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Short Letters 17

Dear Shorthanders, I am writing to congratulate you all on your achievements in this year's summer exams in shorthand speed. I know you have all put in a lot of hard work, and I am delighted to see that everyone has passed. I know you have all aimed at different levels, but the important thing is that you all now have a certificate in your hands to prove your skills, to show to a prospective employer and to use as a definite springboard for increasing your skill even more. I am also pleased that you have all joined our shorthand improvement community, and I will be sending you information on events so that you can save the days in your diary. Do keep me informed of your job hunting progress or other ways in which your shorthand is being put to good use. Wishing you all every success. Yours sincerely (150 words)

Dear Mrs Anderson, Thank you for your enquiry about attending our Writers Conference with your shorthand group. I am sure we can accommodate this request for you, and I suggest you take a block of seats at the front on the right hand side, so that your members can see and hear properly, but not be distracted by the activities on the other side where there are several doors and literature tables. The lighting is very good in all places and the sound should be excellent, as we have a newly installed system that has proved very efficient. I enclose the house rules, which do cover the legitimate uses of reporters' notes and the writers involved have agreed that they are happy for you all to take notes for educational purposes. Please ensure your members wear the reporters badges and we look forward to seeing you all on the day. (150 words)

Dear Friends, I have some good news for you. We have our first meeting where we can get together, take some shorthand and catch up with everyone. I have been offered some front row seats at the Writers Conference, so that we can all sit together and take down from the speakers. They have a morning session of reading out parts of their new publications, and have agreed to allow us to sit in and take our notes. There are good lunch facilities at the centre, or you can bring your own, and during the afternoon we can read back, discuss our experiences, and swap ideas on improving our skills. We can all enjoy a stress free, but of course not effort free, time of practising our craft. Please book your free place fairly soon, so that I can confirm the number of seats required with the organisers. Yours sincerely (150 words)

Dear Joan, It was great to meet you the other day over lunch at The Plough. It is a long time since we worked together in the city at the property company and I was most interested to hear that your career changed to a teaching one in a commercial college. While you were describing to me all your ideas for helping the students continue their studies, it occurred to me that you could possibly use the small meeting room at our golf club, which would be ideal. It has a large round table at which you could all sit, and a kitchen attached for refreshments. I am sure the management would be interested in hiring it out to you, and you could probably get some discount as you are holding an educational meeting. Let me know if you want further details and I will get them to you. Regards (150 words)

Short Letters 17

Dear Friends, Another date for your diary, meeting at the Green Fields Golf Club for an informal shorthand evening, where we can indulge in shorthand talk and shorthand practice. We had a good turnout at the Writers Conference and it was indeed a pleasantly challenging time for all of us. Our meeting at the golf club will be a much easier and slower affair, so that it appeals to all members, and the faster writers can practise producing perfect shorthand at the same time. We are planning to make this a regular monthly event on a Friday evening, so that we can follow a programme of revision and speed training. The charge for the use of the room is quite modest and we can bring our own refreshments to keep the cost down. You don't have to book but please arrive promptly so we can begin on time. Yours sincerely (150 words)

Dear Mrs Anderson, I am writing to say how much we enjoyed the meeting at the golf club last Friday. We had a really good time and it did not seem at all like work, although we did put in a lot of effort, and it was really encouraging to find we could go much faster than we thought, helped by the passages being quite easy and short. We really feel we could do a good job on a faster take with more complicated matter, or maybe an

easy one at a longer length, and we look forward to some of those in the future. It was great to get us to take turns at reading the passages, so we all got practice with different voices. We can't wait for the next one and we will certainly be using your online resources to prepare for next time. Very best wishes (150 words)

Dear Friends, I hope you have space in your diary for another engagement on the shorthand theme. I have just been advised of a forthcoming exhibition up in the city showcasing the changing workplace through history, covering the past two centuries. As well as displays of the office and factory machinery that has transformed the working environment over the years, there will be a section on writing systems and print production, which of course includes shorthand, and there will be original examples of shorthand written by famous authors. We are eligible for a concessionary entrance fee for a group of ten or more, so if you would like to come with us, please contact me. We will meet at the golf club, and go up and return by coach, and lunch is included. I hope you can join us to learn more of the history of our profession. Yours sincerely (150 words)
(Total 1050 words)