

I have been working at the government office for the past year and a half.
He has been working hard in the city law courts for the past few years.

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Speed Up 8

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I think she will be starting the job at the post office some time next month.
I know that she has been looking for a government job for the past few weeks.

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Speed Up 8

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Last month I finished all the final tests for the course at the technical college.
The last time I was at the college I was able to take the final exam paper.

Handwritten shorthand for the first sentence: Last month I finished all the final tests for the course at the technical college.

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Handwritten shorthand for the second sentence: The last time I was at the college I was able to take the final exam paper.

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Speed Up 8

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I have just been told by my teacher that I have passed my shorthand test.
I have been working on this financial report very hard for the past few months.

Handwritten shorthand for the first sentence: I have just been told by my teacher that I have passed my shorthand test.

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Handwritten shorthand for the second sentence: I have been working on this financial report very hard for the past few months.

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Speed Up 8

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

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 very much quicker for me during the mornings.

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

They say that they will be able to post my certificate to me in a few weeks.

19

Handwritten shorthand symbols for the first row of the test.

38

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Handwritten shorthand symbols for the second row of the test.

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Speed Up 8

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

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Handwritten shorthand symbols for the first row of the test.

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Handwritten shorthand symbols for the second row of the test.

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6

Speed Up 8

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

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.

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Handwritten shorthand symbols for the first sentence.

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Handwritten shorthand symbols for the second sentence.

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Speed Up 8

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

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Handwritten shorthand symbols for the first sentence.

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Handwritten shorthand symbols for the second sentence.

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Speed Up 8

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

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.

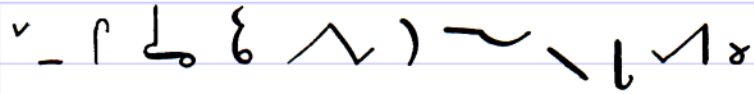
We do not as a general rule take students on during the summer holiday period.

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

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I could tell at a glance that this report was going to be difficult to read.
You can by all means use the spare office to write the report of the meeting.

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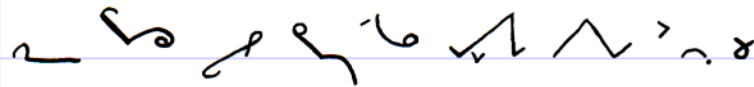
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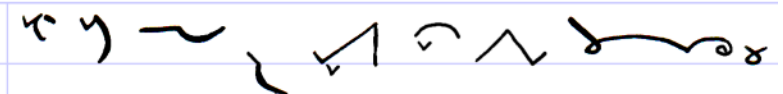
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Speed Up 8

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I thought I was going to have to write my report by some other means.
I am glad that I will not have to find some other way of getting it finished.

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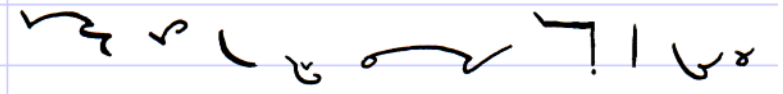
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Speed Up 8

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

I can, generally speaking, read all my shorthand notes 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.

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

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Handwritten shorthand for "I can, generally speaking, read all my shorthand notes and produce a satisfactory final report."

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Speed Up 8

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

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

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Speed Up 8

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The information must have been changed somehow or another when he wrote out his notes.

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

We are sure that this new budget be more than sufficient for ordinary purposes.

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

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Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Handwritten shorthand for the third sentence.

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Handwritten shorthand for the fourth sentence.

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Speed Up 8

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16

Speed Up 8

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The additional rules for all the offices have been listed in the new staff handbook.

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

The new legislation for office buildings took effect from the beginning of June last year.

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

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Speed Up 8

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Speed Up 8

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

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

The staff came to the conclusion that they should have written to the person before.

Handwritten shorthand for the first sentence: I have come to the conclusion that this job is the best I have done in a long time.

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Handwritten shorthand for the second sentence: The staff came to the conclusion that they should have written to the person before.

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Speed Up 8

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 did their best in the circumstances.

Handwritten shorthand for the first sentence: I think the only logical conclusion is that the staff ought to have been more careful.

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Handwritten shorthand for the second sentence: The staff said that it was nothing of the sort and that they did their best in the circumstances.

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Speed Up 8

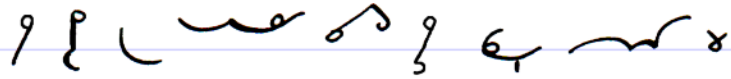
He said that if anything of the sort happened, he would let us know immediately.

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 serious faults with the office building.

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

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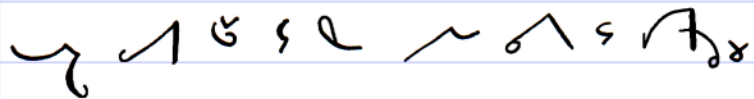
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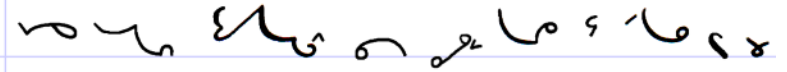
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Speed Up 8

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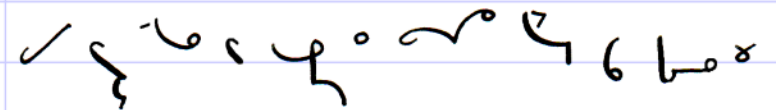
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Speed Up 8

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We would need to take action over this problem before the end of this month.
We have concluded that they must do a certain amount of urgent repairs next month.

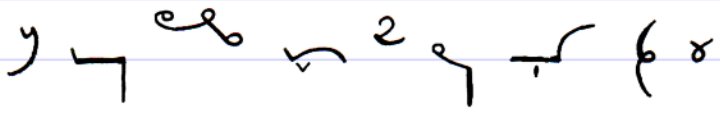
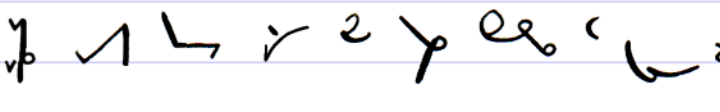
It would appear that all these recent difficulties occurred because of the new building work.
It appears that this will take a year or two to complete to our satisfaction.

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

	
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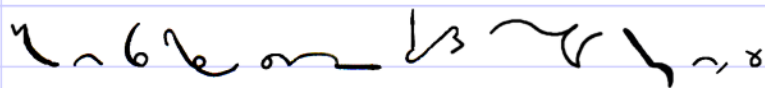
It must have been a year or two since I went to the college to learn shorthand.
I am sure it has been the right thing to do in order to get a well-paid job.

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.

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I have met this person some time ago at one of the monthly board meetings.
We have been thinking of making this important change in the office for some time.



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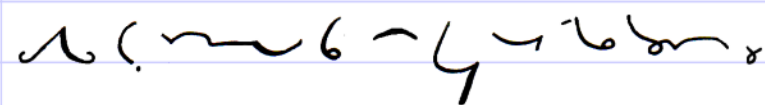
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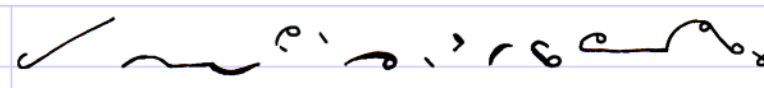
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Speed Up 8

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We are making lots of improvements to all the old buildings as quickly as possible.

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



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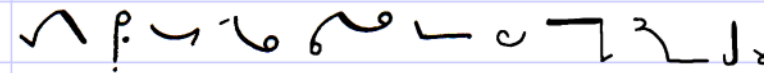
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Speed Up 8

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

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.

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Speed Up 8

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

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Speed Up 8

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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.

It seems to me that this is a most important point for us to remember.
It appears to me that they have a most important job to do this month.

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Speed Up 8

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Speed Up 8

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

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