

There is no more useful work that I can do for them at this time.
You may come to the office tomorrow to pick up the folder with the accounts.

I think you may have a problem with the amount of work that is necessary.
We think you may be in need of some extra supplies for your new staff.

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You might find that you wish you had never started that very difficult project .
You might wish to come to our new shop in the town some time soon.

I think you might find it necessary to write to them for this new information.
You may have to visit their offices up in the city to get that information.

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I can say with confidence that this person will be very successful in this job.
I could say he is suitable for this job but you will have to decide.

Handwritten shorthand for the first sentence of exercise 5.

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Handwritten shorthand for the second sentence of exercise 5.

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Speed Up 4

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I could not imagine that he would be unwilling to help with writing this report.
I cannot see him agreeing to any new work on the building at the present.

Handwritten shorthand for the first sentence of exercise 6.

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Handwritten shorthand for the second sentence of exercise 6.

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Speed Up 4

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We can see that there will be many more problems with the new staff rota.
We could see a very large crowd of people standing about in the works yard.

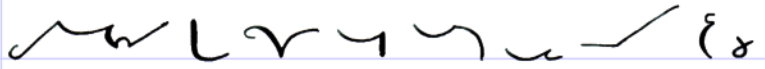
We thought they could possibly cause a serious obstruction for all the cars and trucks.

We could have danced all night but we knew we would be very late home.

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We know that you are doing very well indeed in your new career with them.
We know that you have been unwell and we note that you are leaving us.



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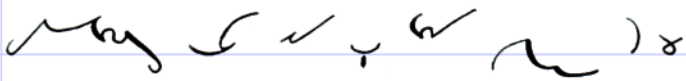
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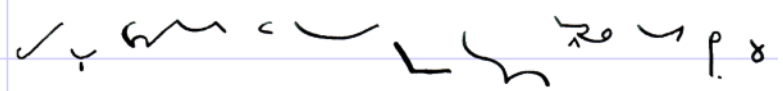
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Speed Up 4

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We note that you are now with another big firm of accountants in the city.
I know this is a great opportunity and I know I will be very successful.



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Speed Up 4

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I note that you have sent me a report on the cost of the project.
I know this will have taken more of your time in writing it all up.

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Speed Up 4

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I do not know of anyone who can do this difficult job better than you.
There is no-one better qualified than you to do this task of completing the plans.

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Speed Up 4

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They will know what to do in these circumstances to fix this very serious problem.
We did not know how to find out the information that we needed to have.

We did not note his name and address and other relevant details at the time.
I note that you have now started studying shorthand and typing at the new college.

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I know that you will get to your goal of shorthand skill in the end.
I know that you will soon find a very well-paid job that you will enjoy.

You will know what is necessary if you are to achieve that result this year.
You always note all the new words that you see and you always practise them.

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It has been a long day at the office and it has been hard work
I have been working all day on the next building progress report for the manager.

We have been waiting a month for him to send us his letter in reply.
You have been informed of all the office work that you have to do today.

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It has been a long day at the office and it has been hard work

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You have been informed of all the office work that you have to do today.

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They have been told exactly what to do when the new line manager comes in.
They will have been given their list of items to do by their office supervisor.

He may have been very young but he was very good at this difficult job.
You may have been told about the important meeting that will be held on Friday.

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I am not going to apply for this job as I am not sufficiently qualified.
You are not allowed to go into the print room unless you have my permission.

He is not happy with his job but he is very happy with the wages.
He has not complained yet and so we think he is satisfied with the outcome.

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She is not able to come to the office so she is not being interviewed.
She has not written letters to us and so she has not received any replies.

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We are not going to stock this because we are not convinced it will sell.
We have not seen him so we have not been able to talk to him.

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Speed Up 4

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