

I know that they will be interested in this great new product on the market.
They will be attending the meeting and they will be asking lots of difficult questions.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 6

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

We will be out of the office all next week because of the leaders conference.
We will be checking all our emails this morning so that there is no delay.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 6

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

We will have to take some of our work with us to the business conference.
We will, I think, have to revise our policies on delivery arrangements for these goods.

Will you be taking your assistant with you to the conference in order to help?
Are you packed and ready to go, and are you going to travel by train?

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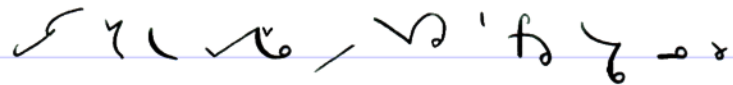
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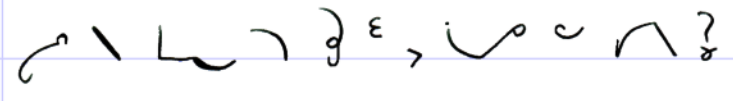
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Speed Up 6

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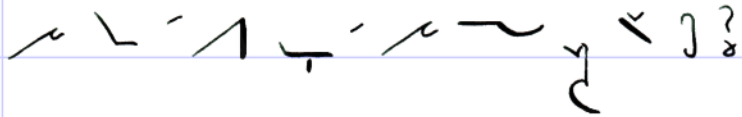
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Speed Up 6

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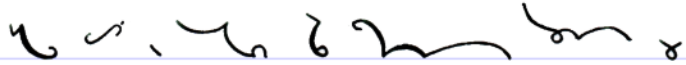
We will let you know soon what papers you need to take with you tomorrow.
He will let you have the figures and details for the report by Friday morning.

Have you finished writing that report and have you had time to print it out?
Have you been to our head office yet and have you met our Mr Smith?

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I have been wanting to inform you of this very important matter for some time.
You may have been told about this before but this report has the full facts.



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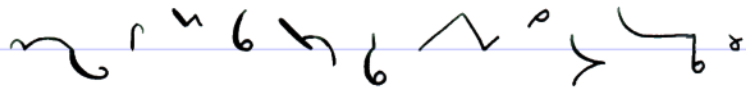
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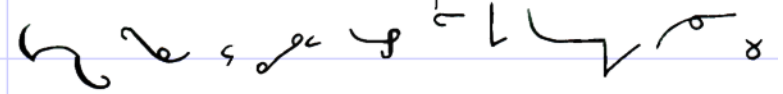
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Speed Up 6

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They may have been present when the serious incident occurred at the factory last week.

They will have been told beforehand exactly what to do when things like this happen.



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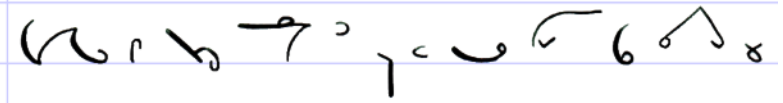
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Speed Up 6

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It must be so wonderful to have such an interesting job on such good pay.
It must have been difficult for you to deal with those people on that day.

They must be informed of the new rules before starting the job in that department.

You must be ready to start and you must bring all your tools with you.

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Speed Up 6

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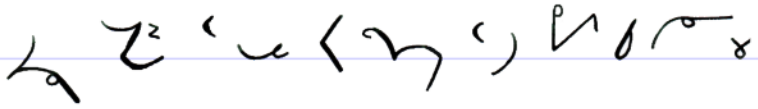
Speed Up 6

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She must be enjoying that new job very much that she started just last week.
I think that at the time he was certainly not anywhere in the office building.

He could have come in to the office at any time so everyone stayed alert.
At the time you were at the conference, we were working hard on the reports.

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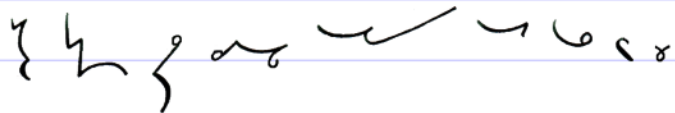
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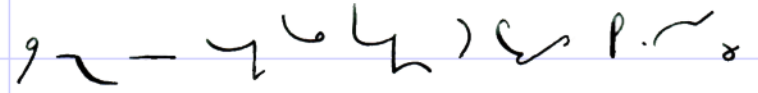
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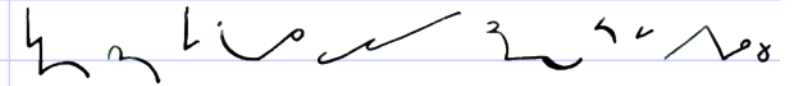
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I have been working all the time and have not been out of the building.
Please get the reports finished as the manager could ask for them at any time.

You may come to the office building at any time that is convenient for you.
The people must not at any time enter the office building unless they have permission.

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I have finished for the moment but more work could arrive here at any time.
This is the new building and these are the new machines that have been installed.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 6

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We think this is the best news that could have been given about the company.
Is this the best way of working and are you sure it can be done?

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 6

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

I know that this is the road to take and it will not take long.
That is the first thing you should be doing to solve that difficult computer problem.

Handwritten shorthand for the first sentence of page 17.

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Handwritten shorthand for the second sentence of page 17.

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I am not going to be able to finish writing this book before next month.
You are not going to enjoy that work unless you are interested in your job.

Handwritten shorthand for the first sentence of page 18.

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Handwritten shorthand for the second sentence of page 18.

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He is not interested in accounts so he applied for a job in the shop.
She is not taking on any more orders for new dresses at the present time.

She has not seen those people from the sales department for a very long time.
I was not very happy with all the information that I was getting from them.

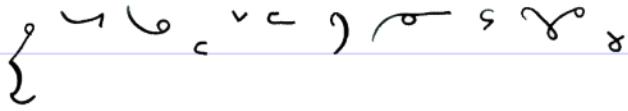
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He was not in the office when I called there last week with the parcels.
She was not happy with the condition of the goods when they arrived last week.

I understand you were going to start work soon but you were not able to.
You were not informed of this change of circumstance in time to revise your plans.

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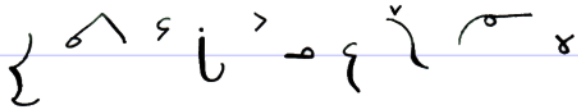
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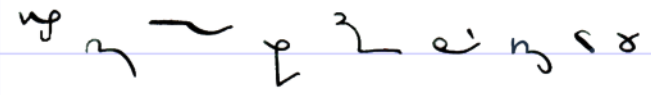
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Speed Up 6

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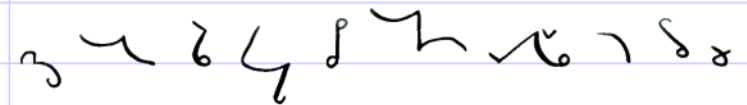
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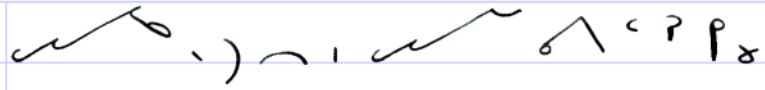
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Speed Up 6

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We were pleased to see him but we were not happy with what he said.
They were present at the meeting but they were not allowed to speak at all.



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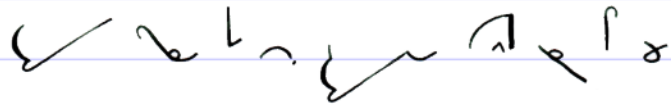
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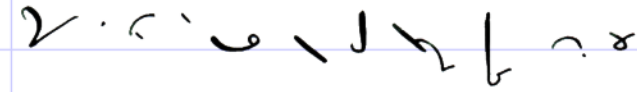
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Speed Up 6

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There are a lot of things to be done before the date of the meeting.
There are not many people in the office who can do that difficult job nowadays.



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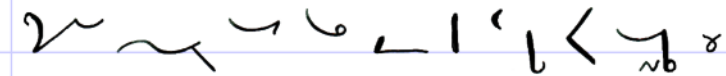
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Speed Up 6

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They are going round the factory this morning and then they are staying for lunch.

They are not staying for the whole afternoon and they are not coming back tomorrow.

Handwritten shorthand for the first sentence: They are going round the factory this morning and then they are staying for lunch.

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Handwritten shorthand for the second sentence: They are not staying for the whole afternoon and they are not coming back tomorrow.

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Speed Up 6

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

There is a job available at the head office and there are very many applicants.

There is the question of the revised pay and conditions but there is no information.

Handwritten shorthand for the first sentence: There is a job available at the head office and there are very many applicants.

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Handwritten shorthand for the second sentence: There is the question of the revised pay and conditions but there is no information.

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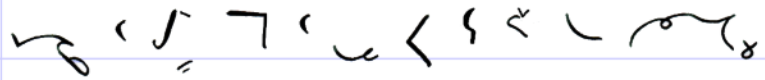
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Speed Up 6

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I am pleased that John got that new job that he applied for last month.
He is very pleased that the salary is quite high for a junior accounts assistant.



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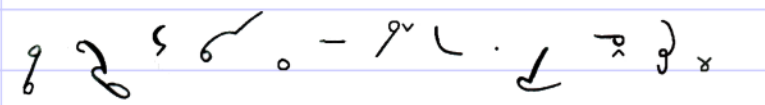
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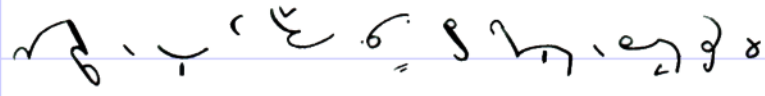
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You will be pleased to know that finally Sally has been promoted to senior assistant.

We are pleased to inform you that you have now passed all your shorthand exams.



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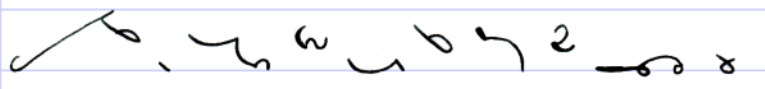
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Speed Up 6

I know that they will be interested in this great new product on the market.

They will be attending the meeting and they will be asking lots of difficult questions.

We will be out of the office all next week because of the leaders conference.

We will be checking all our emails this morning so that there is no delay.

We will have to take some of our work with us to the business conference.

We will, I think, have to revise our policies on delivery arrangements for these goods.

Will you be taking your assistant with you to the conference in order to help?

Are you packed and ready to go, and are you going to travel by train?

We will let you know soon what papers you need to take with you tomorrow.

He will let you have the figures and details for the report by Friday morning.

Have you finished writing that report and have you had time to print it out?

Have you been to our head office yet and have you met our Mr Smith?

I have been wanting to inform you of this very important matter for some time.

You may have been told about this before but this report has the full facts.

They may have been present when the serious incident occurred at the factory last week.

They will have been told beforehand exactly what to do when things like this happen.

It must be so wonderful to have such an interesting job on such good pay.

It must have been difficult for you to deal with those people on that day.

They must be informed of the new rules before starting the job in that department.

You must be ready to start and you must bring all your tools with you.

She must be enjoying that new job very much that she started just last week.

I think that at the time he was certainly not anywhere in the office building.

He could have come in to the office at any time so everyone stayed alert.

At the time you were at the conference, we were working hard on the reports.

I have been working all the time and have not been out of the building.

Please get the reports finished as the manager could ask for them at any time.

You may come to the office building at any time that is convenient for you.

The people must not at any time enter the office building unless they have permission.

Speed Up 6

I have finished for the moment but more work could arrive here at any time.

This is the new building and these are the new machines that have been installed.

We think this is the best news that could have been given about the company.

Is this the best way of working and are you sure it can be done?

I know that this is the road to take and it will not take long.

That is the first thing you should be doing to solve that difficult computer problem.

I am not going to be able to finish writing this book before next month.

You are not going to enjoy that work unless you are interested in your job.

He is not interested in accounts so he applied for a job in the shop.

She is not taking on any more orders for new dresses at the present time.

She has not seen those people from the sales department for a very long time.

I was not very happy with all the information that I was getting from them.

He was not in the office when I called there last week with the parcels.

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I understand you were going to start work soon but you were not able to.

You were not informed of this change of circumstance in time to revise your plans.

We were pleased to see him but we were not happy with what he said.

They were present at the meeting but they were not allowed to speak at all.

There are a lot of things to be done before the date of the meeting.

There are not many people in the office who can do that difficult job nowadays.

They are going round the factory this morning and then they are staying for lunch.

They are not staying for the whole afternoon and they are not coming back tomorrow.

There is a job available at the head office and there are very many applicants.

There is the question of the revised pay and conditions but there is no information.

I am pleased that John got that new job that he applied for last month.

He is very pleased that the salary is quite high for a junior accounts assistant.

You will be pleased to know that finally Sally has been promoted to senior assistant.

We are pleased to inform you that you have now passed all your shorthand exams.