

Section 2 Please inform us of your experience in this subject before we put the plans into effect.

We know that in this century there have been changes in this city and this has been discussed in the book.

At first cost means the cost is not more than that of materials and labour.

It appears that the state of affairs of the company will be discussed on Thursday evening with the report available on Monday evening.

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The people who have not returned from out of doors will miss the Thursday afternoon meal.

They received letters from us but did not reply to us and we don't know what is going on.

As we have heard that the exam is Wednesday next, it appears that we should now revise.

The reports from the political association have been expected for longer than a month.

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Speed Up 13

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Speed Up 13

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We have been informed by the medical association that the meeting will last no longer than an hour.

It is only necessary to check that the traders' association papers have been returned to the correct place.

We will contact the Incorporated Association of Medical Workers as soon as we can do so.

The news in this statement about the low rate of interest will in our view cause concern.

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Handwritten shorthand for the first sentence of the first passage.

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Handwritten shorthand for the second sentence of the first passage.

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Handwritten shorthand for the first sentence of the second passage.

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At all events we will do it as quickly as we can, but it can only be done next month.

They will make their decision as soon as they have read the details in our statement of last week.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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I will be at the meeting Wednesday next, as we think that it may only be about half an hour.

Please explain the words of this statement, as we cannot be sure of what is meant by some of the terms.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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I have to say that for his sake I hope he improves sooner rather than later.
By all means come to the meeting, as we shall be able to meet the directors
and local representatives.

The children are as well as usual and it is said they will only be absent for a day
at the most.
The patient is as well as can be expected and he will only be here for a week.

	
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Your report should be smaller than this, as we may need to read it out loud.
You must follow the rules as we do, as we cannot maintain safety any longer if you do not.

We now supply the food at all our own functions, as we are not tolerant of poor quality.

We are not satisfied with the work at all and are not tolerant of their unsatisfactory performance.

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Speed Up 13

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Section 3 They drive the car as if it were in a race and there will be an accident if it is not stopped.

I am able to think of several things that they would like but I cannot say what they are just yet.

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I am unable to think of the means by which it was done, but I will remember all the facts at some time.

The book in which it is mentioned has been on sale for some time and you will be able to buy it.

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I cannot be sure of the report in which it has appeared and I cannot see how we can find it.

I hope you will not forget that we are able to make adjustments to the plans from time to time.

I sent them a few words on the matter some time ago so they would be aware of this.

They would not be happy with this answer and if it were possible they would change it.

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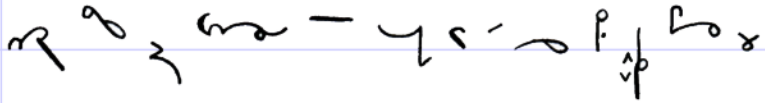
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You will not be surprised to hear that you must not go into the building and must stay outside at all times.

I wondered if it would be possible to see both of them at the same time, as I may not be here tomorrow.

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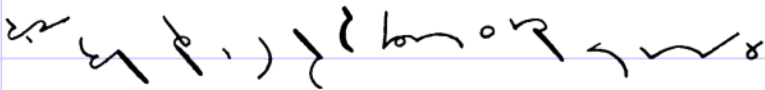
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Speed Up 13

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This is a book of which it has been said that it is able to make a big difference to the reader's opinion.

This is an issue of which it must be said that no-one is able to think of the right answer.

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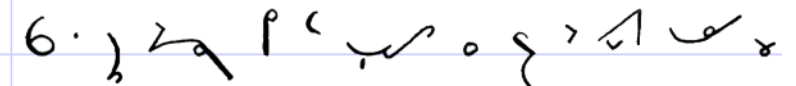
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Speed Up 13

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Unfortunately you were not told of the meeting but at any rate you did arrive and I trust not too exhausted.

I would be interested to know what we would do if such circumstances happened again.

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Speed Up 13

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You may not be aware that you cannot use that machine today as it has been broken for some time.

Many words have been written on this subject but the report is entirely in our words.

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Speed Up 13

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You are not far from achieving high speed and you will not fail if you continue.
You will not be expected to come to the meeting because you are not a member.

You should not be surprised to hear that I shall not be present at the next directors' meeting.

I was not told the date of the business meeting and therefore I have not put it in the diary.

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