
We had believed his report. We do believe his report.
We had informed the foreman. We do inform the foreman.
They had remembered my name. They do remember my name.

3

I had not received it. I do not receive visitors. I did not receive the gift.
I had thought of a good answer and had not written it down.
I will be meeting a customer and do not know his first name.
I lost my keys and did not know where to look.
You had not received a reply. You do not have the time. You did not get an answer.
He had not seen the man. He did not get the email.
She had not been there long. She did not go to the house.
We had not expected them to come and so we did not have everything ready.
We do not believe him. We did not believe him.
We did not get his message and did not go to the meeting.

4

We had not given it to them. We do not give it to them.
We had not believed it. We do not believe it.
We had not inspected these items. We do not inspect these items.
They had not manufactured them. They do not manufacture them.
They had not put any effort into it. They do not put any effort into it.
They had not let us in. They do not let us in.
They had not come to town and had not given us the letters. They do not come to town and do not give us the letters.

Had Do Did

5

I hadn't seen the person before. I don't know his name. I didn't meet him yesterday.
We hadn't any idea of the cost. We don't know what it was. We didn't ask them.
You hadn't been there before. You don't recognise the town. You didn't look at the map.
He hadn't written his report. He didn't give himself enough time.
She hadn't passed the test. She didn't read all the books.
They hadn't seen the group. They don't know their names. They didn't want to know.

6

They do, not surprisingly, know his address. They do not, surprisingly, know his address.
We had, not unusually, received a call. We had not, unusually, received a call.
Did you finish the work? If you did, not many people noticed it.
Did you finish the work? If you did not, many people noticed it.

7

Because of the difficulties that they had, not many of them returned the next day.
They are pleased with the success they had, not the work that led to it.
This is the work our staff do, not every day but at least three days a week.
If you do as I do, not as the others do, you might finish it earlier.
I want you to copy what I do, not what the others may tell you.
Do you send emails? Yes, I do, not every day though.

8

Despite the work that the staff did, not much improvement was seen.
This happened because of what he did, not what he said.
Whatever he did, not many people appreciated his efforts.
It was clear what they did, not to say that they will admit to it.
There is a lot of unseen work that I do, not to mention replying to all the letters.
We had, not without some suspicion, watched everything they were doing.
They had, not to put too fine a point on it, made a great number of errors.

9

We do NOT wish to know all about what happened there.
I do NOT appreciate this extra work that has come in.
He said very loudly that he had NOT seen them for a week.
The children did NOT hand in their work on time.
Most assuredly we did NOT give our permission for this.
Visitors do NOT have permission to enter this door.
I DO like ice cream and I do NOT like boiled cabbage.
I had NOT been told about this and I do NOT want to hear any excuses.

Had Do Did

10

I had arrived in town, I had not taken long, and I hadn't experienced any delays.

We had eaten the meal, we had not received the bill and we hadn't seen our friends.

Mr Smith had come to the office but had not seen the staff and hadn't noticed my absence.

They had come a long way, they had not brought any cases and they hadn't found the hotel.

I do like this house but I do not like the garden, and I don't think I will buy it.

We do have the staff, we do not have enough customers and we don't know when this will change.

The people do want to come, they do not want to be left out and they don't mind saying so.

11

They do as they want, they do not follow the rules and they don't get good results.

I did want to travel, but I did not want to go very far and I didn't really have any plans.

We did receive his letter, we did not agree with him and we didn't reply until later.

They did enjoy the evening although they did not stay long and they didn't meet him.

Mr Brown did the work, he did not complain and he didn't leave the office until late.

They do not like this town and they don't want to come here again.

I do not wish to go to the house and I don't have any plans to do so.

12

If you do not see the staff this morning, they might think you don't care about them.

If you do not understand, then don't hesitate to ask me and don't forget to write it down.

We do not have to come to the office tomorrow and we don't think it will be necessary.

Do not lose any time and don't forget to take your books.

We do not have a lot of time and I don't believe we should stay too long.

The people do not speak the language and they don't know what is being said.

The men do not want to work there and we don't know what we should do about it.

13

The children do not like to eat that food because they don't know what it is.

I do not understand at all why I did not see him at the office yesterday.

I do not work in that town and so I did not get to see him.

Be very careful that you do not upset him, as he did not get his exam pass.

You do not have to write the report because you did not attend the meeting.

Do not write in the report that he did not agree with the others.

Do not worry about what we did not do, but remember what we did do. (1365 words)