



Handwritten shorthand symbols on a blue-lined background.

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Handwritten shorthand symbols: a series of connected strokes including a loop, a curve, and a vertical line ending in a hook.

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## Short Letters 6

I hope you are persevering towards mastering all the common words. The outlines that you know the best and can write the fastest should be the ones that occur most often. This is the key to speed increase as you cannot afford to hesitate in the slightest over such a large proportion of the words in every passage. Working with short simple passages is the ideal introduction to higher speed attempts, dipping the toe in the water, wading in slowly, and gaining increased confidence without undue stress. However a sense of urgency when writing must be maintained to prevent complacency. It is helpful to read through several times, practising some of the outlines or writing in the facility drill pages provided. This smooths the path for the subsequent dictations as by then you will know the outlines. Such a dictation is to accustom the hand to flowing writing rather than test how you cope with new matter.

I suggest you record each passage separately, reading it out several times in one recording, starting slow and getting faster each time. You can do this by ear, there is no need to know what the speed is, other than "one I can do easily" and finishing with "one that sounds too fast". For a hundred word passage, reading it out five times is likely to take less than ten minutes. Ten minutes to take it down in shorthand and ten minutes to read back is a comfortably short practice session that can be repeated throughout the day. Maybe you can write for the ten minutes in the morning, read back on the train or bus or morning break, take down

again in the lunch break and read back in the next ten-minute time slot that occurs. Speeding up like this on easy passages will "ease your passage" into higher speed attempts on more normal and unseen matter. In addition slow recordings are an opportunity to write very neat outlines and correct any tendency to be sloppy or careless. (336 words)

Dear Sarah, Thank you for your application to join our one-year course on Journalism. I am pleased to say that you have been accepted on this course. It is a very popular subject right now and the class size is twenty students. You will be learning a whole range of skills, including the basics such as English language and shorthand. Many of our students reach a hundred words a minute by the end of the year. There will also be work experience opportunities and during the course of the year recommendations to local newspapers. We look forward to seeing you. (100 words)

Dear Mr Long, Thank you for your enquiry about our holiday homes on the south coast. We have a wide range of houses to choose from and our brochure gives all the details and prices. They are all very high quality, to make your stay with us enjoyable and pleasant. There is so much to see around the area and after a good day's exploring or on the beach, it is so nice to come back to a spacious and comfortable holiday home. We hope you will find something of interest. I look forward to hearing from you. Yours sincerely (100 words)


## Short Letters 6

Dear Miss Small, As a valued customer of Fashion Shoes I wanted you to be the first to know of our biggest ever summer sale. We have loads on offer with huge reductions on all ranges. We have 50 per cent off summer shoes right now and 70 per cent off some other items. To take advantage of these great savings please click here to go to our website sale section. They are all top quality shoes and they are going fast, so visit us today. We are sure you will be pleased at how much money you can save. (100 words)

Dear Mrs Short, Thank you for your letter regarding the work that our builder carried out on your property. We are very pleased to hear that you are happy with your new garage. We note that he has to come back to install the outside light and this will be done as quickly as possible. He will be contacting you

shortly to arrange a date. We would really appreciate it if you could leave feedback on our website. If you have any queries or further comments on the work we have done, I will deal with these immediately. Yours sincerely (100 words)

Dear John, I hope you have had a really good summer and have been able to get to the Sports Club regularly to meet with friends. The reason I am writing is to ask you to give us your comments on the facilities here. We are putting together a brochure in order to make ourselves known and get more custom, and we would like to include some honest reviews from existing members. You can email them directly to me or leave them as comments on the website. We would also welcome any photos you could let us use. Kind regards (100 words)

(Total 836 words)
