



We must arrive early for the conference and we must remember to bring the notes.

You must use the road to park your car, you must not leave it here.

They must remember to take all their things with them when they go off tomorrow.

I think she must want to come to our house to visit for some reason.

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We must inform you that we cannot send our driver until much later this evening.

We are informed that they cannot be held at all responsible for this afternoon's events.

You should always start a formal business letter with either Dear Sir or Dear Madam.

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If you do not know which to use, address it as Dear Sir or Madam.

Dear Miss Brown, We have now received your letter, which is most helpful to us.

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Speed Up 3

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

Dear Miss Smith, Thank you for your kind reply to my email of yesterday morning.

There was a group in reception but there was no time to talk to them.

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Speed Up 3

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There are many people in the office but there are not enough desks for them.  
There are several files on this case and there are very many reports as well.

The space is enough for our group but it is not enough for everyone here.  
I do not think the new office equipment will be good enough for your purposes.

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There was an error in the report but there was not enough time to reprint.  
There are many jobs that need to be done but there are not enough workers.

There are people who can help with this and I shall have to make enquiries.  
I have to inform you that they have to have it done by midday Friday.

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I am going to tell you when to start and you must write everything down.  
I am looking for a new house, as I wish to live in the country.

I have worked in those offices but now I work full time in this department.  
We worked for many years in these premises and wish to stay in this town.

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I have spoken with those people who say they are pleased with this revised plan.  
I shall be visiting with these people and taking photos of them with this camera.

Handwritten shorthand for the first sentence: I have spoken with those people who say they are pleased with this revised plan.

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Handwritten shorthand for the second sentence: I shall be visiting with these people and taking photos of them with this camera.

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**13**

Speed Up 3

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

I am a friend of those ladies who are all members of this social club.  
I have made a list of these items and will include it in my report.

Handwritten shorthand for the first sentence: I am a friend of those ladies who are all members of this social club.

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Handwritten shorthand for the second sentence: I have made a list of these items and will include it in my report.

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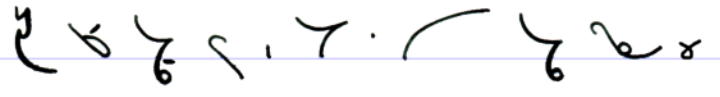
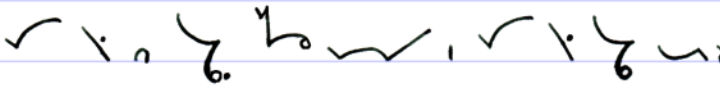
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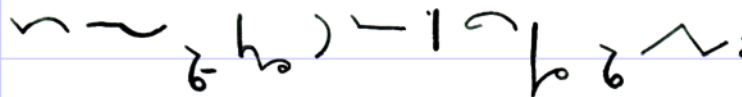
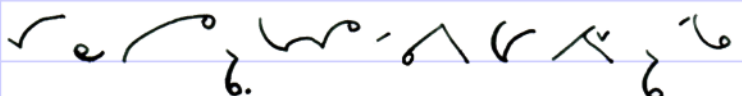
[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)



I do not have post for those people but only a letter for this person.  
I will pay you for these items tomorrow but I will pay for this now.

I am going to those departments so I can add more details to this report.  
I will send letters to these families and hope they will reply to this office.

	
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In those days most of the people were living in very small towns and villages.  
In this day and age people live in the larger towns where there is work.

It is clear that in these days there are more work opportunities in the city.  
I do not have any more time and there is no more I can do.

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I have no more suggestions and will not be able to answer any more questions.  
If there is any more trouble, I will be sending them no more financial help.

Handwritten shorthand for the first sentence: I have no more suggestions and will not be able to answer any more questions.

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Handwritten shorthand for the second sentence: If there is any more trouble, I will be sending them no more financial help.

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Speed Up 3

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

You may come to the office tomorrow and you might get to see the boss.  
We think you may need some help and you might wish to talk to us.

Handwritten shorthand for the first sentence: You may come to the office tomorrow and you might get to see the boss.

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Handwritten shorthand for the second sentence: We think you may need some help and you might wish to talk to us.

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Speed Up 3

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I think you might be interested in this and you may wish to see it.  
They may have some things we need and they might be open when we arrive.

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Speed Up 3

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She may have been successful in getting the job and she might even start tomorrow.

He may have gone home another way but I think he might have become lost.

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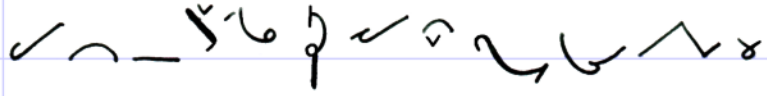
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Speed Up 3

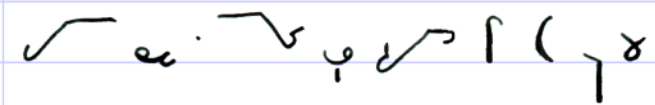
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We may come by the office on Thursday and we might bring the finished report.  
We can send you a copy of the notes but we cannot deliver them today.

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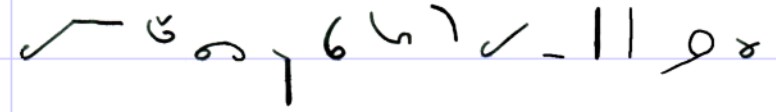


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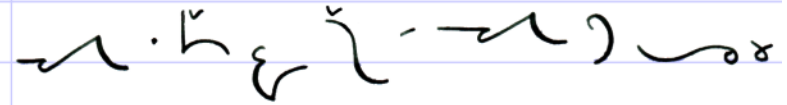


We can find someone to do this for you or we could do it ourselves.  
Could we have a time when they will arrive and can we have their names.

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