

Handwritten shorthand symbols on a blue-lined background.

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~ ~ ~ OR ~

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Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background, including a red mark.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten cursive characters on a blue-lined background.

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h h h h

h h h h

h h h h

h h h h

h h h h

h h h h

h h h

h h h h h h

h h h h h

h h h h

h h h h h

h h h h

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Handwritten shorthand symbols on a blue-lined background.

7 6 5 4

3 2 1 0

9 8 7 6 5 4

3 2 1 0

6 5 4 3 2

7 6 5 4 3

7 6 5 4

3 2 1 0

9 8 7 6 5 4

3 2 1 0

6 5 4 3 2

7 6 5 4 3

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Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background, including the word "OR" above a symbol.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

sh th th

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background. The first symbol has a red arrow pointing to its starting point.

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h h h h h

h h h

h h h

h h h

h h h h h

h h h

h h h

h h h h

h h h h

h h h h h h

h h h h h h

h h h h h

~ ~ ~ ~

o o o o

o o o

o o o o o

o o o o

o o o o o

o o o o

o o o o o

o o o o o

o o o o o

o o o o o

o o o o o

h e h e h e h e

o o o o o o

l l l l

r r

PHRASING BOOK 3

1

OMIT SOUND

past year, past few years, past experience, post office, I trust that, I trust you will

next door, next time, last time, your last letter, at the last minute

best time, best terms, best quality, best price, West End, West Indies

must say, must have, must not, must never, must receive, must also

must take, mistake, mistaken, most probably, most likely

in most cases, most excellent, most desirable, most undoubtedly, most necessary

2

take steps, necessary steps, at cost price, lowest price, better still

medical student, shorthand student, college student, critical stage, use to be, used to have

at the earliest moment, at the earliest part, at the earliest possible time

to be, to begin, to behave, to belong

to being, to behold, to beware, to be aware

few weeks, past few weeks, several weeks, many weeks

3

in fact, in effect, well known fact, it is a well-known fact

as a matter of fact, in spite of the fact, in spite of the fact that the, notwithstanding the fact

of the fact, because of the fact, to the fact that, due to the fact, in view of the fact

lose sight of the fact, owing to the fact, significant fact, significance of the fact, in the light of the fact

in point of fact, that is a fact, fact of the matter, facts and figures, from the fact that

yours sincerely, yours most sincerely, foreign affairs, Foreign Secretary

4

has been considered, has been made, has been mentioned

has been received, has been said, has to be said, is to be said

between them, between these, between themselves, between which, between now

one more, once more, once again, one thing, one hand

one question, one another, on one side, one way, one instance

one more, one fourth, one fifth, one sixth, one tenth

5

one point, one of my, one of our, one of us/his, one of them, one and all

we understand, we knew, we needed, we went

human mind, humankind, human character, human life, home life

take place, taken place, takes place, took place, first place, feel sure

much more, any other, no other, many other, than the other

from the other, and other conclusions, on the other, on the other side of the, on the other hand, in the other, for the other

6

some other, some of them, many other, many of them, any of them, another of them

square, square feet, square yards, square inches, square miles

square metres, square deal, square meals, school meals

square root, over, take over, take cover

last week, last weekend, this week, next week, previous week

six weeks, six weeks' time, in other respects, hardly possible, hardly likely

PHRASING BOOK 3

7

animal life, social life personal life, family life, long life

OMIT SYLLABLE

generally speaking, general secretary, annual general meeting, extraordinary general meeting, annual report and accounts, general election, election

prime minister, some measure, upside down, take exception, make exception, making exceptions

little longer, still longer, Atlantic coast, Pacific coast, Baltic coast

satisfactory reply, satisfactory record, satisfactory response, satisfactory reason, satisfactory results, better results

poor results, acceptable results, reliable results, get results, will result, it will result

8

personal knowledge, personal injury, final analysis, machine shop, machine gun, zero rated

technical terms technical phrases, technical college, technical difficulty, technical problem

bigger and bigger, better and better, deeper and deeper, higher and higher, later and later

more and more, larger and larger, lower and lower, faster and faster, nearer and nearer

quicker and quicker, worse and worse, years and years, such and such, round and round, around and around

directly or indirectly, correctly or incorrectly, real or unreal, true or untrue

9

known or unknown, willing or unwilling, sold or unsold, claimed or unclaimed

additional costs, additional expense additional experience, additional work, additional information

British, British Isles, British people, British Museum, income tax, income and expenditure

business letter, businessman, businesswoman, business experience, business school, business matters

business terms business relations, businesslike manner, line of business, lines of business

your concern, I am concerned, I was concerned, they are concerned, we are concerned, you are concerned

10

I will consider, you may consider, to consider the, we have considered, it is considered, cannot be considered

carefully considered, very considered, very considerate, for consideration, for your consideration, great deal of consideration

we have concluded, I concluded, come to the conclusion, came to the conclusion and in conclusion

satisfactory conclusion, other conclusions, my own conclusion, necessary conclusion, logical conclusion

as soon as convenient, unexpected consequence, necessary consequence, unforeseen consequences

personal expense, necessary expense, great expense, heavy expenses, medical expenses

11

college examinations, medical examination, medical exam

personal experience, work experience, in our experience, recent experience

to a great extent, to a certain extent, to a large extent, favourable circumstances, more favourable, inspector general

honourable member, honourable senator, honourable gentleman, honourable gentlemen, right honourable gentleman,

building inspector, hospital inspector, government inspector, railway inspector

I am instructing, I have been instructed, you will instruct, we are instructed

PHRASING BOOK 3

12

your instructions, further instructions, musical instrument, optical instrument, surgical instrument

extremely pleased, extremely concerned, extremely sorry, I am extremely sorry

distinctly, distinctly understood, strictly speaking, broadly speaking, generally speaking

abundantly clear, absolutely certain, absolutely sure, absolutely necessary

perfectly sure, perfectly clear, perfectly satisfactory, perfectly understandable

high pressure, low pressure, water pressure, steam pressure, blood pressure

13

your majesty, her majesty, his majesty, their majesties

in this manner, satisfactory manner, reasonable manner, and in like manner

all manner, all manner of ways, such a manner, in such a manner as to

this month, end of the month, end of this month, next month, during the month

six months, six months' time, six months ago, some months ago

many months, twelve months, three months, two months,

14

I have no objection, there are no objections, we have another objection

it is possible, it is not possible, it was not possible, it is just possible, as soon as possible, as long as possible

as much as possible, as early as possible, as quickly as possible, as good as possible, all we possibly can

for this reason, there is no reason why, very good reason, every reasonable

what is the reason, what was the reason, what were the reasons, good sense, good reasons

personal property, private property, freehold property, lost property

15

I have received, we have received, has been received, not yet received, I shall be glad to receive, you will have received

expect to receive I am in receipt of, we are in receipt of your letter, I acknowledge receipt of the

with reference to, with reference to the, with reference to your enquiry, in reference, in reference to the

as regards the, with regard to the, in regard to the, in regard to these matters, as far as regards

I relation to the, business relations, industrial relations, normal relations, friendly relations

in reply (to), in reply to the, in reply to your letter, your reply, I have replied, we will reply

16

in my report, in our report, annual report, school report, medical report

I am requested to send you, I have been requested to send you, you are requested to inform us

you will be requested, I am requesting, very successful, most successful

upward movement, downward movement, sideways movement, registered letter, existing circumstances

standing order, postal order, governor general, catholic religion, passenger train

OMIT WORD

all of a sudden, for the year under review, during the year under review, at the end of the year under review, period under review

PHRASING BOOK 3

17

Great Britain, be that as it may, vice versa, viva voce, headquarters

rules and regulations, trade regulations, social security, social security system

as a rule, as a general rule, as a result, at a glance, at a lost, just a few

in such a way, in such ways, in such a matter, in such matters

for a moment, for the moment, for a minute, for a few days, in a few days

for a long time, for a time, after a time, at a time, at times

18

there are a great many, we have a great number of, to a great degree, that is a question

words a minute, words per minute, miles an hour, miles per hour

miles per gallon, kilometres per hour, kilometres per litre

black and white, board and lodging, body and soul, heart and soul, boys and girls

back and forth, backwards and forward, land a sea, cause and effect

church and state, done and dusted, England and Wales, now and then, every now and then

19

here and there, fair and reasonable, first and foremost, give and take, grace and favour,

heaven and earth, ladies and gentlemen, men and women, Mr and Mrs

over and above, over and over, over and over again, again and again, part and parcel, signed sealed and delivered

profit and loss, present and future, pure and simple, pen and ink, terms and conditions

rough and ready, report and accounts, right and left, safe and sound, spick and span, up and down

trials and tribulations, stocks and bonds, stocks and shares, ways and means, time and motion

20

there and then, hither and thither, then and now, north and south, east and west

far and wide, hard and fast, husband and wife, by and by, by the by

last but not least, step by step, side by side, year by year, word for word

bear in mind, borne in mind, keep in mind, cash in hand, stock-in-trade

take into consideration, took into consideration, taken into consideration, taking into consideration, take under consideration,

take into consideration the fact, take into account, took into account, taken into account, taking into account

21

in course of time, in the course of time, in the course of the year

course of events, normal course of events, in the ordinary course of events

as a matter of urgency, as a matter of course, some other course

as a matter of principle, as a matter of opinion, next of kin, years of age, loss of life

short space of time, length of time, end of next week, end of next month, first of all

difference of opinion, expression of opinion, to give an expression of opinion, terms of contract, word of mouth
