



Handwritten shorthand symbols on a blue-lined background.

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## Omission Phrases

Here is some material that practises lots of omission phrases. There is no quicker way to write something than not to write it at all, as long as the writer is thoroughly familiar with the phrase, and also there is no clash with any similar ones. Trying to recall a half-learned phrase can take longer than using separate outlines, and unless they flow readily from the pen, they will be more of a hindrance than a help. For this reason it is better to know a selection of common ones really well, than to attempt to absorb long lists that may never or rarely be used. The phrases here are taken from the Guide To Phrasing, and so can be considered completely reliable. If you have any doubt about using a phrase in a particular sentence, it is better not to use it until the ambiguity has been cleared up. I suggest you practise all the phrases singly before taking it from dictation, as so many have been squeezed in. Having done that I am sure you will appreciate what a time-saver they are but only when they have been learned thoroughly and can be written without hesitation. I would mention that it would be better to finish the instruction book before taking on these more advanced phrasing methods. A thorough knowledge of the basics is your key to success which no amount of ingenious phrasing can ever replace in the quest for speed.

Last week I was very busy but I am sure that next week I will be very much busier. I was resting at home for a time but then I realised that I had more and more things to do. I was at a loss as to how to get them all done, but as a rule I find making a list very helpful. First and foremost I write the most important things, but within one or two hours, the list grows larger and larger, and the page becomes longer and longer. Now and then I have to stop, and make some alterations here and there. I put similar things side by side, so that they can be done all at the same time but sometimes there is not much between them on which to make a decision.

I have to bear in mind that doing some of the items is out of the question this month, and they will have to be done next month instead. Everything would have been much simpler if I did not have to take into account my family's point of view on the subject. They want to know whether or not I have taken into account their wishes and viewpoints. Fortunately there is no difference of opinion between us and our standard of living has continued to improve. Some of them agree that it is a sign of the times, and directly or indirectly they all benefit from my work. With regard to the information in our hands, at first sight it can be difficult to know whether it is right or wrong, but up to the present I believe that I have made the best decisions year by year. It is more or less in line with our long-term plans but neither more nor less than a miracle that we have done so well.

In connection with my job at the technical college in the City of London, I am sorry to say that I have now come to the conclusion that it is not as good as it was in the past, and I will be considering all the facts of the case as regards my employment there up to the present time. It is one of the most high-pressure jobs I have had to do. My doctor will often call attention to the matter and for the sake of my health I am considering my position within the company. This is one of the most important decisions that I have to consider. At first I did not know whether or not I should make a change, but in the circumstances, and taking into account all the facts of the situation, I have now come to the conclusion that it would be better to make a firm decision. No other way would produce such satisfactory results and it stands to reason that our decisions are based on information rather than just opinion. I will be extremely sorry to say goodbye to my good friends but I am very pleased that this well-paid position will now be open to one of my colleagues. I am sure there is a very good chance, in their opinion, that this will produce satisfactory results for everyone.

## Omission Phrases

I have borne in mind everything that I have achieved so far. In regard to my future, I am now 55 years of age, and from my point of view within a few months I will have brought this phase of my working life to a satisfactory conclusion. My family have said that they certainly have no objection and a low pressure life is much more convenient for us all. Our travel will no longer incur heavy expenses, and there are no other great expenses to take into consideration when we are planning our expenditure. In fact, we made a list of the necessary expenses of family life a short time ago which seems to have confirmed our opinion on the financial information. In this manner, I hope to be able to join my family as early as possible in order to enjoy the sights of the West End of London, followed by a tour of the British Isles for several weeks to study the native animal life in all parts of the country. We enjoy travelling both at home and abroad, and from time to time like to spend a few weeks away in order to refresh ourselves. There is no other thing that we would prefer to be doing and it is a perfectly satisfactory way of spending our holidays.

As regards my home life, now that my days are more favourable for learning new subjects, I will be taking up shorthand writing, and if possible I will use it to produce a book on foreign affairs and the political life of this country. I will also be writing a book about my early days on the other side of the country, working in the engineering

machine shops making parts for British ships. Generally speaking, I am glad that all these things have taken place, and that my future is going in this direction. There are so many other things to do and much more to see. I am sure we will all look forward to our times together, now that I no longer have to go backwards and forwards to the technical college. The Prime Minister's recent changes in bank rates, taxation and the rate of exchange have produced very satisfactory results for us, and we are almost certain to make gains in some measure, especially on our savings with the Post Office.

For the most part we are very happy with everything and are hardly likely to want to go back to our old way of life. I can confirm that this decision has now been made and we are on the move once again. Although the job was a first-rate one, it is most important not to miss out on other opportunities and we hope that our decision this week will, in the course of time, make for a long life full of worthwhile activities. In our opinion it seems important that we use all this extra time during the course of the year to undertake the items on our list from beginning to end, starting tomorrow morning. I am very pleased indeed with how things have turned out and there is no reason why we should want it to be any other way. I hope that within three or four months we will be enjoying ourselves to the best of our ability and in six or seven years we will have entirely forgotten the state of affairs as they used to be for a major part of our lives. (1369 words)