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FACILITY DRILL

Blog - 2017 - July

Instructor Phrases Section 6 & 7

PDF Date: 20 November 2022

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Instructor Phrases Section 6

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Instructor Phrases Section 7

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Instructor Phrases Section 7

These sentences practise the phrases in Section 6 page 214 of the Instructor, Omissions: Logograms (short forms)

There is nothing so satisfying as a wellconstructed phrase flowing effortlessly from the pen. With so many juicy and wonderful phrases available it can be tempting to write one of them before the speaker has said all the words of it. They may say something else or finish it differently. This is a shorthand trap for the unwarv and even worse you can fail to hear accurately in the eagerness to use a particular phrase. The inaccurate words may still make sense so the error becomes invisible, and remains undetected and unnoticed in the transcript, subtly altering its meaning. The answer is to make yourself familiar with the variations that some groups of words can have. Attentiveness and careful listening are necessary to avoid this type of error. Omission phrases bring benefits but also require diligence and a certain amount of restraint from the shorthand writer. A phrase in speaking is a group of words that belong together. In shorthand a phrase is two or more outlines joined together and the official name for this composite shorthand outline is "phraseogram".

One such popular phrase is "all over the world" but the speaker may say "all over our world / your world / their world / this world / this old world". They may leave out a word and say "all over world politics, people are talking about this" or "all over, world leaders are talking about this." That is eight variations already and the same can happen with "all round the world" versus "all around the world". Although one might think it would be obvious that there is a different word in the phrase, it is amazingly easy firstly to fail to notice it (especially if you are several words behind the speaker) and secondly, to find one's hand going its own sweet way and instantly writing

what it has always written and finds easiest. Apart from the first one given, all these other phrases above need to be written fully to prevent error.

We are at a loss to know why he will be leaving in a few days because as a rule he stays till the end of the month.

We did not think for a moment that they would behave in such a manner as this at the conference last week.

The directors of the company are to a great extent concerned about the matter of the financial shortfall.

I heard for the first time his interesting stories about his travels all over the world when he was younger.

We will consider the matter today notwithstanding the fact that there is little information on the subject.

We think that in the first instance we must look into the matter to get all the facts.

We do not know what is the matter with them, and as a matter of fact we think they will not tell us.

We are not avoiding this subject, on the contrary we will investigate it as a matter of course.

This report is just an expression of opinion and in consequence of this it is out of place on the agenda.

We have made some payments in respect of the costs and expect to receive confirmation in a short space of time.

Do you mean to say that there was an error on the part of the workers in relation to the building plans?

We have had constant trouble from first to last and so we have asked to meet them face to face.

Instructor Phrases Section 6

I received an email in reply to my telephone call and it appears to me that the problem has been solved.

Having regard to the report on this matter, it appears to have been written without any knowledge of the facts.

In reference to your comments on the matter, it seems to me that these things ought to have been done.

With regard to the issues that you have raised, it seems important that they are discussed immediately.

With regard to the issues that you have raised, it is most important that they are discussed immediately.

With reference to your complaint last month, we shall be glad to know whether this was resolved.

Thank you for your report, in reference to which I shall be communicating with the directors.

We shall be glad to hear what has been done in respect to your requests.

They really ought to have known what to do with respect to this problem, and I regret to say nothing was done.

I regret to state that this matter has not been dealt with to our satisfaction.

We regret to state that they have not started the work which they ought to have done by now.

There have been no changes of policy with relation to the safety issues raised.

In the circumstances, we will give the customer a cash refund.

Under the circumstances, we think an apology from them is necessary.

At the present day, I have realised that we cannot afford this item at the present-day prices.

At the present time, I am working. I am working at present. I am working at the present.

By the way, I met Mr Black last week. I wrote him a letter by way of explanation.

In the first place, I would like to give my reasons. In the second place, I will describe what happened.

In the third place, I will draw some conclusions. In the last place the committee will make a decision.

In the next place, we shall be hearing a report from Mr Smith.

Tom finished in first place, Dick finished in second place, Harry finished in third place and in last place came Fred. (940 words)

These sentences practise the phrases in Section 7 page 220 of the Instructor, Omissions: Logograms (short forms)

This is the last section of advanced phrases in the Instructor. I find that the simpler short phrases learned early on give no trouble, and it is easy to apply their principles to make new similar ones. The omission phrases are somewhat less versatile but it is helpful to remember that the omitted words must always be ones that need to be reinserted for them to make sense. If a proposed phrase makes sense both with and without the omitted word, then the phrase cannot be used safely. Phrases are best learned gradually in small groups of similar ones, by writing them in a context rather than copying lists or cramming, which is an attempt to memorize. You may cram facts for tomorrow's geography or history exam, and then forget those facts afterwards, but you cannot cram for shorthand, as it is largely a manual skill, like running, swimming or playing the piano. It is pointless to hesitate over a phrase, as the loss of time is greater than any saving that would have been made, and if the phrase does not come to mind instantly, or if there is any doubt as to its safety, then the words should be written separately and in full, and then investigated later.

We have asked again and again for more information but the mystery just gets deeper and deeper.

The plane flew faster and faster, and rose higher and higher into the clear sky.

The clouds came down lower and lower, and the weather became less and less pleasant.

As the dinosaur came nearer and nearer, the children became more and more nervous.

Mr and Mrs Smith have travelled north and south, and east and west, in the past few years.

They were very generous over and over again, paying over and above the amount requested.

The man's pace became quicker and quicker, and he ran here and there all over the street.

The tenants had to find ways and means to pay their rates and taxes on time.

As the high speed cars raced side by side around the track, time and space seem to have been conquered.

You must bear in mind that we have customers in all parts of the world who are waiting for this item.

The fact of the matter is that they have not borne in mind the peculiar circumstances of the case with which we are dealing.

For the purpose of my report, I will need a complete list of the facts of the case.

Writing a complete history of the world in one month is completely out of the question.

The essay is more or less finished although I do have one or two pages to check.

Sooner or later he intends to go out and buy two or three loaves of bread and three or four apples.

Four or five people are absent but five or six new students have arrived.

They made six or seven comments on the plan and suggested seven or eight improvements.

There are usually eight or nine teachers and nine or ten children in the classroom.

Instructor Phrases Section 7

They have made their decision and right or wrong it must be considered by the committee.

Up to the present we have not received any letters in connection with building regulations.

Up to the present time we have not received any communications in connection with the work.

I have received several telephone calls in connection with their proposals.

They have done the work exactly in accordance with our instructions and in accordance with the recommendations.

Your decisions must be made closely in accordance with the matter set out in the report. (609 words)

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