

Handwritten shorthand symbols on a blue-lined background.

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✓ 4 26 21 / 1 2 1 2

✓ 1 2 / 2 1 2 1 //

③ 1 2 3 4 5 6 7 8

✓ 1 2 3 / 4 5 6 7

✓ 1 2 3 4 5 6 7 8

✓ 1 2 3 4 5 6 7 8

✓ 1 2 3 4 5 6 7 8

✓ 1 2 3 4 5 6 7 8

6 6 7 8 9 10 11 12 13

✓ 1 2 3 4 5 6 7 8 //

④ 1 2 3 4 5 6 7 8

✓ 1 2 3 4 5 6 7 8

Handwritten shorthand symbols for the number 7.

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⑤ Handwritten shorthand symbols for the number 8.

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g n e l y i o b i n s

g l / u o v e n t s

g l e n . t h y b o o k i

l 120 / n o b e t t e s

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All these letters are one hundred words long. When you can read one letter in no more than two and a half* minutes (which is 40 words per minute), that is the moment at which to read out loud and record into your phone. This will ensure you never write slower than that, as you certainly don't want to start and stay in the slow lane with your shorthand. The online metronome* is very useful to help with this. The first meeting with a new outline needs careful, deliberate writing to ensure accuracy, but after those few seconds of writing it three or four* times, it should never be written slowly again. Practise segments individually until you are confident about the whole passage, then, after a break, take it down. When it becomes easy, you can use Audacity's Change Tempo setting to speed it up in easy steps. Slowing down files in Audacity seems to degrade the quality quite quickly, and is an incentive not to chicken out in this way! If you do this from book shorthand passages, you will always have correct shorthand to check yourself against, and that is the route to keeping your outlines correct at all times and not guessed at. (206 words)

Dear Miss White, Thank you for your enquiry about our business courses at the college. I am sending you our brochure which gives full details of full time* and part time day courses, postal and email courses, and our new online courses on commercial subjects. Please make your application before the closing date at the end of July and ensure that your deposit reaches us in good time. We look forward* to seeing you and helping you gain the necessary skills for a career in the business world. All our other course details are given on our website. Yours sincerely (100 words)

Dear Mr Black, I am sorry for the delay in replying* to your enquiry. We still have places on our shorthand and keyboarding courses, and I can confirm that both of these subjects can be taken up at the same time*, as the classes do not clash. These two courses can be followed by attending two full days per week, with a commitment to completing home assignments to ensure everything is covered in the three months. I hope* this fits in well with the time your present employer is able to release you. I look forward* to hearing from you. (100 words)

Dear Mrs Gray, I have received* your application for the post of shorthand teacher and would like you to attend for interview on Monday 3rd of May. The interview will last one hour and includes a quite rigorous test of your shorthand knowledge. If successful, you will be able to sit in on existing classes in the summer term, and take up the full time* post in September, which would give you the summer months to prepare material, which is to be based on our present scheme of presentation and teaching. We look forward* to meeting you on that date. (100 words)

Dear Mr Green, I am pleased to inform you that you have been successful in your application for the post of business courses manager. We have a new module starting in September to teach business writing and composing, and keyboard skills, for those on our commercial courses. The shorthand module will fit in with this in November*. Your start date with us will be on the 3rd of June, so that we can discuss the arrangement* of these new course requirements. I look forward* to seeing you then and talking over the plans for the rearrangement of the commercial timetable. (100 words)

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Dear Mrs Brown, I am very glad to inform you that we are able to offer you part time employment as shorthand assistant, to help our new staff member Mrs Gray who will run the courses. As there are two classes running at the same time*, you will be assisting her in leading these, so that they progress at a similar rate. You will also be able to increase your earnings with us by recording all the extra online dictations, using the college facilities over the summer when it is quieter. This will* greatly enhance* our shorthand course. Yours sincerely (100 words)

Dear Mr Redman, I was so pleased to receive your letter regarding your career success, after following our online commercial course. We are all delighted to hear that you have been accepted for the post of junior reporter at the city offices of the newspaper company, and we are sure your new skills will enable you to complete your assignments to a high degree of accuracy. Your end of term report was excellent and we are sure you will continue this good work, and further your career in this exciting field. Thank you for sharing this good news with us. (100 words)

Dear Miss Blackmore, I am enclosing your shorthand certificate for the speed of 90 words a minute*. This is an excellent speed to have achieved in six months and you will certainly now be able to take notes in your office assignments. If you wish to progress further up the speed ladder, in order to* take minutes at meetings, please do return to the college for our evening classes in September, or join our online dictation scheme, to enable you to achieve this. I would suggest aiming for 120*, which we know is within your capability. Yours sincerely (100 words) (Total 906 words)