

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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W J P S L H N E B S

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1

Speed Up 10

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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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J L S P W J N E B S

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Speed Up 10

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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.

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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.

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.

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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.

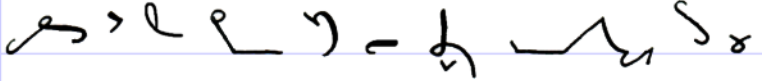
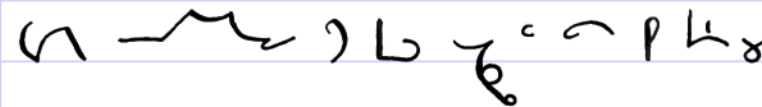
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We are very well prepared this time and look forward to this test of our ability.
You have all done so well and I hope you will keep going in this direction.

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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Speed Up 10

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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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Speed Up 10

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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.

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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Speed Up 10

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Speed Up 10

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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.

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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Handwritten shorthand characters for the first sentence.

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Handwritten shorthand characters for the second sentence.

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Handwritten shorthand characters for the first sentence.

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Handwritten shorthand characters for the second sentence.

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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.

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

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15

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

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17

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

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17

Handwritten shorthand for "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.

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.

Handwritten shorthand for "In order to do that, they must start their online lessons as soon as possible." on a 15-second line.

Handwritten shorthand for "We are extremely sorry to tell you that the technical college cannot hold that exam." on a 15-second line.

Handwritten shorthand for "They have all done the work as well as possible under the very difficult circumstances." on a 15-second line.

Handwritten shorthand for "I am extremely sorry to hear this but I have received a refund from them." on a 15-second line.

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.

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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Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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.

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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W. J. S. E. R. S.

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As regards the interviews for this post, there will be some written tests on the day.

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

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