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Success Story

Dear Sirs, I am responding to your advertisement on your website and I should like to apply for the position of Assistant to the Director of Publications. I attach my application form, my CV and copies of my school and college certificates as requested. If selected for interview, I would be able to travel to London at any time suitable to yourselves. I look forward to hearing from you regarding this position and if you require any further information, I will be most happy to provide whatever you need to know. Yours sincerely, Chris Brown

Dear Chris, I am writing to acknowledge receipt of your application form for the position of Assistant to the Director of Publications. I am pleased to inform you that you have been selected for interview on Tuesday 29 March at 10.30 am at our offices in Bond Street, London, at the address given below. Please bring with you your portfolio of work and the originals of your certificates, and check in at Reception who will guide you to our suite on the third floor. Your interview will last about an hour, and you are welcome to take lunch in our restaurant afterwards if you wish. We look forward to seeing you then. Yours sincerely, Sam Green

Dear Chris, Thank you for attending the interview for the above position last Tuesday. I am delighted to inform you that you have been accepted for the position, subject to receipt of satisfactory references. Assuming these are all in order, your start date will be Monday 18 April. Please report in at 8.30 am, ready for the short induction presentation that we are giving to several new employees that morning. Our accountant will be sending you the details of your salary, benefits and options, and we will be sending you your parking permit by separate post. We look forward very much to working with you and hope that you enjoy your new career with us. If you have any questions before then, do not hesitate to contact me. Yours sincerely, Sam Green

Dear Tom, Great news! I have been accepted for that job in the city and they will be sending you the reference form quite soon. Thanks for offering to be one of my referees, I really appreciate it. It's going to be great to use all those qualifications that I studied for at college, and get to grips with life in a busy office. It seems all those hours spent studying are really paying off now. I have enjoyed my time in my present job but I felt it was time to take another step closer to my chosen career goal. This job is something I have been looking for and working towards for quite some time, and I am so glad that I took the college course in journalism. I will let you know how I get on. Thanks again for your help. Kind regards, Chris

Success Story

Dear Mr Pitman, I trust this finds you well. I am writing to thank you for all your help on my journalism course at the college over the last year. I enjoyed all the subjects, and my passes at 80 and 100 words a minute in shorthand are entirely due to your wonderful classes and all the constant encouragement you gave me and all the students. I didn't know at the time just how useful it would be, and now that I have my certificates, I sure am glad you helped us to "go the extra mile". After a few months in a small office in the village, getting used to the nine to five day, I am thrilled to tell you that I have now been offered a job as reporting assistant in a publishing firm in central London. It really was worth doing that course, and I hope that all your future students enjoy your shorthand classes as much as I did. I hope to see you when I come back for extra speed classes, when I shall be aiming to get to 150. With best wishes, Chris Brown

Memo to Chris: I just want to say you did a great job with writing the summary of last week's meeting. Mr James was quite impressed with its accuracy and I have to say he is not easily pleased, so well done. Regarding next week's reporting assignment at the Palace, Mr Smith cannot attend as planned so I have put your name in the diary for this. It is a very important event and you are the only one who is likely to be able to keep up with it all. The week after that, we have some high level meetings with our overseas directors and you are down to do those as well. Do you think you can manage with three or four people speaking together? They will be talking about the new publicity campaign, and as well as a report of proceedings, I would like you to mock up some advert examples after the meeting. By the way, the staff pay review letters are due to arrive any moment now, if you have time in your busy day to sit down and read it! John Black (869 words)
