

Section 6 We are at a loss to know why they are coming in a few days because as a rule they stay away.

We did not think for a moment that they would behave in such a manner as this at the conference.

The directors of the company are to a great extent concerned about the matter of the financial shortfall.

I heard for the first time his interesting stories about his travels all over the world.

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Speed Up 15

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Speed Up 15

We will consider the matter today notwithstanding the fact that there is little information on the subject.

We think that in the first instance we must look into the matter to get all the facts.

We do not know what is the matter with them, and as a matter of fact we think they will not tell us.

They are not avoiding this subject, on the contrary they will investigate it as a matter of course.

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Handwritten shorthand symbols for the first sentence.

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Handwritten shorthand symbols for the second sentence.

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Speed Up 15

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Handwritten shorthand symbols for the first sentence.

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Handwritten shorthand symbols for the second sentence.

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Speed Up 15

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This report is an expression of opinion and in consequence of this it is out of place on the agenda.

They made payments in respect of the costs and expect to receive confirmation in a short space of time.

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Do you mean to say that there was an error on the part of the workers in relation to the building plans?

We have had constant trouble from first to last and so we have asked to meet them face to face.

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I received an email in reply to my telephone call and it appears to me that the issue is solved.

Having regard to the report on this matter, it appears to have been written without all the facts.

Handwritten shorthand for the first sentence: I received an email in reply to my telephone call and it appears to me that the issue is solved.

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Handwritten shorthand for the second sentence: Having regard to the report on this matter, it appears to have been written without all the facts.

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Thank you for your report, in reference to which I shall be communicating with the directors.

We shall be glad to hear what has been done in respect to your requests.

Handwritten shorthand for the first sentence: Thank you for your report, in reference to which I shall be communicating with the directors.

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Handwritten shorthand for the second sentence: We shall be glad to hear what has been done in respect to your requests.

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In reference to your comments on the matter, it seems to me that these things ought to have been done.

With regard to the issues that you have raised, *it seems important* that they are discussed immediately.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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With regard to the issues that you have raised, *it is most important* that they are discussed immediately.

With reference to your complaint last month, we shall be glad to know whether this was resolved.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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They ought to have known what to do with respect to this, and I regret to say nothing was done.

I regret to state that this matter has not been dealt with to our complete satisfaction at all.

We regret to state that they have not started the work which they ought to have done by now.

There have been no changes of policy with relation to the safety issues raised.

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Speed Up 15

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At the present day, I think that we cannot afford this item at the present-day prices.

At the present time, I am working in the accounts office in the city.

I am working at present. I am working at the present.

By the way, I met Mr Black at the meeting last week.

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I wrote him a letter by way of explanation of the problems.
 In the first place, I would like to give my reasons for this action.

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In the second place, I will describe the issues that we face in our business.
 In the third place, I will draw some conclusions in regard to the new offices.

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In the last place the members of the committee will make a final decision on the matter.

In the next place, we shall be hearing a report from Mr Smith.

Tom finished in first place and Dick finished in second place.

Harry finished in third place and in last place came Fred.

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Handwritten shorthand for "In the last place the members of the committee will make a final decision on the matter." on a set of blue-lined paper.

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Handwritten shorthand for "In the next place, we shall be hearing a report from Mr Smith." on a set of blue-lined paper.

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Speed Up 15

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Handwritten shorthand for "Tom finished in first place and Dick finished in second place." on a set of blue-lined paper.

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Handwritten shorthand for "Harry finished in third place and in last place came Fred." on a set of blue-lined paper.

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Speed Up 15

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I took all the circumstances into account. I took all circumstances into account.
In the circumstances like you describe, we would have done the same thing.

In circumstances like you describe, we would have done the same thing.
I think that instances like that are fairly unusual in this industry.

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On the one hand we thought it was right but on the other hand we knew it would be difficult.

On one hand we thought it was right but on the other hand we knew it would be difficult.

He was disturbed in great measure by these events in the country.

He was disturbed in a great measure by these events in the country.

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Speed Up 15

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Speed Up 15

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Section 7 We have asked again and again for more information but the mystery just gets deeper and deeper.

The plane flew faster and faster, and rose higher and higher into the clear sky.

The clouds got lower and lower, and it became less and less pleasant.

As the dinosaur came nearer and nearer, the children became more and more nervous.

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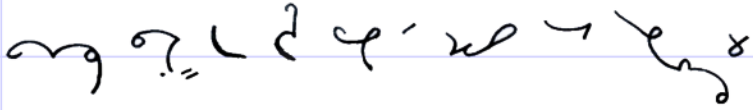
Mr and Mrs Smith have travelled north and south, and east and west, in the past few years.

They were very generous over and over again, paying over and above the amount requested.

His pace became quicker and quicker, and he ran here and there all over the street.

The tenants had to find ways and means to pay their rates and taxes on time.

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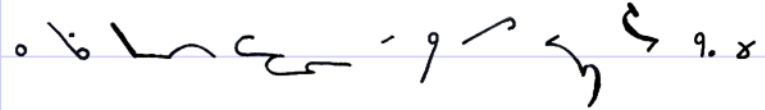
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Speed Up 15

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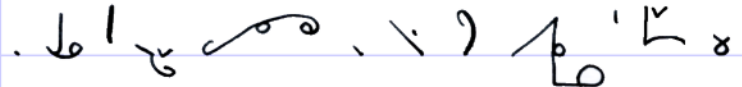
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Speed Up 15

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As the high speed cars raced side by side around the track, time and space seem to have been conquered.

Please bear in mind that we have staff in all parts of the country, as well as in all parts of the world.

The fact of the matter is that they have not borne in mind the peculiar circumstances of the case they are dealing with.

For the purpose of my report, I will need a complete list of the facts of the case.

	
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Writing a history of the world in one month is completely out of the question.
The essay is more or less finished although I do have one or two pages to check.

Sooner or later he has to go and buy two or three loaves of bread and three or four apples.

Four or five people were absent but five or six new students arrived.

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They made six or seven comments on the plan and suggested seven or eight improvements.

There are usually eight or nine teachers and nine or ten children in the classroom.

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Speed Up 15

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They have made their decision and right or wrong it must be considered by the committee.

Up to the present we have not received any letters in connection with building regulations.

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Speed Up 15

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Up to the present time we have not received any communications in connection with the work.

I have received several telephone calls in connection with their proposals for this business.

They have done the work in accordance with our instructions and in accordance with the recommendations.

Decisions must be made closely in accordance with the matter set out in the report.

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Speed Up 15

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Speed Up 15

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Crowds of people all over the world were celebrating this victory.

All over world politics, people are talking about this event.

All over, world leaders are discussing all these matters in the news.

The trouble is now all over, world leaders commented in the news reports.

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There are large areas of desert to be found all over our world.
You have many wildlife treasures all over your world to be conserved.

The people of those islands had varied resources all over their world.
We have seen many changes all over this world of ours.

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I have travelled all round the world in my life as a reporter.
This news has gone all around the world very rapidly indeed.

Handwritten shorthand for the first sentence: I have travelled all round the world in my life as a reporter.

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Handwritten shorthand for the second sentence: This news has gone all around the world very rapidly indeed.

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Speed Up 15

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There have been many important meetings all round the world in the last few months.

We know that all around the world people are very interested in this.

Handwritten shorthand for the first sentence: There have been many important meetings all round the world in the last few months.

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Handwritten shorthand for the second sentence: We know that all around the world people are very interested in this.

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Speed Up 15

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Speed Up 15

Section 6

We are at a loss to know why they are coming in a few days because as a rule they stay away.

We did not think for a moment that they would behave in such a manner as this at the conference.

The directors of the company are to a great extent concerned about the matter of the financial shortfall.

I heard for the first time his interesting stories about his travels all over the world.

We will consider the matter today notwithstanding the fact that there is little information on the subject.

We think that in the first instance we must look into the matter to get all the facts.

We do not know what is the matter with them, and as a matter of fact we think they will not tell us.

They are not avoiding this subject, on the contrary they will investigate it as a matter of course.

This report is an expression of opinion and in consequence of this it is out of place on the agenda.

They made payments in respect of the costs and expect to receive confirmation in a short space of time.

Do you mean to say that there was an error on the part of the workers in relation to the building plans?

We have had constant trouble from first to last and so we have asked to meet them face to face.

I received an email in reply to my telephone call and it appears to me that the issue is solved.

Having regard to the report on this matter, it appears to have been written without all the facts.

Thank you for your report, in reference to which I shall be communicating with the directors.

We shall be glad to hear what has been done in respect to your requests.

In reference to your comments on the matter, it seems to me that these things ought to have been done.

With regard to the issues that you have raised, it seems important that they are discussed immediately.

With regard to the issues that you have raised, it is most important that they are discussed immediately.

With reference to your complaint last month, we shall be glad to know whether this was resolved.

They ought to have known what to do with respect to this, and I regret to say nothing was done.

I regret to state that this matter has not been dealt with to our complete satisfaction at all.

We regret to state that they have not started the work which they ought to have done by now.

There have been no changes of policy with relation to the safety issues raised.

Speed Up 15

At the present day, I think that we cannot afford this item at the present-day prices.

At the present time, I am working in the accounts office in the city.

I am working at present. I am working at the present.

By the way, I met Mr Black at the meeting last week.

I wrote him a letter by way of explanation of the problems.

In the first place, I would like to give my reasons for this action.

In the second place, I will describe the issues that we face in our business.

In the third place, I will draw some conclusions in regard to the new offices.

In the last place the members of the committee will make a final decision on the matter.

In the next place, we shall be hearing a report from Mr Smith.

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I took all the circumstances into account. I took all circumstances into account.

In the circumstances like you describe, we would have done the same thing.

In circumstances like you describe, we would have done the same thing.

I think that instances like that are fairly unusual in this industry.

On the one hand we thought it was right but on the other hand we knew it would be difficult.

On one hand we thought it was right but on the other hand we knew it would be difficult.

He was disturbed in great measure by these events in the country.

He was disturbed in a great measure by these events in the country.

Speed Up 15

Section 7

We have asked again and again for more information but the mystery just gets deeper and deeper.

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We know that all around the world people are very interested in this.