

I think you will find that the report written by the staff is very thorough.
Please let me know when you receive the email so that we can reply immediately.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

I have sent letters to all the people on the list who requested the information.
Thank you so much for your lovely letter and gift which we received this morning.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

Please make sure you get all of these things to the customer in good time.
They went back to the shop in order to get some things that they wanted.

We have the files ready for the next time they ask us to send them.
Take these new books to him in order that he can study for his exam.

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We will need someone to solve the problem before we have the meeting next month.

I am sorry that I cannot make the meeting next week due to other commitments.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

The staff at the office are working hard to get the job done in time.

Thank you for telling us about the many problems which you found on our website.

Handwritten shorthand for the first paragraph.

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Handwritten shorthand for the second paragraph.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

I think that the staff are having some difficulties with the computers in the office.

Please deliver these goods to the main entrance of our building by next week.

I would be grateful if you would send me a copy of next year's brochure.

The committee meeting lasted for three hours and the members finally came to a decision.

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15 Please deliver these goods to the main entrance of our building by next week.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

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15 The committee meeting lasted for three hours and the members finally came to a decision.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

We hope you will be able to attend the interview for this very good position.

The guest speaker began his talk by thanking all the people for attending the meeting.

Please email us if you have any questions that you would like us to answer.

They will send a representative to inspect the building and tell us what is needed.

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We now have a copy of the accounts which show a much better financial position.

In conclusion I would like to mention that the staff have done an excellent job.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

I will be in the country for a few weeks having meetings with the teams.

I have sent the list to you today so that you can check the delivery.

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

You will be able to see our local sales representative next Monday morning at ten.

I think it will be possible to do this small job in the time available.

Please reply as soon as possible so that we can deal with this matter further.

Please inform the staff in the accounts department that there will be an inspection tomorrow.

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Handwritten shorthand for "You will be able to see our local sales representative next Monday morning at ten."

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Handwritten shorthand for "I think it will be possible to do this small job in the time available."

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

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Handwritten shorthand for "Please reply as soon as possible so that we can deal with this matter further."

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Handwritten shorthand for "Please inform the staff in the accounts department that there will be an inspection tomorrow."

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Speed Up 1

www.long-live-pitmans-shorthand-reading.org.uk

They do not think it will be possible to find staff for this difficult job.
I would like to thank you for coming to speak at our club meeting yesterday.

It was very kind of you to take the time to explain this to us.
I am very pleased with the contents of the report which you sent us yesterday.

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Please make a list of the items we need to buy for the new office.

The new trainees in our department will be attending the training seminar next Thursday morning.

We will be in a position to take up this most interesting offer this month.

You are on your way to fast writing and filling up the page without stopping.

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You will have reached the top speed only if the writing can be read back.
The most important thing is that you can read back easily what you have written.

I am writing to let you know that I have passed my shorthand speed test.
I am now ready to apply for the position of official reporter at the court.

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What you have learned will make taking the notes of the meeting very much easier.

I do not think it will be necessary to write notes in longhand any more.

I will be taking all the notes at the next meeting of the local council.

I am so glad to hear that you passed your shorthand exam at the college.

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Please email us if you have any questions that you would like us to answer.

They will send a representative to inspect the building and tell us what is needed.

The men started the job at the beginning of the week and have now finished.

Make sure you pay all the staff their wages on the first of the month.

I can now inform you that we have completed the first part of our report.

The manager will be happy to provide you with all the facts of this case.

Speed Up 1

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