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SPEED UP PAD 7

Phrasing

15-19 words per sentence

Edited version of blog Phrase Sentences 1 (Nov 2020)

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PDF Date: 28 January 2021

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.

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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.

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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.

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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 difficult questions.

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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.

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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.

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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.

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

Please let us have your report at least two days before the next council meeting.

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My new office 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.

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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.

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

We know that they will not be coming to the commercial college classes for some time.

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

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

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The sales of the new 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.

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Speed Up 7						W	ww.long	-live-pitm	ans-short	hand-r	eading.c	org.uk

More than twenty of the new trainees passed their shorthand and English tests last week.

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

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

I have recently been studying for the high speed shorthand exams on the commercial course.

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I had already been very successful in most of the other class tests earlier on. We have been training our new shop staff at the rate of five per month.

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It has only been six months since we started the new scheme in the office.

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

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

It appears that we need to employ more trained staff in our accounts services department.

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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.

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They are holding the meeting on Saturday evening at the hotel rather than Friday afternoon.

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

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

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

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

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

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

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

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Speed Up 7 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. as early as possible tomorrow. the report by tomorrow morning. to me by Friday of next week. several weeks because of the weather. will not wish to miss at all. answer all their difficult questions. not expected to know about that. we came to the office.

at our new home.

Please let us have your report at least two days before the next council meeting. I am glad that you are able to go to the post office My new office job was not anything like what I had imagined it would be. I must say that it was nothing like what I had If it is possible, I would like to have three copies of expected to find under the circumstances. I would like to apply for the post of assistant You have to make sure you have practised your manager in the new accounts department. shorthand as much as possible before the exam. I am sure I will be able to do both jobs at the same Please let me know if you are able to get the items time next week. I did not know that it would be impossible to find We have not been able to go to the office for them but I am not surprised at all. We know that they will not be coming to the I am sure that I can be with you on Monday commercial college classes for some time. afternoon of next week for the meeting. It would appear that our sales for the month have It is certainly going to be a good meeting which you been much better than expected. It appears to me that it is in our interests to keep However, it is certainly not going to be easy to our staff informed. The sales of the new books were much greater than You were not given the information and so you are we thought they would be. I am glad to say that we had fewer than ten staff We were not shown how this would be done when absent over the period. 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 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

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