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Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols: a series of connected strokes including a hook, a loop, and a tail.

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## Instructor Phrases 1

These paragraphs practise the phrases given at the beginning of chapter 34 of the Instructor, pages 189 to 192. The simplest phrases just join sets of words together, but these are the introduction to phrases that make use of the normal outline shortening methods, such as hooks, halving, doubling and omission, to instead signify whole words. I hope you are aware that the Instructor is now available as a free PDF download and so you can dive in and transfer them from book to brain at no cost other than your time and effort. The best method is to start by practising a small selection based on a single principle. Trying to assimilate large numbers of phrases in a short time is counter-productive and results in hesitations. It is better to know fewer really well and then come back at intervals and "mop up" some more.

It has been a long time since we spoke about this matter. It is not a good idea to delay discussing this, 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. Can you let us see the photos of us that you took, as we think they will be very good for our website, as well as in our staff magazine. We wish to receive these as soon as you can send them. We shall let you know when they are published.

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. At first we did not know about it but we shall visit the place Wednesday next. We will come to you Wednesday first. It appears that we do have the time to do so and by all means do book a place in the restaurant. It is only necessary to

reserve tables in the early part of the day. This house is much older than our own and the plan is to see it Monday afternoon or Tuesday evening. At all events, we shall put into effect the financial plans for its purchase while the rate of interest is still low. I had been talking to the people who have done this before.

Please inform me if it is likely that you will be able to attend the medical association meeting. I think you will not regret making the time to come and you are not going to be disappointed. I do 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. I received a letter addressed to "my dear sir" and this is most probably from Mr Black. In fact I know it is, as he often writes 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. We have concluded that it would sell quite well. We will offer it for a time but 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, he has said again and again that there will be no follow-up book. So this item 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 possible future sales, when seen side by side with the other related items. (643 words)