

Handwritten shorthand symbols on a blue-lined background.

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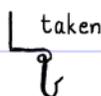
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Instructor Phrases Section 5

(These sentences practise the phrases in Section 5 page 209 of the Instructor, Omissions: Consonants and Syllables)

Some phrases appear occasionally or rarely but others seem to crop up all the time and this section has some of the most frequent longer words, such as receive, possible and consider, and their derivatives. In the world of government and commerce, letters and reports are always being received, the contents considered and decisions made on whether the requests are possible. Therefore these phrases will repay some extra study and attention. In fact the omitted syllables are often slurred or swallowed by the speaker, enabling them to go even faster, and as we are used to that in normal speech, the omission phrases that represent them are easy to read back. This is not an excuse to leave out all sorts of indistinct syllables on the spur of the moment, but these particular shorthand phrases are tried and tested over a long period of time and they make a great saving of time and effort.

I have received an invitation to the meeting next week and I am very pleased indeed to be able to attend and speak.

We have received their email in reply to our questions on the items to be discussed next month.

I have just received confirmation of the date and it is just possible I will be able to attend the meeting on that day.

We have just now been given the figures for last year and we think there must be an error.

Last month business was going as well as possible and this month is also looking good.

I will most probably have to leave as soon as possible and I hope this will not be inconvenient for you.

I have included as much as possible in my report and I hope you are satisfied with the final version.

I think that between them they are almost certain to succeed in this very interesting and worthwhile endeavour.

They have gone as far as possible in getting the facts but in other respects the report is deficient.

There must be an improvement on last week's figures and in fact this is essential for our success.

You must be honest with one another and lay the foundation stones of your future business.

You must not be found to be acting in this manner and talk as if it were possible to do these things safely.

They carried out the work to a high standard and in the same manner as they have always done.

They did not disagree at all and the contrary could be said, as they were at all times very friendly towards one another.

We were not bored, on the contrary we enjoyed seeing the telegraph office at the museum of industrial life.

The children behaved very well and in point of fact in the same manner as the adult visitors in the park.

The pictures were painted in the manner of the impressionists and should be considered for conservation.

This item must be considered a necessity and in like manner all the items on the list which was submitted.

Instructor Phrases Section 5

We have concluded that this proposal cannot be considered by this company at any time in the next few years.

Unfortunately I have concluded that his replies were not fully considered before being sent to us.

The necessary conclusion of this matter is that further action to resolve this must be considered immediately.

In conclusion I would say that all these matters ought to be considered by the committee members as soon as they possibly can.

I have given some consideration to your remarks and I confirm they bring this to a satisfactory conclusion.

He says that it is a necessary consequence of these actions that it goes for further consideration by the board.

He took all the facts into consideration and said that little consideration was given to the rumours that were mentioned.

We have read the report of the points that were considered and are in agreement with that conclusion.

The complaints will be further considered and you will have our recommendations as soon as possible and hopefully by next week.

We have submitted the report and hope it may be considered favourably by the members of the council.

The staff said that it is considered reasonable to ask for this important work to be done as soon as possible.

I have listed the proposals in the report for consideration by the committee at their next meeting.

Here are the new building plans which will be considered by the directors when they meet for discussions next month.

A breach of this rule shall be considered sufficient to result in the immediate dismissal of the employee.

I hope the officials will take into consideration the great savings that would be made to the existing budget.

The councillors have not taken into consideration the requests submitted by the residents for improved maintenance.

These are the facts which will be taken into consideration at the staff meeting due to be held at the end of the week.

The rules clearly state that everything on the agenda shall be taken into consideration by the Board during this meeting. (855 words)