

Handwritten shorthand symbols on a blue-lined background.



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A series of horizontal lines on the right side of the page, intended for additional handwriting practice.

Intersections 1

An intersection is a single stroke, either plain or with a hook or circle, written through an outline, to represent a whole word. This article practises the most common ones which all learners would benefit from. The theory website gives a more complete list and many of those are only useful if you are in a particular line of work, so it is not necessary to learn them all. The outlines should be written in the order spoken. If the intersected word comes first, it should go through the first stroke, and if last, then through the last stroke, for example government official, official government, party rules, garden party, major operations, operations manager. If the main outline has only one stroke, you can distinguish the order by the positioning of the intersection, e.g. company building, building company, major general, general manager, or alongside as in major general, general manager, the latter being more reliable and legible at high speed.

Extra care needs to be taken with the intersections for council, company and government, as they are similar and they could all make sense in any one context. A good method is to write, for example, the word "council" in full on its first occurrence, then further mentions of it can safely use the intersection. If the same passage then mentions "company", it would be prudent to write that in full. Intersections really come into their own once you are in a specific field of employment, and then all the technical terms, phrases and jargon will rapidly become familiar and you can make decisions on consistent and unambiguous abbreviations, based on the material you are encountering. You may find it preferable to use the common ones for something else that occurs more often.

Last Monday John went to his friend's birthday party. He likes children's parties but he was not so keen on our grownups garden party last weekend. After the opening ceremony party, we went indoors to listen to the political party broadcast. Professor Jackson is a professor of economics at Newtown University. He is a good friend of Professor Black who is a professor of music at the academy. Your application for a grant to cover this new scheme has been received. They must make application to the appropriate member of staff. I am pleased to say that this application has been passed by the panel. I have made many applications to the building firm for this work to be completed.

The minister talked about the Finance Bill and the Education Bill which are under discussion at the moment. Parliament has now passed this important bill without any problem. I went to the City Bank in the high street, to find out about the current bank rates. I have paid in the cheque to the North Street branch of my local bank. My bank manager advised me to transfer these funds to a different account. It is very difficult in this business to make a big profit very quickly. I will make it my business to find out what is happening. I think it is your business to see to these problems as a matter of urgency. Mr Johnson is a successful businessman in the city. I have been writing business letters all day. He has a degree in business studies, commerce and book keeping and will do well in the business world.

Intersections 1

You need to pay very careful attention to what I am saying. My attention has been called to some urgent matters in the office. We must give this our immediate attention in order to put things right. Please give all this your special attention as soon as possible. I note that your attention was called to the problem last week. The staff in the customer services department will be having a meeting this afternoon. Everyone in the department has worked very well under the difficult circumstances. We have written to the government department responsible for these buildings. The department heads will be meeting tomorrow. The departmental heads will be at a meeting all morning.

All these charges on the customer's invoice are correct and have been paid in full. You will have to cover the charges for the use of the vehicle over the weekend. I regret to say that it was not supplied to us free of charge. The customer is disputing our charge for the goods delivered yesterday. The electrical charge on this device could cause a serious accident in the factory. I have subscribed to the Office Workers' Journal to get more information on my career prospects. The Bankers' Journal described how the banks have changed over the years. I have cancelled my subscription to the Golfing Journal and started a new one for the Tennis Players' Journal.

I have worked for this company for many years. The company directors have decided to tender the work out to three other companies in this area. The company offices are located in the city centre. The owner of the company has contacted us regarding the building plans. The report covers all the questions relating to council property in this town. I have received a letter from the council regarding my complaint about the traffic. The members of this council have agreed to sell off some of the council buildings. The borough council has agreed to this course of action. Government officials say that there is nothing that they can do at present. I have written to the local government offices several times. The actions of this government have not been thought through properly. I suggest that the government take the advice of the committee immediately. I wrote to them at the beginning of February. We are now at the beginning of the holidays without a reply and we are beginning to get impatient. In the beginning we were enthusiastic but now we are not so keen. (981 words)

Intersections 2

Please return your application form to this office. I received their forms yesterday and I sent out more forms this afternoon. Do you have the necessary forms for me to fill in? I think there is a special form for accidents of this nature. Take the form to the office and get them to stamp the front and back of the form for you. I made a birthday cake in the form of a train. He was compensated in the form of a discount on future purchases at the shop. If you cannot come in to the office, it may be more convenient for you to contact us online. It will be much more convenient for me to come in the day after tomorrow. It is only convenient for them to visit you on Monday. This delay is most inconvenient for us. I have attached a copy of the minutes of the meeting for your convenience. There is a convenience store close by.

My local authority has written to everyone in the street. My boss has given me the authority to sign letters in his absence. The military authorities are asking for an urgent meeting with the councillors. Mr Jones is a well-known authority on farming in this area. I have written authority from the directors to handle the affairs of this case. I am going away on holiday in five months. This means I have several months to write the reports. The students have to sit their mock tests this month and they will sit the main exams next month. It is now seven months since we wrote to you. We have heard nothing from them in many months. I received a letter from the accounts office last month. I have joined my local dramatic society as a new hobby. My friends are members of the agricultural society which advises the farmers in this area. The medical society have advised people to boil their water until further notice. The Society of Poets has invited us to a special reading of their work next week.

All of the goods carry some sort of trade mark. The high water mark was clearly visible on the harbour wall. This writing paper has a special watermark showing the maker's initials and logo. They bowed their heads as a mark of respect to the king. We had to mark time until the establishment opened. He had a rubber stamp to make the official mark on the correspondence papers. I will be going to the village supermarket tomorrow afternoon. Wednesday is farmers' market day in this town. I am going to the office this morning. I completed my reports yesterday morning and I shall hand them in tomorrow morning. I will be travelling to the coast very early in the morning. The office manager will see you at ten o'clock sharp. I have applied for the job of operations manager at the factory. Mr Brown is the football team manager and he is employed as engineering manager at the nearby steel works.

We watched the national news on the television and then discussed national affairs all evening. Our national defence has been greatly improved over the past few years. The writer of the column thinks that the economic situation is a national disaster. We had a great time seeing the National Ballet dancers at the theatre. I have a current account with the First National Bank and a savings account with the National Benevolent Society. We do have fire insurance for the house but we have no accident insurance for our car. You must take out some house insurance immediately. Our insurance arrangements are all now in order. Insurance premiums are quite high but we think it is very important to have sufficient insurance for our cars, possessions and properties. Please check on the current costs of our vehicle insurance and also our building insurance.

Intersections 2

I shall arrange for you to meet Mrs Green next week. Will they be arranging to have the refreshments delivered for the meeting? We have arranged to meet with Mrs Gray in two weeks. Please make arrangements to attend this office on Monday morning. They made no arrangements for their travel but fortunately we had arranged for a taxi to pick them up. Do you require a copy of the report on the new road works? Mr Long will require their help in the accounts office for the next three days. You must make a note of these requirements immediately. What are your requirements for the shareholders' meeting next Friday? My requirements

are that they put their questions in writing as soon as possible. Formal evening wear will be required at the concert. I will meet him at the railway station this evening. There was some damage to the railway carriage after the storm. I now have a copy of the railway timetable. All of the railway staff were there to meet him as he arrived. The new railway engine is now in full service on this line. We visited the Queen's royal palaces on several occasions. The royal carriage will be leaving the palace at precisely midday. The King's royal sailing yacht will be in the marina on Monday. (869 words)