

Handwritten shorthand symbols on a blue-lined background.

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Simple 1

1. New Skills. If you keep on reading the book and doing the things it says, you will soon have the ability to keep up with what is going on in any office in the city. I am going to assume you have read it all by now and I think we can admire your skills in this area. Basically you are going to succeed and arrive at your goal because you were always busy at the academy listening to the lessons and reading your books. It is obvious you are doing things right and would never fall asleep on the job! You may wish to go to the agency today to get some advice and ask if they have any jobs for you. Do you think you can cope with a desk job at the council office or a web design firm or maybe you would like to be dealing with customers in a shop or café? My advice is to discuss all these things at length with your careers adviser tomorrow and think of a job which would allow you to escape your low-paid job and do something with a higher monthly salary. (194 words)

2. Seaside Visit. In July I had a desire to see the seaside. So on Monday I put my lunch box and a large map into my bag. I had to check the car was full of fuel, as it was a long way to go. I had to leave the house at six. It was a lovely day and I was happy to be on my way to the sea. Along the route, I saw many farms full of sheep and cows, and meadows of hay ready for the autumn mowing and making into bales. It was my aim to arrive at eight so I had all day to enjoy myself. When I came to the seaside I saw the beach was wide and long, and the tide was right out and full

of many small cool rock pools with tiny animals. It was sunny all day and it was really nice to lounge on the beach with nothing to spoil my visit in any way. I had my meal of rolls with cheese and tomatoes and a ripe juicy peach, and took some photos of the sky and sea, to show my family. On the way back I had the time to look in the village museum with the history of the area, and saw the sailing boats on the big lake by Bell Farm, which is off New Road. I am happy to say my day out was a real joy and I will be going back soon. (250 words)

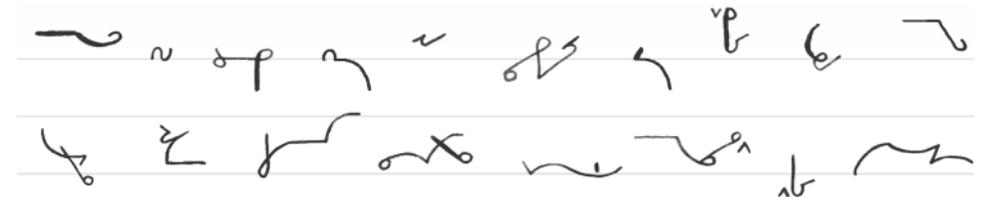
3. Safety Notice. Jack Smith said he would like to see for himself the memo which was going to be given to all those who were on the payroll at the factory. He said he was going to make some small changes to the notice which we have to put on all the fire doors. Because of the new safety rules he had to make various changes to the spacing of the office desks and move many of the filing cabinets to the side of the room. He feels this would make it safe when the cabinets are in use and also make some space for those using the photocopier to put the copies, files and belongings on the long desk by the window. I am going to type up all this right now and I will give him a copy of it for the purpose of checking the facts. Forty copies of the new memo and four of the door notice should be given to those in the office and factory. I hope they will read it all and realise they have to follow the new safety rules right away. (190 words)

Simple 1

4. Names. Hi, my name is Jenny and my surname is Dixon. I was in Adelaide earlier this year and I have a house in Sydney, but nowadays I live in New York, America. I would like to visit Paris and the Alps in the south, and if I have time also Delhi in India. If I had a higher salary or got a really big bonus, I would like to visit Alaska for the snow and Canada for the skiing, followed by Hawaii or the Bahamas for the palms, sea and sun. China and Hong Kong have some awesome views, as do the big Japanese cities. I am going to visit Niagara Falls with my family in July. My firm has an office in Moscow in Russia and in Venice in Italy. My boss Russell Thomson is going on a visit to Chicago with Harry Dawes and Pamela Murray to take photos of the big factories and do the new designs for the showroom facilities. It is likely I will be making a visit to a small business in Tennessee on Monday and Wednesday, which is much less appealing. But I do get to go back to my own house and family on the Saturday or maybe Sunday if I am delayed by the snow and ice on the roads and the foggy patches in the valleys. But I think I will be back in time for Samuel's party. (239 words)

5. Rose Bushes. Yesterday I was enjoying tea and cakes, and reading a magazine in a coffee house. I looked out of the window and saw a passer-by taking photos of something in the park. It was a puzzle what the item was and so I took myself out of the room and into the park. By the hedge I saw a long wide path with red and yellow rose bushes and in the hazy autumn sun the rose area had become full of a heady perfume. I jokingly said to the lady with the camera it was a pity this rose smell was never going to show up in the snaps, and she said, "Yes, you are right." She said it was to look it up in a book and also get the name of the rose on the tag, so she can buy the same bush, and she and the family can enjoy the lovely perfume. So now I knew what the reason was. Like the lady, I also wish to have these rose bushes, now I know what the perfume is like. The shops may cease selling them as the fall season gives way to the snow and ice. It would be a shame to miss out on having them because I was too lazy to go. It would be ideal if I bought some of them tomorrow in my lunchtime and they can go in the soil when I get back to the house. I think any rose bush would be superior to the loads of big weeds which I have now and I will be happy when the bushes are safely in. (276 words) (Total 1149 words)

Underlined phrases Non-beginners should use these forms:



1. going on, you have, to succeed, you were, and would
2. history of the
3. who were, side of the, this would, copy of, for the purpose
4. I would like, it is likely, small business, to my own
5. coffee house, out of the, lunchtime