



You should keep on reading the book and doing the things it says.

You will soon have the ability to keep up with what is going on.

I am going to assume you have read it all by now.

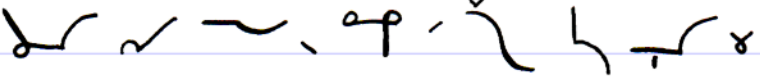
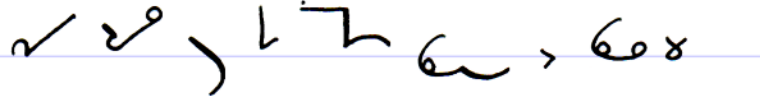
I think we can admire your skills and abilities in this area.

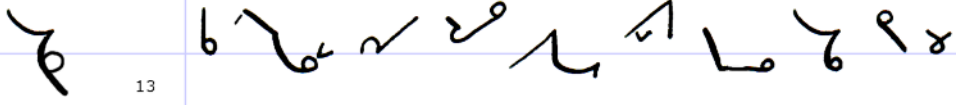
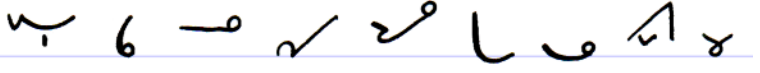
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Basically you are going to succeed and arrive at your goal.  
You are always busy at the academy listening to the lessons.

It is obvious you are always reading the right books for this subject.  
I know this because you are always doing things right.

	
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I know you would never at any time fall asleep on the job.  
You may wish to go to the agency today or maybe on Monday.

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13	Handwritten shorthand for "You may wish to go to the agency today or maybe on Monday."
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You can get advice and ask if they have any jobs for you.  
Do you think you can cope with a desk job at the council office?

13	Handwritten shorthand for "You can get advice and ask if they have any jobs for you."
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14	Handwritten shorthand for "Do you think you can cope with a desk job at the council office?"
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I think you would like to have a job at the web design firm.  
Maybe you would like to be dealing with customers in a shop.

I think you should discuss all these things with your careers adviser.  
You and she can think of a job which you would enjoy doing.

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A job in the city would allow you to escape your low paid job.  
You can do something different with a much higher monthly salary.

A job in an advice bureau may be something you would enjoy.  
I may get some new advice at the job agency on Saturday.

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In July I had a desire to go out in the car and see the seaside.  
 So I put my lunch box and map in the bag.


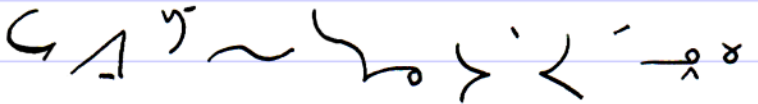
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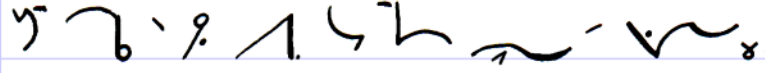
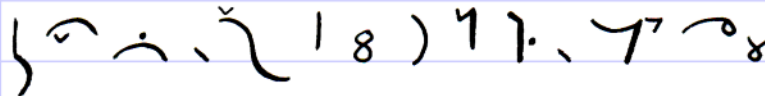
I had to check the car was full of fuel, as it was a long way to go.  
 I had to leave at six because it was many miles to the sea.

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It was a lovely day and I was happy to be on my way to the bay.  
Along the route, I saw many farms full of sheep and cows.

I saw meadows of hay ready for the autumn mowing and baling.  
It was my aim to arrive at eight so I had all day to enjoy myself.

	
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When I came to the seaside I saw the beach was fairly wide and long.  
The tide was right out and full of many small rock pools.

It was sunny all day and it was really nice to lounge on the beach.  
The bay was wide with nothing to spoil my view.

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I had my meal of rolls with cheese and tomatoes and a ripe juicy peach.  
I took some photos of the sky and sea to show my family.

On the way back I had time to look in the village museum.  
The museum had many items to show me the history of the area.

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I had time to visit Bell Farm which is off New Road.  
I saw the sailing boats on the big lake which is by the farm.

I am happy to say my day out was a real joy.  
I will be going back to the bay soon for an autumn visit.

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This email is going to be given to all those at the factory.  
Jack Smith said he would like to see the email for himself.

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He said it may be necessary to make some changes to the notice.  
We have to put this notice on all the fire doors in the office.

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All who are in the office have to read the notice tomorrow.  
We have to read it because it has all the new safety rules.

Because of this, Jack said he had to make changes to the office.  
He is going to change the spacing of some of the office desks.

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He will move the filing cabinets to the far side of the room.

He says this would make it safe when they are in use.

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Speed Up 20

It will also make some space for those using the photocopier.

They can put the copies and files on the long desk by the window.

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Speed Up 20

I am going to type this right now for Jack to read.  
I will give him a copy of it for the purpose of checking.

Handwritten shorthand for the first sentence: I am going to type this right now for Jack to read.

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Handwritten shorthand for the second sentence: I will give him a copy of it for the purpose of checking.

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Speed Up 20

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I have to do forty copies of the rule book and four of the door notice.  
I shall ask Jack how many should be given to those in the office.

Handwritten shorthand for the first sentence: I have to do forty copies of the rule book and four of the door notice.

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Handwritten shorthand for the second sentence: I shall ask Jack how many should be given to those in the office.

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Speed Up 20

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I hope they will read it all and take notice of what it says.  
I also hope they realise they have to follow the safety rules today.

The rules are for those in the office to stay safe all the time.  
We hope you will all now enjoy doing your job safely.

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Hi, my name is Jenny and my surname is Dixon.  
 I was in Adelaide earlier this year on a job in a sales office.

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I have a house in Sydney but nowadays I live in America.  
 I would like to make a visit to Paris and the Alps in the south.

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If I have time I will also visit Delhi in India.

I would go to Morocco if I had a really big bonus.

I may go to Alaska and Canada for the snow and skiing.

Maybe I can follow this with a visit to Hawaii some time.

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I think the Bahamas would be nice for the palms, sea and sun.

I know China and Hong Kong have some awesome views.

The Japanese city of Tokyo has nice views for the visitor too.

In July I will visit Niagara Falls with my family.

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My firm has an office in Russia and in Italy too.  
My boss Russell Thomson may be doing a tour of Chicago.

He is going with Harry Dawes and Pamela Murray on Monday.  
They will take photos of the big new factories which are going up.

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They will also do the new designs for the shop showroom.  
It is likely I will be making a visit to Tennessee.

I have to go to Montana tomorrow to do some business deals.  
But I do get to go back to my house in the city on the Saturday.

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I will be at my house on Sunday unless the snow delays me.  
We had ice on the roads and foggy patches in the valleys.

All this delayed me arriving back at the house on Wednesday.  
But I think I will be back in time for Samuel's party.

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I was enjoying tea and cakes in the village café.  
 I was in the café window seat reading my magazine.

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I looked out of the window and saw a lady in the park.  
 The lady was taking photos of something in the park.

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I have to say it was a real puzzle to me what the item was.  
So I took myself out of the room and into the park area.

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By the hedge I saw a path with red and yellow rose bushes.  
In the hazy autumn sun, the park was full of colour.

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The rose area had become full of a heady perfume.  
I jokingly said something to the lady with the camera.

I said it was a shame the rose smell would never be in the photos.  
She had a big smile and she said, "Yes, you are right."

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She said it was to get the name of the rose on the long tag.

She was going to look up the rose name in a book.

She would know what rose it was so she can buy the same bush.

She said she and the family can enjoy the lovely perfume.

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So now I knew what the reason was for taking the photos.

Like the lady, I also wish to have these rose bushes.

I would like a bush the same because of the lovely perfume.

It would also look nice in my rose patch at the back.

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The shops may cease selling them as the fall season arrives.

I would be sorry to miss out because I was too lazy to go and buy it.

So I bought some of them in my lunchtime on Monday.

They can go in the soil when I get back to the house.

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They will be far superior to all those big weeds I have now.  
It will be a relief when all the bushes are safely in the soil.

I am happy I saw the lady taking the photos in the park.  
I now have several lovely bushes to enjoy when July comes.

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Handwritten shorthand for the first sentence of the left page.

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Handwritten shorthand for the second sentence of the right page.

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Speed Up 20

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

**Speed Up 20**

NEW SKILLS

You should keep on reading the book and doing the things it says.

You will soon have the ability to keep up with what is going on

I am going to assume you have read it all by now.

I think we can admire your skills and abilities in this area.

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Basically you are going to succeed and arrive at your goal.

You are always busy at the academy listening to the lessons.

It is obvious you are always reading the right books for this subject.

I know this because you are always doing things right.

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I know you would never at any time fall asleep on the job.

You may wish to go to the agency today or maybe on Monday.

You can get advice and ask if they have any jobs for you.

Do you think you can cope with a desk job at the council office?

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I think you would like to have a job at the web design firm.

Maybe you would like to be dealing with customers in a shop.

I think you should discuss all these things with your careers adviser.

You and she can think of a job which you would enjoy doing.

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A job in the city would allow you to escape your low paid job.

You can do something different with a much higher monthly salary.

A job in an advice bureau may be something you would enjoy.

I may get some new advice at the job agency on Saturday.

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SEASIDE VISIT

In July I had a desire to go out in the car and see the seaside.

So I put my lunch box and map in the bag.

I had to check the car was full of fuel, as it was a long way to go.

I had to leave at six because it was many miles to the sea.

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It was a lovely day and I was happy to be on my way to the bay

Along the route, I saw many farms full of sheep and cows.

I saw meadows of hay ready for the autumn mowing and baling

It was my aim to arrive at eight so I had all day to enjoy myself.

-----

When I came to the seaside I saw the beach was fairly wide and long.

The tide was right out and full of many small rock pools.

It was sunny all day and it was really nice to lounge on the beach.

The bay was wide with nothing to spoil my view

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**Speed Up 20**

I had my meal of rolls with cheese and tomatoes and a ripe juicy peach.

I took some photos of the sky and sea to show my family.

On the way back I had time to look in the village museum.

The museum had many items to show me the history of the area.

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I had time to visit Bell Farm which is off New Road.

I saw the sailing boats on the big lake which is by the farm.

I am happy to say my day out was a real joy.

I will be going back to the bay soon for an autumn visit.

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SAFETY NOTICE

This email is going to be given to all those at the factory.

Jack Smith said he would like to see the email for himself.

He said it may be necessary to make some changes to the notice.

We have to put this notice on all the fire doors in the office.

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All who are in the office have to read the notice tomorrow.

We have to read it because it has all the new safety rules.

Because of this, Jack said he had to make changes to the office.

He is going to change the spacing of some of the office desks.

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He will move the filing cabinets to the far side of the room.

He says this would make it safe when they are in use.

It will also make some space for those using the photocopier.

They can put the copies and files on the long desk by the window.

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I am going to type this right now for Jack to read.

I will give him a copy of it for the purpose of checking.

I have to do forty copies of the rule book and four of the door notice.

I shall ask Jack how many should be given to those in the office.

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I hope they will read it all and take notice of what it says.

I also hope they realise they have to follow the safety rules today.

The rules are for those in the office to stay safe all the time.

We hope you will all now enjoy doing your job safely.

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**Speed Up 20**

NAMES

Hi, my name is Jenny and my surname is Dixon.

I was in Adelaide earlier this year on a job in a sales office.

I have a house in Sydney but nowadays I live in America

I would like to make a visit to Paris and the Alps in the south.

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If I have time I will also visit Delhi in India.

I would go to Morocco if I had a really big bonus.

I may go to Alaska and Canada for the snow and skiing.

Maybe I can follow this with a visit to Hawaii some time.

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I think the Bahamas would be nice for the palms, sea and sun.

I know China and Hong Kong have some awesome views.

The Japanese city of Tokyo has nice views for the visitor too.

In July I will visit Niagara Falls with my family.

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My firm has an office in Russia and in Italy too.

My boss Russell Thomson may be doing a tour of Chicago.

He is going with Harry Dawes and Pamela Murray on Monday.

They will take photos of the big new factories which are going up.

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They will also do the new designs for the shop showroom

It is likely I will be making a visit to Tennessee.

I have to go to Montana tomorrow to do some business deals.

But I do get to go back to my house in the city on the Saturday.

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I will be at my house on Sunday unless the snow delays me.

We had ice on the roads and foggy patches in the valleys.

All this delayed me arriving back at the house on Wednesday.

But I think I will be back in time for Samuel's party.

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**Speed Up 20**

ROSE BUSHES

I was enjoying tea and cakes in the village café.

I was in the café window seat reading my magazine.

I looked out of the window and saw a lady in the park.

The lady was taking photos of something in the park.

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I have to say it was a real puzzle to me what the item was

So I took myself out of the room and into the park area.

By the hedge I saw a path with red and yellow rose bushes.

In the hazy autumn sun, the park was full of colour.

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The rose area had become full of a heady perfume.

I jokingly said something to the lady with the camera.

I said it was a shame the rose smell would never be in the photos.

She had a big smile and she said, "Yes, you are right."

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She said it was to get the name of the rose on the long tag.

She was going to look up the rose name in a book.

She would know what rose it was so she can buy the same bush.

She said she and the family can enjoy the lovely perfume

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So now I knew what the reason was for taking the photos.

Like the lady, I also wish to have these rose bushes.

I would like a bush the same because of the lovely perfume.

It would also look nice in my rose patch at the back.

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The shops may cease selling them as the fall season arrives

I would be sorry to miss out because I was too lazy to go and buy it.

So I bought some of them in my lunchtime on Monday.

They can go in the soil when I get back to the house

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They will be far superior to all those big weeds I have now.

It will be a relief when all the bushes are safely in the soil.

I am happy I saw the lady taking the photos in the park.

I now have several lovely bushes to enjoy when July comes.

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