



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.

Handwritten shorthand for the first sentence: I would be very happy if you can send me the books at the same time.

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Handwritten shorthand for the second sentence: I need to have them as soon as possible as I will be taking a test soon.

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**1**

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.

Handwritten shorthand for the first sentence: I am glad that you are able to go to the post office as early as possible tomorrow.

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Handwritten shorthand for the second sentence: If it is possible, I would like to have three copies of the report by tomorrow morning.

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**2**

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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Handwritten shorthand for the first sentence: You have to make sure you have practised your shorthand as much as possible before the exam.

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Handwritten shorthand for the second sentence: Please let me know if you are able to get the items to me by Friday of next week.

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**3**

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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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Handwritten shorthand for the first sentence: We have not been able to go to the office for several weeks because of the weather.

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Handwritten shorthand for the second sentence: I am sure that I can be with you on Monday afternoon of next week for the meeting.

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**4**

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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.

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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Speed Up 7

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

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Speed Up 7

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

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.

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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.

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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Speed Up 7

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

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Speed Up 7

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

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

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

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Speed Up 7

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

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.

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

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

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Speed Up 7

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

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.

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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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.

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.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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**17**

Speed Up 7

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

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.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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**18**

Speed Up 7

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

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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Speed Up 7

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

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.

m o n t b / y 6 h e h x

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Speed Up 7

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

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.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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**21**

Speed Up 7

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.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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**22**

Speed Up 7

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.

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.

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 7**

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

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

-----

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

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**Speed Up 7**

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