



I know that you are going to have a wonderful time at the birthday party.

I know how much this is going to cost and it is not very cheap.

We know that it is time to get on with reading the book and notes.

I shall be waiting for you at the railway station tomorrow morning at about eleven.

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**1**

Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

**2**

Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

We shall be ready to come and see you when we have done the work.  
I do think you should be at the office when Mr Smith comes in tomorrow.

We do have to write to all our customers at the end of the year.  
They do many helpful things for us and they always do a very good job.

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I had very many calls and emails from them when I was in the office.  
I thank you for your recent letter which has all the information that is needed.

We thank you very much for coming to see us at the office yesterday afternoon.  
I think you are going to like the new offices when you come in tomorrow.

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Speed Up 5

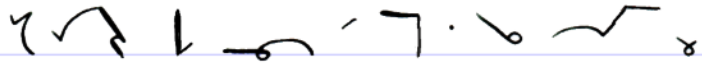
www.long-live-pitmans-shorthand-reading.org.uk

6

Speed Up 5

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

I think I will be able to do the exam and get a pass mark.  
We think you will be surprised at how much we have done on this project.



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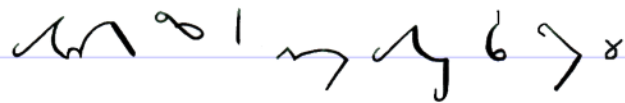
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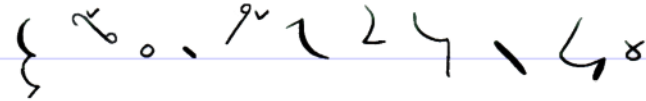
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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

They think the price is too high and have asked for it to be changed.  
I thought you were coming to the new house so I stayed in all day.



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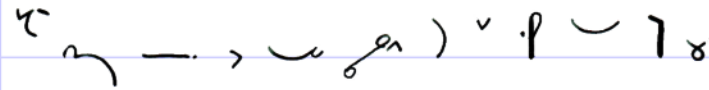
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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

We thought you might wish to see this recent letter from our accountant Mr Brown.

I can say that Mr Black is a good employee who can work very fast.

I can see you next Monday morning but I cannot do either Tuesday or Wednesday.

I can see that you have brought the relevant papers and samples to the meeting.

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We can send the information when Mr Green returns to the office next Wednesday morning.

Please come to the head office next Monday afternoon if you can spare the time.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

Please email me if you cannot come to see our staff within the next week.

I cannot finish writing the minutes of the meeting until I have all the information.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

You cannot print those reports until he has read through the pages and made corrections.

I know that he cannot do the job satisfactorily because he is not sufficiently qualified.

Handwritten shorthand for the first sentence: You cannot print those reports until he has read through the pages and made corrections.

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Handwritten shorthand for the second sentence: I know that he cannot do the job satisfactorily because he is not sufficiently qualified.

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She told us yesterday morning that she cannot travel that distance to work every day.

We cannot agree to these terms and so we will have to talk about it.

Handwritten shorthand for the first sentence: She told us yesterday morning that she cannot travel that distance to work every day.

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Handwritten shorthand for the second sentence: We cannot agree to these terms and so we will have to talk about it.

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They cannot come to an agreement over the dispute that has arisen in the yard.  
He can sort out the letters and emails for me but he cannot answer them.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

She can do every type of office work but she cannot work on Friday mornings.  
She may wish to come for an interview and she can discuss it with you.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 5

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

She will be available all next week to see the customers on the shop floor.

Can you find out the information for me from the secretary of the manager's office?

Can we go to the meeting and can we have a copy of the minutes?

Could you please send all those emails and also reply to today's ones as well?

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Could you take this big parcel to the post office and also get some stamps?  
Could we take on more people to help the staff in the main accounts office?

If he can, he will be coming in to the office every morning this week.  
He may wish to leave early on Friday to catch his train to the north.

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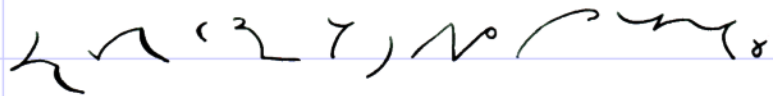
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She may have to leave that work until she returns later on in the month.  
She was saying to me that she had to take several days off last month.

She will be sorry to leave the office but the new job is very good.  
I will be at home all day today and you will be able to visit.

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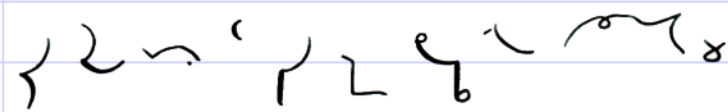
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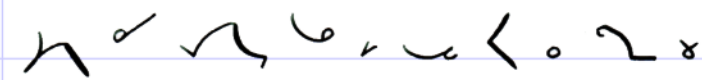
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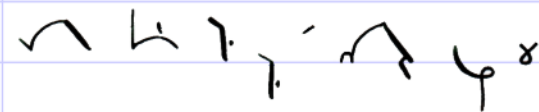
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He will be arriving on the early train and he will be bringing the papers.  
She will be doing all our accounts work and so she will be very busy.

Let me know if you are attending the meeting that we are having Monday next.  
I think you will be very satisfied with the report and all the new information.

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Handwritten shorthand for the first sentence of exercise 23.

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Handwritten shorthand for the second sentence of exercise 23.

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Handwritten shorthand for the first sentence of exercise 24.

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Handwritten shorthand for the second sentence of exercise 24.

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### Speed Up 5

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I know how much this is going to cost and it is not very cheap.

We know that it is time to get on with reading the book and notes.

I shall be waiting for you at the railway station tomorrow morning at about eleven.

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We shall be ready to come and see you when we have done the work.

I do think you should be at the office when Mr Smith comes in tomorrow.

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I had very many calls and emails from them when I was in the office.

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### Speed Up 5

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