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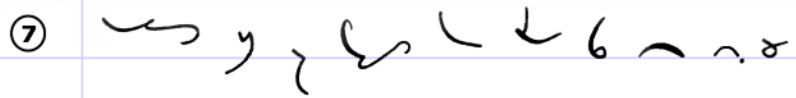
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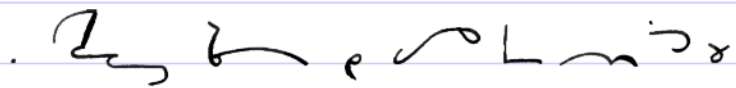
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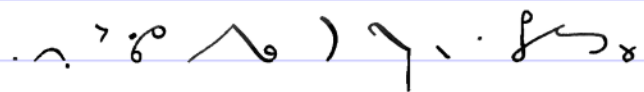
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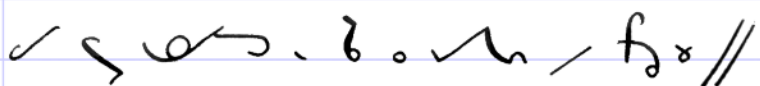
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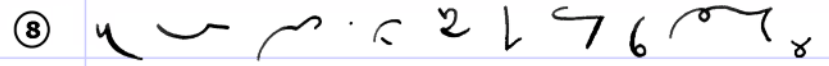


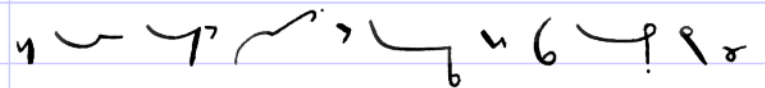


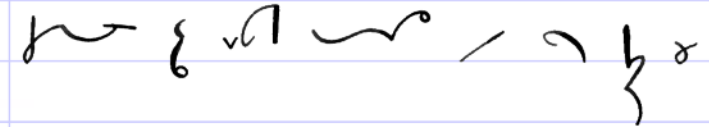


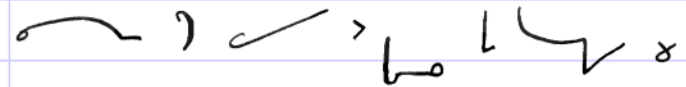


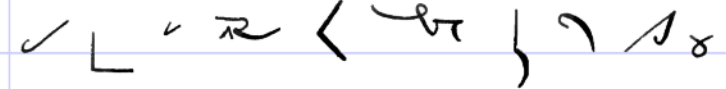


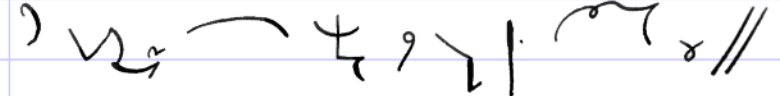
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Facts And Cons

This article practises some omission phrases using the words consider, concern, fact and effect. The "fact" phrases omit the F stroke, which then enables the K to be halved, thus reducing the outline even more. Effect is generally written in full, apart from three fairly common phrases, so that it does not clash with the "fact" phrases. As the "con" phrases are only omitting either the Con Dot or proximity, a pen lift is what is being saved in those phrases. The "con" words could be spoken without the first syllable, or with just the Kay sound, and still be intelligible. Our ability to supply slurred or missing sounds is the basis on which omission phrases rely in order to be easily recognisable, as long as the phrase is a very common one and that the missing sound or word is essential for it to make sense.

The examples below are all line length sentences, which you can repeat down the page to get your hand trained to write the outlines smoothly and correctly, in a continuous even paced graceful glide that resembles your own beautifully written signature. It is necessary to say it out loud as you go, so that sounds and shapes are learned together, otherwise there is the temptation to just copy the line above mindlessly, which will be of no benefit. Whilst fingers are being trained to write outlines, the mind also needs training to obey the command not to look at the line above. Developing such determination is a useful and indeed indispensable skill to have for all future shorthand writing at speed. The omitted whole words are underlined, and there are a few miscellaneous samples at the end for comparison.

I will consider your request to be invited to the next board meeting.

The officers will consider the case at the next council meeting.

They may consider taking the time to learn something completely new.

You may consider what will happen if you take this course of action.

I have considered your suggestion about going on the commercial course.

We have had discussions to consider the new factory building proposals.

=====

We have considered the matter of the transport costs very carefully.

This organisation cannot be considered responsible for the delay in delivery.

We will be considering our future staff plans at the next meeting.

I enclose a copy of the financial report for your consideration.

A great deal of consideration has been given to these plans for our new building.

We have agreed a pay rise in consideration of your exam passes.

=====

I have been told that you are concerned about these serious accounting errors.

We are concerned that the employee has not been trained for this difficult job.

I fully understand your concern over the salary figures in the report.

I am concerned that they will not be able to finish the mailout job in time.

They are concerned very much for everyone's safety on the factory site.

We are very concerned about the welfare and health of these people.

=====

Facts And Cons

I have concluded that this matter is now resolved to our satisfaction.

We have concluded that you are the best person to do this new job.

These discussions must be concluded by the end of the month at the latest.

I have come to the conclusion that I must start work earlier.

We have come to the conclusion that this work must be done immediately.

The staff came to the conclusion that she was going to leave next month.

=====

In conclusion I wish to thank everyone for attending this important meeting.

The logical conclusion of this matter is that we must take immediate action.

My own conclusion is that they should have reported the matter to us sooner.

The meeting of the sales representatives was brought to a satisfactory conclusion.

When you read the report, you may come to other conclusions.

We believe the necessary conclusion to all this is to review our delivery arrangements.

=====

I have in fact learned a lot of shorthand at the college this last month.

I did in fact enjoy learning all the facts about this interesting subject.

It is a well-known fact that these wild animals are very dangerous.

As a matter of fact, they are aware of the difficulties at the factory.

We took on the accounting job, in spite of the fact that it was very urgent.

They are pursuing the matter, notwithstanding the fact that he paid the debt last month.

=====

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We have been informed of the fact that they did not complete the work satisfactorily.

This problem is all down to the fact that the builders failed to arrive.

We are here today owing to the fact that the director asked to see us.

We have to take on staff due to the fact that sales have greatly increased.

In view of the fact that they are always late, we will have to reconsider their position.

The staff must not lose sight of the fact that sales have risen this month.

=====

The lawyer said that several significant facts have been discovered by the police.

The significance of the fact was discussed by the directors last month.

The case was dismissed in the light of the fact that there was no evidence.

In point of fact she did complete all her office report assignments in time.

We assume she is capable, from the fact that she has the certificates.

The fact of the matter is that they all passed the exams this year.

=====

The reports contain all the facts and figures that you need to know for your meeting.

This report is in effect a recommendation to continue the new project.

The side-effect of the new drug was to cause a heart defect.

We are going to put this new plan into effect next month.

The doctor said that the medication will take effect immediately.

We changed the shop window display to give the right effect for the summer. (995 words)

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