

Handwritten shorthand phrase 1.1

Handwritten shorthand phrase 1.2

Handwritten shorthand phrase 1.3

Handwritten shorthand phrase 1.4

Handwritten shorthand phrase 1.5

Handwritten shorthand phrase 1.6

1

Handwritten shorthand phrase 2.1

Handwritten shorthand phrase 2.2

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6 ~ 7 8 9 10 11 12 x

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Distinguishing Phrases 1

I know that there is a problem and I note that a solution has been found.

We know that you are busy and we note that your work times have been changed.

I know they will be late arriving and I note that Mr Smith will not be coming.

We know that they have finished the work and we note that the invoice has been paid.

We may have to do this again and we might have to ask for help.

I may be able to do this job although I might be able to get some assistance.

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He may have learned those facts but then he might have forgotten some of it.

They might be willing to do the work but they may say they require payment first.

You can go out for dinner or you could cook your own meal.

I can do this job quite easily but I could have a problem with the computer.

He can come into the office tomorrow and he could bring the papers.

We can train the staff next week but we could have difficulties in the office.

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You can attend the meeting tomorrow morning or you could write your report.

I can be present at the meeting this morning and I could take the notes as well.

I cannot be at your meeting today because I could not cancel my other meeting.

You cannot be expected to do that and you could not be blamed for refusing.

We cannot find the report and we could not locate the files either.

He cannot travel on that day and he could not give us another date for the appointment.

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It is unnecessary to print the report, and it is not necessary to make changes.

It is unnecessary to repeat this request and it is not necessary to call the office.

It is unlike anything he has done before, and it is not like him to do that.

It is unlikely that she will get the job and it is not likely she will be pleased with that.

We are unable to reply to his letter and we are not able to comment on this.

I am unable to write this report, as I am not able to find all the information.

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Distinguishing Phrases 1

It is inconvenient for them to come because it is not convenient for them to take the time off.

It is unacceptable that they are doing this and it is not acceptable for them to continue.

The accounts staff found errors in all cases that were brought to them.

The lawyers found errors in two cases that were brought to them.

John is very well but Mary has been very ill and felt very low.

They said that the report for the year is good, despite some losses in the year.

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The committee decided to make some major changes over the years.

We enjoyed the meal very much although the portions were very large.

Your contribution to this project was so large and we thank you so much for everything.

There is too much space on the page and the heading is too large.

We wondered how large the property was and how much it would cost.

If it is very expensive, he will have to pay for it on his card.

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If it is going to be difficult to do the job, they are willing to wait for it.

If there is any delay with the payment, they will have to wait for their goods.

If their attitude does not improve, they will be very sorry for their actions.

If there were any difficulties, they had to send for their boss.

They wondered if there were any more supplies for their customers.

It is to be remembered that we have worked hard for many years on this project.

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It has to be remembered that they were not present at the council meeting.

It is to be regretted that the customer was not seen immediately.

It has to be admitted that we failed to find the cause of the difficulties.

This issue is to be discussed at the meeting, because the problem has to be solved.

We have found another hotel and we would not recommend any other place.

There is another case of this illness which has not occurred in any other area.

(722 words)

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