

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

Images & Text © Beryl L Pratt

SPEED UP PAD 6

Phrasing

15 words per sentence

Edited version of blog Basic Phrases 4 (Sep 2018)

All material is copyright Beryl L Pratt and may not be republished, or reposted online, in any form. This file is intended for non-commercial personal study use only. The only permitted download site for this file is https://www.long-live-pitmans-shorthand-reading.org.uk

PDF Date: 28 January 2021

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.

		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	15	_
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
	150	
		` -
		( \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	15	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	15 30	My M Le le s
	30	
	30 45	
	30 45 60	
	30 45 60 75	
	30 45 60 75	
	30 45 60 75 90	
1	30 45 60 75 90 105	

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.

	Significant of the s
15	, l
30	
45	
60	
75	
90	
105	
120	
135	
150	
	52. ~ 6 12 1. 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>2</b> 150	
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?

		^	\	L	-	`	9	٤	j	P	$\sim$		( }	
15	(	C					U	,						
30														
45														
60														
75														
90														
105	5													
120	)													
135	5													
150	)													
			\									.~	n 2	
		N	/_				_ ′	/	_	$\sim$	~	_	ا ک	ſ
15		r	_		4	<u>_</u>			_	$\sim$	2	`	J 3	1
15		r	_		1	`	<del>-</del>	/		~	Ž	_	J &	•
		<i>,</i>			1	1	-		_		Ž	_	JS	·
30		<i>,</i>			1				· -		7		7 8	
30 45		, and the second			1	•	_				2		7 8	·
30 45 60					1	_					2		7.8	
30 45 60 75					1	•	_				7		7.8	
30 45 60 75	5				1	•	_				7		7 8	
30 45 60 75 90	5 5 0 0				1		_				7		7 8	
30 45 60 75 90 105	5 0 5 5				1		_				7		eading.or	

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?

	5 a 2 3 h n 2 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	2 a (-1 ) ~ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>5</b> 150	
Speed Up 6	www.long-live-nitmans-shorthand-reading org.uk

		60~150113
	15	3 1
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
	150	
		~>/8/6/2/00/8
	15	
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
6 Speed Up 6	150	
		www.long-live-pitmans-shorthand-reading.org.uk

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.

	100, 10 6 mg 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
15	, C , , , , , , , , , , , , , , , , , ,
30	
45	
60	
75	
90	
105	
120	
135	
7 150	
Conned Up 6	usus long live nitrong shorthand reading organic

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.

	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	(1) 1 7 3 2 2 6 6 6 3 x
15	(C12) - 660 8
15	(C12) - 6828
	(Cr 2) - C 6 6 8 8
30	(Cr 573, c c 6858
30 45	(Cr 2) - C 6 6 5 8
30 45 60	(Cr 573 c 685 x
30 45 60 75	(Cr 573 c 685 x
30 45 60 75 90	(Cr 573 c 685 x
30 45 60 75 90	(Cr 573 c 665 x
30 45 60 75 90 105	(Cr 573 c 665 x

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.

	10) P. Y < /- 18
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	19 1 6 6 6 1 1 8
15	2 1 V
30	
45	
60	
75	
90	
105	
120	
135	
9 150	
Speed Up 6	www.long-live-nitmans-shorthand-reading.org.uk

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.

	Car, a ly la ( The
15	76 1
30	
45	
60	
75	
90	
105	
120	
135	
150	
	~ 1 p'~ ~ > / b & 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>10</b> 150	

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.

		)	7	2 (	u	<b>\</b> '		•	V	6	8
	15	<u> </u>	` `			`	/				
	30										
	45										
	60										
	75										
	90										
	105										
	120										
	135										
	150										
		7	4	9 (	~	$\checkmark$		$\checkmark$	9	٧ ٧	
	15	(		5	U						
	30										
	45										
	60										
	75										
	90										
	105										
	120										
	135										
11	150										

		97-764)81.00
	15	
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
	150	
		4 2 1:00 3 4-108
	15	
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	120	
12		

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.

	~ -> 6 c / 6 ( 6 c 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	. 9 2 2 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>14</b> 150	
Speed Up 6	www.long-live-pitmans-shorthand-reading.org.uk

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

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

	762-12-12
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	847620678
15	,
30	
45	
60	
75	
90	
105	
120	
120	

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?

	166000000000000000000000000000000000000
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	062 2013
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>16</b> 150	

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.

		~~ 10 ~ 6 L 2 68
	15	10
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
	150	
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	15	~~ \7'(\2\6\)
	15 30	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	30	~~~(9/(_7 ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~
	30 45	
	30 45 60	
	30 45 60 75	
	30 45 60 75 90	
	30 45 60 75 90	
18	30 45 60 75 90 105 120	

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.

	2 - 2 > 4 - 2 / 8
15	6
30	
45	
60	
75	
90	
105	
120	
135	
150	
	160000000000000000000000000000000000000
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>19</b> 150	

		2069266. VL8
	15	2
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
	150	
		2つかいうついりつの(8
	15	
	30	
	45	
	60	
	75	
	90	
	105	
	120	
	135	
20	150	
Speed Up 6		www.long-live-pitmans-shorthand-reading.org.uk

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.

		mg ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
1	15	
3	30	
4	15	
6	50	
7	75	
9	90	
1	.05	
1	.20	
1	.35	
1	.50	
		3~645~~~88
1	15	3
3	30	
4	45	
6	60	
7	75	
g	90	
1	105	
1	120	
1	135	
22	150	
Speed Up 6		www.long-live-pitmans-shorthand-reading.org.uk

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.

	2.00
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	2
15	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
15	2 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
	2~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
30	2~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
30 45	2~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
30 45 60	2~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
30 45 60 75	2~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
30 45 60 75 90	2 - 1 't \ 3 8
30 45 60 75 90	2 - 1 ' L \

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.

	>~ ~ 6 6 7 9 cm ×
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	36750
15	!
30	
45	
60	
75	
90	
105	
120	
135	
<b>25</b> 150	
Speed Lin 6	www.long.livo.nitmane.chorthand.roading.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.

	3. < > 1 1 6 2 2 6 8
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	25 > 6 / [ n 0 8
15	2 5 > 16 / 6 2 ° 8
15 30	2 5 3 6 1 6 2 ° 8
	2 5 3 6 1 6 2 ° 8
30	2 5 > 6 \ 6 2 ° 8
30 45	2 5 > 6 \ 6 2 ° 8
30 45 60	2 ° ' 6 ' 6 ' 2 ° 8
30 45 60 75	2 ° ' ° ' (b ' ) ° *
30 45 60 75 90	2 ° ' ° ' 6 ' 6 ' 2 ° *
30 45 60 75 90	2 ° ' ° ' 6 ' 6 ' 2 ° *

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.

	~ (1, 1, ~ (1, c)
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	9 2 5 6 0 - 9 6 . 7 = 3 8
15	1 5 2 6 0 - 1 C . T & 2 8
30	
45	
60	
75	
90	
105	
120	
135	
<b>27</b> 150	
Speed Up 6	www.long-live-nitmans-shorthand-reading.org.uk

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.

	4. 1. 6. 6. 8 m. 6. 3 8 x
15	
30	
45	
60	
75	
90	
105	
120	
135	
150	
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
15	
30	
45	
60	
75	
90	
105	
120	
135	
<b>28</b> 150	

## 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.

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.

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.

.....