

www.long-live-pitmans-shorthand-lessons.org.uk
www.long-live-pitmans-shorthand-reading.org.uk
www.long-live-pitmans-shorthand.org.uk

Images & Text © Beryl L Pratt

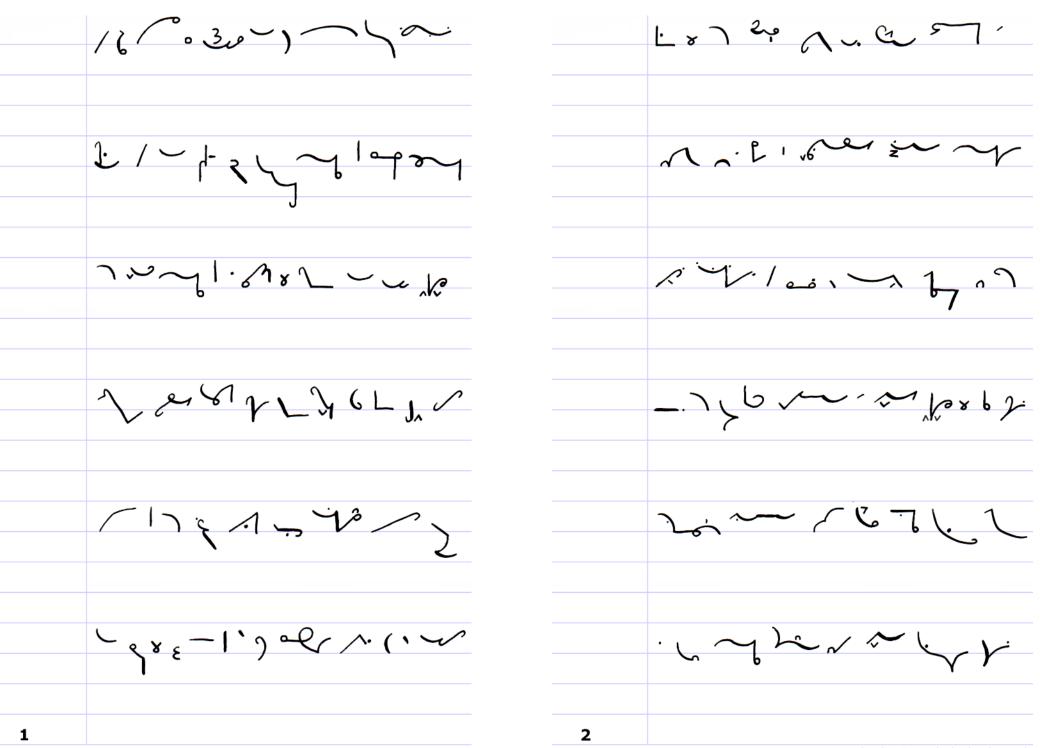
FACILITY DRILL

Blog - 2020 - October

Long Letters 1

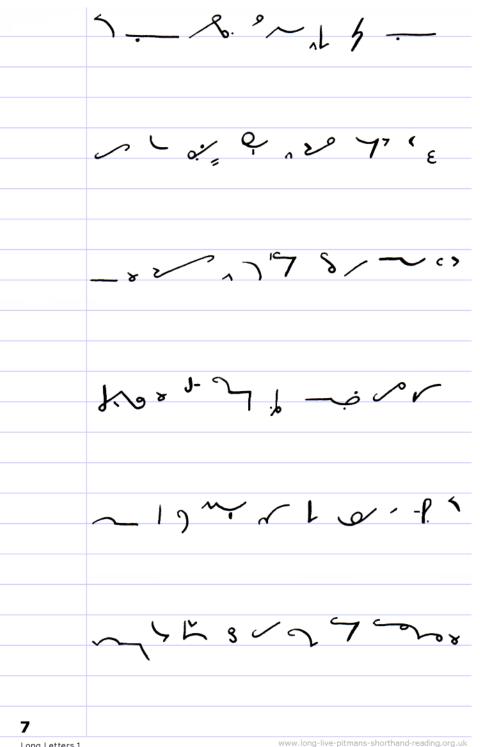
All material is copyright Beryl L Pratt and may not be republished, or reposted online, in any form. This file is intended for non-commercial personal study use only. The only permitted download site for this file is https://www.long-live-pitmans-shorthand-reading.org.uk

PDF Date: 21 October 2020



	7,0000
) ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	~ \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
8 22-1.6776 c	1 1 5 6 6 6 6 6 1 8 6 · VIL
~ ~ ~ ~	7, C, Z, T (°0/8
· 2 - , · en · - , ~ s · _	7'\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
) M. K. L. ~ ~ ~ ~
3 Long Letters 1 www.long-live-pitmans-shorthand-reading.org.uk	4 Long Letters 1 www.long-live-pitmans-shorthand-reading.org.uk

~ 17~ × V ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	イャ3·人n J· ーンヘーンつ
	~.~.~.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	₹-) { ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
> ( / · · · - \	
·一, ハロケーハハ	c. No 8 j. u o 1 m &
5~~ 1. ~ L e ~ (. ~ ~	75,/10
5 Long Letters 1 www.long-live-pitmans-shorthand-reading.org.uk	6 Long Letters 1 www.long-live-pitmans-shorthand-reading.org.uk

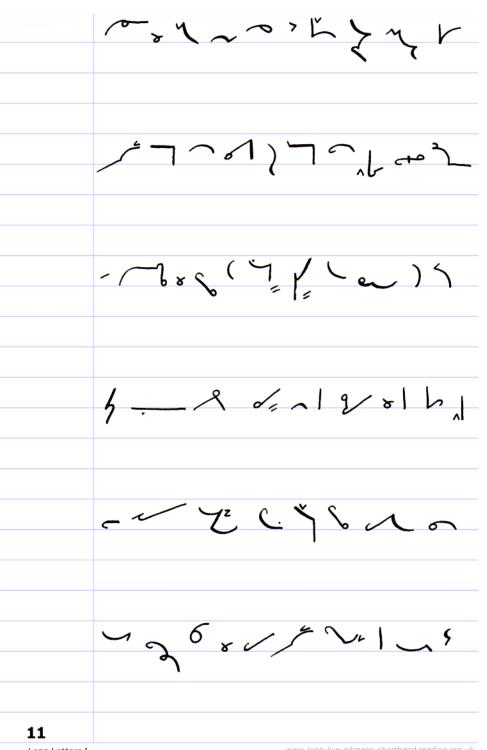


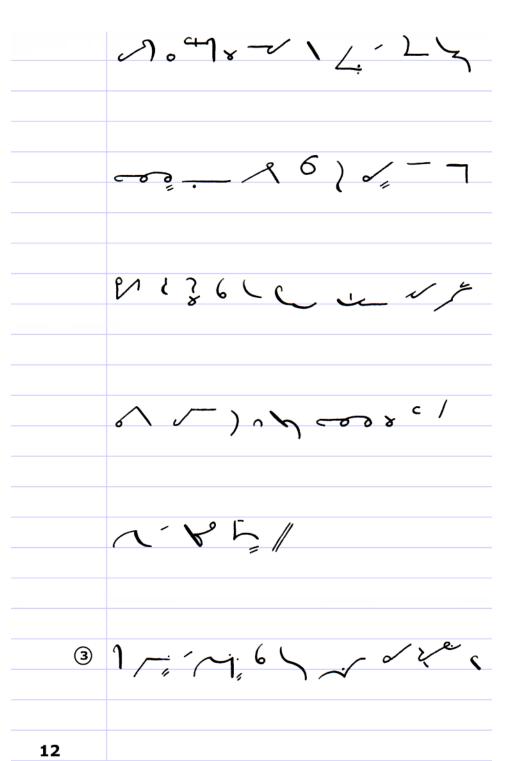
	16,3/71,0)
	~ ) ~ ~ ~ { \
	1 1 / / / / / / / / / / / / / / / / / /
2	1ー/ ハーショへ こ。
	6 h 1 W 8 / 5 M _
	-) 11 1 6 5 6 5 6 8
8	

	ツ つつ % ・ 10 0 6		~ · · · · · · · · · · · · · · · · · · ·
	~~(* × 8 · × 2 ~ ) ( ·		0.8010-8608.
	7 ~ \ ) ? ~ e \ \ ~		~ ? ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
			~ 3 · _ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
	٠٠٠ کی کی می ه در		10/10/0/0/10/1
			7/0)9/~~.0~
9		10	

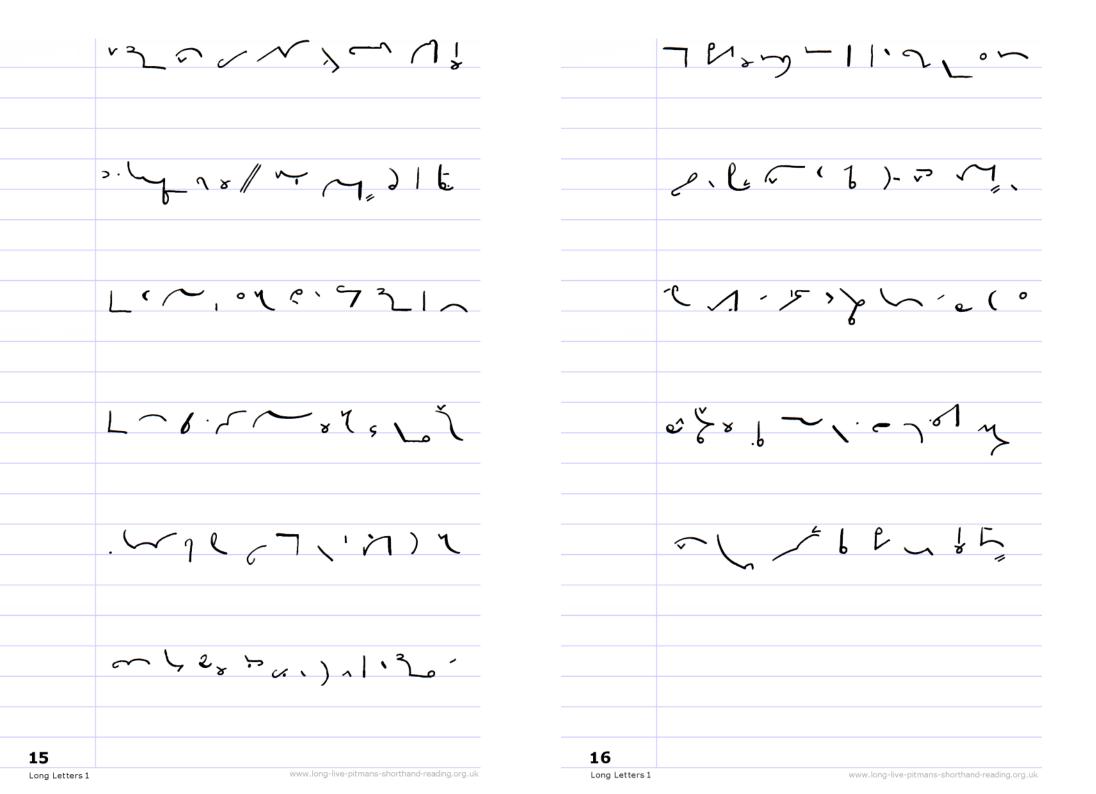
www.long-live-pitmans-shorthand-reading.org.uk

www.long-live-pitmans-shorthand-reading.org.uk





18 8 6 1		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
(18°,	)	7.2 - 6: 6 6 6 8 8
~ ~ 1 (8 ono 1)		حمر کر ر ( ال ) <u>ا</u>
مر ^ب ر ر ) ور ر	}	~12(~ (~ × ~
~ ~ ~ 6 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		L 6 1 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
& ~ 1 ° ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	٦	7. ~ ~ . , (°
13	14	



Each of these letters is 300 words, in easy matter, for your staming training, which in total would be fifteen minutes at sixty words a minute or nine minutes at a hundred. Practise any new outlines, and prepare using the facility drill book provided, then take down one letter at your comfortable rate, to gain endurance rather than pushing for speed. When you can do all three successfully, repeat them all in one take. Your shorthand notes will be neat, flowing and correct, and you will have made a start on silencing the annoving mental running commentary which seeks to interrupt and discourage you from giving your full attention to recalling and writing the outlines. Its shrill, irksome and nagging little voice gets fainter and after a few minutes, assuming you are writing fairly easily and calmly, it will give up in disgust and leave you alone. Therefore you need to record the matter yourself, reading as evenly as possible from the shorthand given, which should then match your present comfortable writing speed. Repeat it all another day, to ensure you have made a consistent gain in your ability to concentrate and keep going. A victory against mental interruptions is like getting gravel out of your shoes in order to run a race and is just as necessary as learning new outlines. (222 words)

Dear Thomas, Thanks for your phone call the other day. That is a brilliant idea to get all the family photos together and finally get them sorted. In this package are all our photos. Some of them are very old, so you will have a time recognising some of us, looking very voung and different from now. There are bits written on the back to help with names, but when you have copied them all, you can send me some printouts and I will write on who everyone is and any other information that Janet and I can remember. I think if you contact Rick and Linda they will have more for you and can also help with the family tree you are doing, as they also have an interest in that. What a shame you couldn't come up here, but our friend Mike is going to help us buy a good sized tablet so that we can see each other online, and he will help us to make our first call, to get us started. We are glad Mike has offered to help us. It's all new to us but I am sure we will manage fine.

While digging for photos, Janet found all her cake recipes and has written out the ginger cake one for Sarah, as we know you always enjoy that when you come. I wonder how your college plans are going, with all the disruptions. Don't forget, it's the keenest ones who will make it through and I know you will do the necessary and study hard, to make up for the time spent away from the college classrooms. Do let us know what you are getting up to next, so we can follow your progress from our armchairs this winter! Love Joe and Janet (300 words)

## Long Letters 1

Dear Uncle Joe, How are you doing? I hope everything is going well for you and the family. We really wanted to come and see you but it just hasn't been possible over the summer. I hope you got my parcel OK returning all the photos that you let me have. I spent a whole week copying them all onto my computer, so they are now safe for the future, and we can share them around the family. I also had a great time editing the scans of the damaged photos to get rid of the marks, as I have a really easy programme to help me do that. I will send you a copy of that wedding one, with all the creases and spots gone, it looks great. This summer has been an unexpected opportunity to get on with creating the family tree and everyone has been able to give me loads of information which has been very interesting.

I have also had more time to catch up on college revision, so I was well prepared when classes began last week. I have made the most of the time available and I feel that it will really get me ahead, so that I get more out of the course work and lectures. Please thank Auntie Janet for sending us her ginger cake recipe, Sarah made it straight away. It turned out great and we are enjoying every bite, plus we have some in the freezer as well. We really appreciate it now that the weather is colder. Can we be cheeky and ask for her Christmas cake recipe as well. so that Sarah can get started on that? Thanks for everything, Uncle, and we really hope we can see you before Christmas. With much love and best wishes, Tom (300 words)

Dear Rick and Linda, Thanks for your email, sorry I wasn't able to reply straight away. That is a great idea if you can scan your photos for me, it is quite time consuming to do them at high res, so I am grateful you can do that. Sometimes it's better to do something else while the scanner moves along so slowly, especially on the big photos. Thanks for the write-up of various bits of family history, I will add that to my folder. Well, you never know what is going to turn up and I was amazed to hear that Linda was a shorthand teacher in the days when it was used in offices everywhere. And yes, certainly, I would love to have those books so I can learn to write shorthand for my future career. I will be doing Business Studies at Uni and I know there will be loads of note taking necessary, and indeed I will always need to do that as I work my way rapidly up the corporate ladder! What a fantastic opportunity.

I know Linda says it doesn't take that long, but as I have lots of college work, it may take me just a little longer. I think when the books arrive, the family tree stuff will get put on hold, so I have more time for the shorthand. I can't wait to see how it all works and get started. I am sure I can do it all from the book, as I am used to studying like that, and it is so kind of Linda to offer to read and record all the passages for me and send them as sound files. It's going to be a great year ahead and I feel my future really does start now! Tom (300 words) (Totals: Letters 900 words, Article 1122 words)