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Handwritten shorthand symbols on page 10, line 2.

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Handwritten shorthand symbols on page 10, line 6.

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## Short Form Sets Part 2

This article continues practising sets of short forms that are the same shape but which have different positions. Any that you are regularly hesitating over need extra practice, filling a whole page with the same sentence, and making up additional sentences containing them. Keep the drill notepad and pencil handy, so that you can fill in the lines regularly throughout the day whenever there is a spare minute. The first paragraph below has short forms that follow the second vowel. The rest of them are a mixture but generally one of them follows its first vowel sound.

=====  
There is one GENTLEMAN in the office and two GENTLEMEN waiting in the shop.

This man is a true GENTLEMAN, but I cannot say that those men are GENTLEMEN at all.

A GENTLEMAN is a man with perfect manners, but not all men are GENTLEMEN.

It is very IMPORTANT to work hard at IMPROVING your writing skills.

When you have IMPROVED your speed, you may get a more IMPORTANT job assignment.

He spoke of the IMPORTANCE of regular practice, in order to IMPROVE their skills.

It is of great IMPORTANCE that the staff follow the IMPROVED safety rules.

The teacher said that it is of the utmost IMPORTANCE to make some IMPROVEMENT this term.

=====

This PARTICULAR book has given me a very good OPPORTUNITY to learn the subject.

I wrote down all the PARTICULARS so that I did not miss these exciting job OPPORTUNITIES.

I PARTICULARLY wanted to write and tell you about this great job OPPORTUNITY.

Every MEMBER is given a card with their personal NUMBER on it.

You must REMEMBER to NUMBER all the pages of the report before you print it.

He had not REMEMBERED to check it and so the pages were not NUMBERED.

I have taken the LIBERTY of writing to the MEMBERS of our club.

=====

Please GO to the office and GIVE this letter to the accounts department manager.

Do not GO to that shop as they will not GIVE you good service.

I am GOING on holiday and they will be GIVING me two weeks' pay.

THOSE people are the ones who came to THIS office last week.

THOSE are the lists of people that I want THIS information to be sent to.

THOSE are the jobs to do this morning, and THESE are the ones for tomorrow.

=====

I HAD a letter to write and a report to DO before tomorrow.

I HAD no idea what I should DO, to make a DIFFERENCE to this problem.

DR Jones was a DEAR friend whom I met DURING the conference.

He wants to be a DOCTOR but the course fees are much too DEAR.

The speaker had MUCH to say, WHICH was hard to do in only ten minutes.

Is there MUCH work to do this morning, and WHICH should I do first?

## Short Form Sets Part 2

He could not get OVER the fence, HOWEVER hard he tried.

HOWEVER you look at it, the budget is well OVER what is allowed.

I THANK you for coming and we all THINK you did a good job.

I have THANKED the lady for helping but I THINK she did not hear me.

We were THINKING about whether the boss will be THANKING them for coming.

He bought the items THOUGH he did not really have a use for THEM.

Even THOUGH they came into the office, he did not talk to THEM.

=====

I was asking WHOSE bag this WAS and WHOSE car WAS outside.

What WAS the reason they left and WHOSE car did they go in?

I SHALL be able to go wherever I WISH and I SHALL write to you about it.

We SHALL have to come to the office and find out what we WISH to know.

Please give HIM that box and then hand ME that file.

Can you advise ME what to do and whether I should contact HIM.

This letter is for ME and that one is for HIM.

It was just ME and HIM left in the office during the morning.

=====

You can come IN and work for us on ANY day of the week.

The accounts staff will not be IN the office on ANY day this week.

When I am IN town, I will visit you if I have ANY time.

The sales staff do not have ANY office space of their OWN.

Mr Smith OWNS this company and you can see him IN his office.

The people will no doubt be INFLUENCED by the NEXT speaker.

My choice of work was INFLUENCED by the book I read NEXT.

=====

YOUR school marks have improved greatly over the last YEAR.

It is a good idea to meet all YOUR staff at least three times a YEAR.

Over the YEARS, our profits have been greater than YOURS.

ARE you going to take more than an HOUR to write that letter?

You ARE given just one HOUR to do the examination essay.

You ARE expected to come to the office to meet OUR manager.

ARE OUR staff here yet and where ARE OUR papers?

OUR report and YOUR report must be finished in two HOURS.

OURS are the blue folders and YOURS are the red ones. (868 words)