

Handwritten shorthand symbols on a blue-lined background.

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A series of horizontal lines on the right side of the page, intended for additional handwriting practice.

Instructor Phrases

Section 2 page 196

Please inform us of your experience in this subject before we put the plans into effect.

We know that in this century we have seen many changes in this city and this has been discussed in the book.

At first cost means the cost is not more than that of materials and labour for the work.

It appears that the state of affairs of the company will be discussed on Thursday evening and the report will be available by Monday evening.

The people who have not returned from out of doors will miss the Thursday afternoon meal.

They received letters from us but sent no replies to us and we wondered what is going on.

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As we have heard that the exam is Wednesday next, it appears that now is the time to revise.

The reports from the political association have been expected for longer than a month.

We have been informed by the medical association that the meeting will last no longer than an hour.

It is only necessary to check that the traders' association handbooks have been returned to the correct place in the library.

We will contact the Incorporated Association of Medical Workers as soon as we can do so, which will be tomorrow.

The news in this statement regarding the low rate of interest will in our view cause concern.

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Instructor Phrases

Section 3 page 200

They drive the car as if it were in a race and there will be an accident if it is not stopped.

I am able to think of several things that they would like but I cannot say what they are just yet.

I am unable to think of the means by which it was done, but I will remember at some time and hopefully quite soon.

The book in which it is mentioned has been on sale for some time and you will be able to buy it.

I cannot be sure of the report in which it has appeared and I cannot see how we can find it now.

I hope you will not forget that we are able to make adjustments to the plans from time to time.

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I sent them a few words on the matter some time ago so they would be aware of this change.

They would not be happy with this answer and if it were possible they would change it immediately.

You will not be surprised to hear that you must not go into that building and must stay outside at all times.

I wondered if it would be possible to see both the staff at the same time, as I may not be here tomorrow.

This is a book of which it has been said that it is able to make a big difference to the reader's opinion.

This is a problem of which it must be said that no-one is able to think of the right answer.

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At all events we will do it as quickly as we can, and we regret it can only be done next month.

They will make their decision as soon as they have read the details in our statement that we issued last week.

Please come to the meeting Wednesday next, as we think that it may only be a short one of about half an hour.

Please explain the meaning of this statement, as we cannot be sure of what is meant by some of the terms.

I have to say that for his sake I hope he improves sooner rather than later.

By all means do come to the meeting, as we shall be able to meet the directors and local representatives.

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The men are as well as usual and it is said they will only be absent for a day at the most.

The patient is as well as can be expected and he will only be here for a week or two.

Please make your report smaller than this, as we may need to read it out loud.

You must follow the rules as we do, as we cannot guarantee your safety any longer if you do not.

We now supply the food at all our own functions, as we are no longer tolerant of poor service.

We are not satisfied with their work at all and are not tolerant of their unsatisfactory performance. (461 words)

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Unfortunately you were not told of the meeting but at any rate you did arrive eventually and I trust not too exhausted.

I would be interested to know what we would do if such circumstances were to happen again.

You may not be aware that you cannot use that machine today as it has been out of order for some time.

Many words have been written on this subject but our report is entirely in our words alone.

You are not far from achieving high speed and you will not fail if you continue to work on it.

You should not be surprised to hear that I shall not be present, as I was not told the date of the meeting and have not put it in the diary (386 words)

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