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SPEED UP PAD 10

Omission Phrases

15-18 words per sentence

Edited version of blog Omission Phrases 2 (Dec 2019)

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PDF Date: 28 January 2021

I hope you have obtained satisfactory results over the past year of your shorthand studies.

I hope you will remember that it is most important to practise regularly every day.

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There is still time for the shorthand students to take steps to improve their performance.

We know that many of the shorthand writers were very pleased indeed with their results.

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They got first rate passes because of their hard work over the past few months. Last time I spoke to them, they were taking steps to get much better results.

It is almost impossible to write the words slowly once you are a shorthand writer.

We think it is almost certainly going to be a very worthwhile project for them.

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I was very pleased indeed to read in your last letter of your shorthand success.

The new trainees in the shorthand class have for the most part made great improvements.

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In fact it will only be a very short time before they finish the course.

This week we are learning the basics and next week it will be new phrases.

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As a matter of fact, I believe that next month will be our best ever.

I hope there is a space in their study diary for some extra shorthand practising.

The tests on this subject will now take place next month because of these delays.

We are very much looking forward to our first days at the college this week.

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We are expecting to pass, owing to the fact that we have done the work.

We know that the new staff are expecting to do as well as they did last time.

She will be very pleased indeed that we have become much more confident in our shorthand.

We can write all the notes very much more neatly now that we have improved.

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We are very well prepared this time and look forward to this test of our ability. You have all done so well and I hope you will keep going in this direction.

Once again all the staff spoke of their great desire to carry forward the plan.

They will be carrying forward their education in these subjects with more study at home.

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On the other side of the exam is yet more practice to be able to write even faster.

It is almost certainly going to be a very interesting point of discussion between them.

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On the other hand they are, generally speaking, very much interested in improving their speed.

For this reason we have now made new plans to hold the meetings this month.

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Any other plan of action will not lead to satisfactory results in the shorthand tests.

We know that this is one thing that must be done and one way to improve.

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The students all helped one another with their essays on foreign affairs and other assignments.

We have concluded that this new way of advertising is much more helpful for everyone.

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The teachers all said that this was a very satisfactory conclusion to the shorthand course.

In conclusion I would like to say that we have very much enjoyed the past few months.

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I am asking them to consider coming again on the other side of the summer holidays.

I will consider all these matters that you have raised and write a report for your consideration.

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I am concerned that the students will not be able to attend the technical college next week.

At this time we are concerned that the shorthand classes may be delayed by two weeks.

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The staff have incurred great expense when they signed up for the new day course.

The parents cannot be expected to take on more heavy expenses for the next term.

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My personal experience is that it would be good to undertake more practice at home.

Recent experiences in this month's test results have proved that the new methods are better.

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Please let me know the results of the investigation, if possible by the end of this month.

The students want to know if it is possible to reach that high speed in six months.

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In order to do that, they must start their online lessons as soon as possible. They have all done the work as well as possible under the very difficult circumstances.

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Speed Up 10						wayay lo	na-livo-nitr	nane-eherth	and roading	ara uk

We are extremely sorry to tell you that the technical college cannot hold that exam.

I am extremely sorry to hear this but I have received a refund from them.

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The students learned all the new technical terms and how to write them very briefly.

Their time in the labs at the technical institution last week was very well spent.

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We have no objection at all to your students sitting in on the technical classes. There is no objection to them practising their shorthand writing during the lectures next week.

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In reply to your enquiry, I wish to inform you that we have received the shorthand books.

We will be glad to receive further books on this subject from you in due course.

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This letter is in reply to your enquiry about the number of shorthand applicants for this job.

We have received many applications this month from the trainees at the city technical college.

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There is no objection to them writing it up either on screen or by hand.

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It is also expected that they will present all their English language certificates for consideration.

As a result of all your hard work, I am extremely pleased to hear of your success.

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Speed Up 10 Speed Up 10 I hope you have obtained satisfactory results over We are expecting to pass, owing to the fact that we The teachers all said that this was a very The students learned all the new technical terms the past year of your shorthand studies. have done the work. satisfactory conclusion to the shorthand course. and how to write them very briefly. I hope you will remember that it is most important In conclusion I would like to say that we have very Their time in the labs at the technical institution We know that the new staff are expecting to do as to practise regularly every day. well as they did last time. much enjoyed the past few months. last week was very well spent. There is still time for the shorthand students to She will be <u>very pleased indeed</u> that we have I am asking them to consider coming again on the We have no objection at all to your students sitting become much more confident in our shorthand. in on the technical classes. take steps to improve their performance. other side of the summer holidays. We know that many of the shorthand writers were We can write all the notes very much more neatly I will consider all these matters that you have There is no objection to them practising their very pleased indeed with their results. now that we have improved. raised and write a report for your consideration. shorthand writing during the lectures next week. We are very well prepared this time and look In reply to your enquiry, I wish to inform you that They got first rate passes because of their hard I am concerned that the students will not be able to work over the past few months. forward to this test of our ability. attend the technical college next week. we have received the shorthand books. Last time I spoke to them, they were taking steps to You have all done so well and I hope you will keep At this time we are concerned that the shorthand We will be glad to receive further books on this get much better results. going in this direction. classes may be delayed by two weeks. subject from you in due course. Once again all the staff spoke of their great desire It is <u>almost impossible</u> to write the words slowly The staff have incurred great expense when they This letter is in reply to your enquiry about the once you are a shorthand writer. to carry forward the plan. signed up for the new day course. number of shorthand applicants for this job. We think it is almost certainly going to be a very They will be <u>carrying forward</u> their education in The parents cannot be expected to take on more We have received many applications this month worthwhile project for them. these subjects with more study at home. heavy expenses for the next term. from the trainees at the city technical college. I was very pleased indeed to read in your last letter On the other side of the exam is yet more practice My personal experience is that it would be good to As regards the interviews for this post, there will be of your shorthand success. to be able to write even faster. undertake more practice at home. some written tests on the day. There is no objection to them writing it up either on The new trainees in the shorthand class have for It is <u>almost certainly</u> going to be a very interesting Recent experiences in this month's test results the most part made great improvements. point of discussion between them. have proved that the new methods are better. screen or by hand. <u>In fact</u> it will only be a very <u>short time</u> before they On the other hand they are, generally speaking, Please let me know the results of the investigation. It is also expected that they will present all their finish the course. very much interested in improving their speed. English language certificates for consideration. if possible by the end of this month. This week we are learning the basics and next week For this reason we have now made new plans to The students want to know if it is possible to reach As a result of all your hard work, I am extremely it will be new phrases. hold the meetings this month. that high speed in six months. pleased to hear of your success. As a matter of fact, I believe that next month will be Any other plan of action will not lead to satisfactory In order to do that, they must start their online results in the shorthand tests. our best ever. lessons as soon as possible. I hope there is a space in their study diary for some We know that this is one thing that must be done They have all done the work as well as possible extra shorthand practising. under the very difficult circumstances. and one way to improve. The tests on this subject will now take place next The students all helped one another with their We are extremely sorry to tell you that the month because of these delays. essays on foreign affairs and other assignments. technical college cannot hold that exam. We are very much <u>looking forward</u> to our first days We have concluded that this new way of advertising I am extremely sorry to hear this but I have at the college this week. is much more helpful for everyone. received a refund from them.