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Phrase Sentences 1 & 2, Intro Paras

Here are some short sentences with easy vocabulary, to enable you to practise smooth writing with no hesitations. You just write one sentence repeatedly down the entire notepad page, aiming for an even and controlled flow of writing. This does not require you to recall outlines, that skill is practised in normal dictations, but instead you can concentrate on the pen or pencil gliding lightly over the paper in a continuous and confident manner. This is mainly an exercise for the hand, to improve your writing technique, leaving behind the stop-start, paper digging and pencil gripping habits, all of which will hold you back indefinitely. Repetition of single outlines can be quite mind numbing, and whole passages do not have the repetitive value of the single line sentence drill. Prepare the notepad in advance with one sentence at the top of each page, then begin your drill, filling in half the lines for as many pages as you have time to do. Take a break and then repeat it all by filling in the second half of each page.

An important point to remember is that, although you are teaching the hand to not hesitate or dawdle, this is in no way a speed attempt, and if you scribble your outlines, then scribble and scrawl is what the hand will learn. I did this type of exercise over the summer months and I pretended that someone else would have to read it later, and this stopped me overreaching my speed and kept the outlines neat. The outlines must be correct, so ensure you are copying accurately from your source. The material can be varied by replacing some of the words with others. I have included lots of common phrases to help speed your hand across the page, as well as getting them learned or revised.

The short sentence exercise gets you used to writing continuously without the hassle of stumbling over outlines. It also keeps them neat and the correct size, instead of them becoming too large,

scribbled and spaced out. It quiets the mind because there are no difficulties with trying to recall outlines, and that is a luxury that the learner needs to experience regularly, recognise the value of, and aim for, instead of pushing it off into the far future. Writing evenly and smoothly is more important in these exercises than trying to go as fast as possible. This method is also useful for preparing a dictation passage in small chunks, or learning new outlines or phrases by planting them into very easy short sentences. A hesitant style of writing can never be sped up, but a flowing one can. Never hesitating is the ultimate aim of shorthand learning, as no shorthand job can be done properly or comfortably otherwise, especially as real-life shorthand includes high speed spurts amongst the slower speaking and pauses. Once you get into the way of writing like this, I am sure you will be satisfied with nothing less in future writing.

Phrase Sentences 1

I would be very happy if you can send me the books at the same time.

I need to have them as soon as possible as I will be taking a test soon.

I am glad that you are able to go to the post office as early as possible tomorrow.

If it is possible, I would like to have three copies of the report by tomorrow morning.

You have to make sure you have practised your shorthand as much as possible before the exam.

Please let me know if you are able to get the items to me by Friday of next week.

=====

We have not been able to go to the office for several weeks because of the weather.

I am sure that I can be with you on Monday afternoon of next week for the meeting.

Phrase Sentences 1

It is certainly going to be a good meeting which you will not wish to miss at all.

However, it is certainly not going to be easy to answer all their questions.

You were not given the information and so you are not expected to know about that.

We were not shown how this would be done when we came to the office.

=====

It will not be necessary to fill in the forms when you come to the interview.

I have not seen the general manager and I do not know where he is at the moment.

We would be delighted if you can come and see us at our new home.

It would be good to have your financial report by Thursday evening at the very latest.

Please send me the sales figures for this month, as well as the minutes of the meeting.

Please let us have your finished minutes before the next council meeting.

=====

My new job was not anything like what I had imagined it would be.

I must say that it was nothing like what I had expected to find under the circumstances.

I would like to apply for the post of assistant manager in the new accounts department.

I am sure I will be able to do both jobs at the same time next week.

I did not know that it would be impossible to find them but I am not surprised at all.

They will not be coming to the commercial college classes for some time.

=====

It would appear that our sales for the month have been better than expected.

It appears to me that it is in our interests to keep our staff informed.

The sales of the books were much greater than we thought they would be.

I am glad to say that we had fewer than ten staff absent over the period.

More than twenty of our trainees passed their commercial exam last week.

As a result of our new system more than half the work was finished.

=====

Later on we were surprised to hear that more than a hundred people attended.

I have recently been studying for the final exams on the commercial course.

I had already been very successful in the shorthand tests earlier on.

We have been training our new shop staff at the rate of five per month.

It has only been six months since we started this new scheme.

I have only been to the office to see the general manager for information once this month.

=====

They appeared to have done all the necessary work by Wednesday afternoon.

It appears that we need more staff in our customer services department.

We know that some parts of our business are better than others at the present time.

I trust that you will be able to come to the accounts office for the meeting this afternoon.

We are holding the meeting Saturday evening rather than Friday afternoon.

It would appear that our customer services department has done better than last year.

=====

Phrase Sentences 1

When I came to the office last week I found everything in order.

Please send me the papers, in order that I can write my report.

You will have to leave earlier than that, in order to catch your train.

I am learning shorthand in order to improve my career in this company.

I am leaving at five, in order to be on the train at six.

I wish to check all these papers, in order to be sure about the facts of the case. (1033 words)

Phrase Sentences 2

I have been working at the government office for the past year and a half.

He has been working in the law courts for the past few years.

I think she will be starting the job at the post office some time next month.

She has been looking for a government job for the past few weeks.

Last month I finished my course at the technical college.

The last time I was at the college I was able to take the final exam paper.

=====

I have just been told that I have passed my shorthand exam.

I have been working on it very hard for the past few months.

I have done extra shorthand practice at home during the past few weeks in order to take the test.

I found that writing and learning was much quicker during the mornings.

It was a very good idea to do that rather than sit up late at night.

They say that I can collect my certificate in a few weeks.

=====

I trust that you will take into account all my past experience in this kind of work.

We have taken into account everything that you have done for us in the department over the years.

I am sure they took into account all your college exam passes and test results.

We will be taking into account all the time that the trainees have spent on this job.

This payment does not take account of the fact that the work turned out to be faulty.

The officer took account of all the facts of the case when writing his report.

=====

We do not as a general rule take students on during the summer holiday period.

I am not as a rule in the office on a Monday or Friday morning.

I could tell at a glance that this report was going to be difficult to read.

You can by all means use our spare office to write your report.

I thought I was going to have to write it by some other means.

I am glad that I will not have to find some other way of getting it finished.

=====

There will be a certain amount of editing necessary of my shorthand notes of the meeting.

I can, generally speaking, read it quickly and produce a satisfactory final report.

I can only say that I am sure there is a reason for these errors in the accounts.

She said that one way or another she would get all the work finished in time.

The information must have been changed somehow or another when he wrote it down.

I noticed that somehow or other all the files in the office had been moved.

=====

Phrase Sentences 2

We are sure that this equipment will be sufficient for ordinary purposes.

We think that the machine ought to have been serviced at the end of last month.

The revised rules have been listed in the new staff handbook.

They will take effect from the end of next month at the earliest.

The new legislation took effect from the beginning of January last year.

It would appear that the person responsible will not be charged for the damage.

=====

I have come to the conclusion that this job is the best I have done in a long time.

My employer came to the conclusion that I needed to go to college.

I think the only logical conclusion is that the staff ought to have been more careful.

The staff said that it was nothing of the sort and that they all did their best in the circumstances.

He said that if anything of the sort happened, he would let us know immediately.

Now and then we do find that the staff are not happy with the holiday arrangements.

=====

I must inform you that we have found some faults with the office building.

We believe that the office next door has more or less avoided these difficulties.

We would need to take action over this before the end of this month.

We have concluded that they must do a certain amount of repairs next month.

It would appear that these problems happened because of the new building work.

=====

It appears that this will take a year or two to complete to our satisfaction.

=====

I wish to get as near as possible to my shorthand speed goal this month.

I read back the whole shorthand passage as soon as possible that evening.

I find the best time to do this work is not later than nine in the morning.

I have to get to the office no later than eleven for the council meeting.

It must have been a year or two since I went to the college to learn shorthand.

I am sure it has been the right thing to do in order to get a well-paid job.

=====

I shall be most grateful if you can call me at the office at some time.

They had job opportunities in both the accounts and the sales departments at the same time.

We have met this person some time ago at one of our council meetings.

We have been thinking of making this change in the office for some time.

We are making improvements to the office building as quickly as possible.

I will be staying in the office as long as I can in order to get the work done.

=====

It is most important to get down all the facts and names in order to write a full report.

It seems important to mention that the managing director will be at the meeting tomorrow.

It seems to me that this meeting will not be an easy one to make notes for.

Many times during the meeting they spoke too fast for the writer to keep up.

I think it is almost impossible to write longhand at that fast rate of speaking.

It appears to me that the staff member did a good job of taking the notes. (1188 words)