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Omission Phrases 2

I hope you have obtained satisfactory results over the past year of your shorthand studies.

I hope you will remember that it is most important to practise regularly every day.

There is still time for the shorthand students to take steps to improve their performance.

We know that the shorthand writers were very pleased indeed with their results.

They got first rate passes because of their work over the past few months.

Last time I spoke to them, they were taking steps to get better results.

=====

It is almost impossible to write slowly once you are a shorthand writer.

We know that it is almost certainly going to be a worthwhile project.

I was very pleased indeed to read in your last letter of your shorthand success.

The shorthand class was for the most part making remarkable improvements.

In fact it will only be a short time before they finish the course.

This week we are learning the basics and next week it will be phrases.

=====

As a matter of fact, I believe that next month will be our best ever.

I hope there is a space in their diary for some extra practising.

The exam will now be held next month because of these delays.

We are looking forward to our lessons at college this week.

We are expecting to pass, owing to the fact that we have done the work.

They are expecting to do as well as they did last time.

=====

She will be very pleased indeed that we have become much more confident in our shorthand.

We can write very much more neatly now that we have improved.

We are very well prepared and look forward to this test of our ability.

You have all done so well and I hope you will keep going in this direction.

Once again all the students spoke of their desire to carry forward the plan.

They will be carrying forward their education with more study at home.

=====

On the other side of the exam is yet more practice to be able to write even faster.

It is almost certainly going to be a point of discussion between them.

On the other hand they are, generally speaking, very much interested in improving their speed.

For this reason an arrangement has been made to hold extra classes next week.

Any other plan of action will not lead to satisfactory results in the shorthand tests.

We know that this is one thing that must be done and one way to improve.

Omission Phrases 2

The students helped one another by reading out passages on foreign affairs.

We have concluded that this method is much more helpful for everyone.

The teacher said this was a very satisfactory conclusion to the shorthand course.

In conclusion I would like to say that we have very much enjoyed the past few months.

I am asking them to consider coming again on the other side of the summer holidays.

I will consider all these matters and write a report for your consideration.

=====

I am concerned that the students will not be able to attend the technical college next week.

At this time we are concerned that the shorthand classes may be delayed by two weeks.

The shorthand students have incurred great expense to sign up for the course.

They cannot be expected to undertake more heavy expenses next term.

My personal experience is that they should undertake more practice at home.

Recent experiences in the exam results proved that the teacher was correct.

=====

Please let me know the date of the exam, if possible by the end of this month at the latest.

The students want to know if it is possible to reach that high speed.

In order to do that, they must start their lessons as soon as possible.

They have all done the work as well as possible under the very difficult circumstances.

We are extremely sorry that the technical college cannot hold that exam.

I am extremely sorry to hear this but I have received a refund from them.

=====

The students learned all the technical terms and how to write them very briefly.

Their time at the technical institution last week was very well spent.

We have no objection to your students sitting in on the technical classes.

There is no objection to them practising their shorthand during the lectures.

In reply to your enquiry, I wish to inform you that we have received the shorthand books.

We will be glad to receive further books from you in due course.

=====

This letter is in reply to your enquiry about the number of shorthand applicants for this job.

We have received many applications from shorthand students at the technical college.

As regards the interviews, there will be some shorthand tests on the day.

There is no objection to them writing it up either on screen or by hand.

It is also expected that they will present their shorthand certificates on that day.

As a result of all your hard work, I am extremely pleased to hear of your success. (862 words)

