

Intro It has been a very long time since we spoke about this matter.

It is not our intention to delay, so if you do not hear from us, please let us know immediately.

Emails sent to us will receive a reply from us on the same day.

We would like to see the photos, as we think they will be very interesting as well as inspiring.

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Speed Up 12

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Speed Up 12

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We wish to receive these items as soon as you can send them to us.
We shall certainly let you know as soon as possible when they are in our hands.

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It is said that the statue was erected for his sake somewhere in this city.
This is a very unusual story and in our view this has been found to be true.

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At first we did not know about it but we shall visit the place Wednesday next.
We will come to you Wednesday first in the early part of the evening.

It appears that we do have the time and by all means do book a place in the restaurant.

It is only necessary to reserve tables at that restaurant in the early part of the day.

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Speed Up 12

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Speed Up 12

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This house is much older than our own and we shall see it Monday afternoon or Tuesday evening.

At all events, we shall put the purchase into effect while the rate of interest is still low.

I had been talking to the people who have done this type of building work before.

Please inform me if it is likely that you will be able to attend the medical association meeting.

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Handwritten shorthand for the first sentence of the first paragraph.

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Handwritten shorthand for the second sentence of the first paragraph.

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Handwritten shorthand for the first sentence of the second paragraph.

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Handwritten shorthand for the second sentence of the second paragraph.

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I think you will not regret making the journey and you are not going to be disappointed.

I attend the political association meetings from time to time and this would be a similar type of engagement.

Some call it a conference but this word does not describe it exactly.

Maybe they could use some other term for their times of discussion.

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The letter was addressed to "my dear sir" and this is most probably from Mr Black.

In fact I know it is, as he often writes his letters to me in this manner.

This author has written a book on the animal life in his country.

In reply to his request, I will consider holding a stock in our store.

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We have concluded that it would sell quite well so we will offer it for a time.
There is a difference of opinion on whether we should go all the way to the end of the year with it.

The fact of the matter is that, in reply to our enquiries, they cannot stock this item.
In reply to your enquiry, he has said again and again that there will be no follow-up book.

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It is more or less a one-off although there is other merchandise in connection with it.

We have to bear in mind that there must have been a good report on its future sales.

There must have been some trouble because there have been reports in the newspapers.

Increased sales are possible, when it is seen side by side with the other related items.

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Handwritten shorthand symbols for the first exercise.

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Handwritten shorthand symbols for the second exercise.

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Handwritten shorthand symbols for the first exercise.

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Handwritten shorthand symbols for the second exercise.

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Section 1 I agree with the accountants and in all probability they will be dealing with this tomorrow.

The number of website visitors was three times as much as were recorded last year.

Handwritten shorthand for the first sentence: I agree with the accountants and in all probability they will be dealing with this tomorrow.

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Handwritten shorthand for the second sentence: The number of website visitors was three times as much as were recorded last year.

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Speed Up 12

The reporters in this country write their notes as fast as a bullet, as it were.

As the matter has been resolved, I feel sure that you will agree to continue with the work.

Handwritten shorthand for the first sentence: The reporters in this country write their notes as fast as a bullet, as it were.

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Handwritten shorthand for the second sentence: As the matter has been resolved, I feel sure that you will agree to continue with the work.

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Speed Up 12

In the meantime you will probably be working out the percentage of profit.
They will probably be happy with a per annum figure of six per cent.

They completed the job very satisfactorily in this matter and I quite agree with their methods.

May I take the liberty of inviting you to our meeting on this occasion to discuss the matter?

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Speed Up 12

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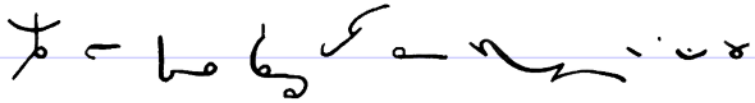
Speed Up 12

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Notwithstanding such great difficulties on these occasions, we will seek to bring the matter to an end.

I am certain that you are quite agreeable to working on the other side of town next month.

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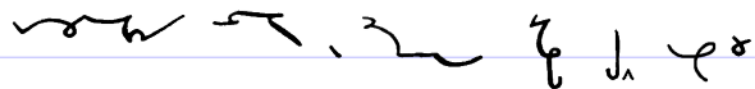
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Speed Up 12

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With such good workers on either hand, we brought forward the completion date for our plans.

They completed the job, notwithstanding that on that day there were very peculiar circumstances in the office.

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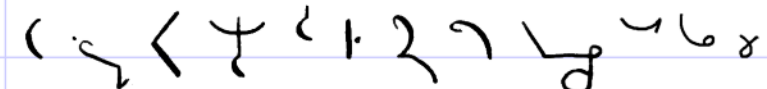
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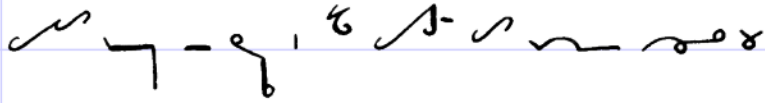
Speed Up 12

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We want to get good speeds but on the other hand we don't want to make mistakes.

There were mountains on either side of the river but by some means we reached the town.

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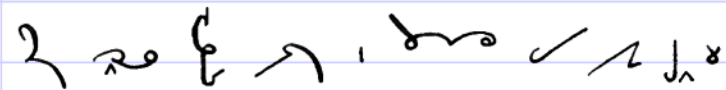
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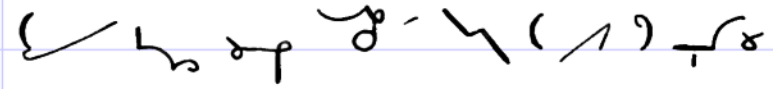
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They were determined to succeed in all circumstances, and by and by they reached their goal.

By the by, did you see that news article on those who were at the football match?

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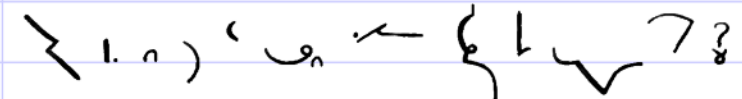
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As we travelled through the world, we saw the problems of those who were living in the cities.

We spoke to those who are living there, so that we may report on this matter.

I think it is necessary to go there immediately and I think that you are the one who should do it.

Every circumstance is different and I am inclined to think we must get all the facts first.

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Speed Up 12

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Speed Up 12

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I am persuaded that we have acted entirely correctly on these occasions.
In this respect the officer is wrong but in his own opinion he was in the right.

I am sending last month's reports, as well as those which we are now
considering.

As the matter is now closed, I am very glad to say that I will be free tomorrow.

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