

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

① Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

② Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

③ Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

④ Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

5

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

am Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

6

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

⑦ Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Handwritten shorthand symbols on a blue-lined background.

Short Letters 10

Here are some more short passages. Once you have read through the shorthand several times, it might be an idea to read them out loud again, but this time recording yourself. Hopefully your reading speed on the shorthand (not the text) would match the speed at which you would be able to write it, although I think it is harder to recall outlines than to just recognise them and that little difference will be enough to provide the pull needed to ensure it is not too easy.

Dear Mr Black, I hope you have by now received the committee reports and financial statements which I emailed to all the members who were present at last month's meeting. The directors are very happy to see such an improvement in our situation and the success of our new venture with the refurbished showroom in the north of the county. I welcome your comments and suggestions on the issues we talked about, which I will include in the report that I will be writing, in preparation for the consultation with the accountants next month. Your sincerely, Mr White, Company Secretary (100 words)

Dear Miss Gray, I am responding to your email of yesterday about the items of clothing you ordered in our North Road store last week. I am sorry that there has been a delay in obtaining these for you. I confirm that the discounted price will remain the same for your purchase, until the items arrive. Thank you for being willing to wait and I am sure the items will be to your satisfaction. If there is likely to be any further hold-up in deliveries from the warehouse to our shop, then I will contact you again. Yours sincerely, Debbie (100 words)

Dear Miss Greystone, I hope you are well and you are enjoying seeing the sights of the city on your three month touring ticket that you purchased from us last year. I am writing to offer you the opportunity of buying an extension for another three or six months, at a discount of fifty percent over the normal price. This offer is not open to new members to the scheme at present, as we want to make sure our existing members have the first choice. Please reply by phone or email if you wish to take advantage of this saving. (100 words)

Dear Mrs Greenham, Our Walking Club has now been operating for five years, during which time our membership has grown considerably and we are delighted that people are choosing to join us on our walks through the lovely countryside and villages of the area. We have received so many requests from further afield, that we are considering opening another branch, to keep numbers lower for each walk. We are holding a club meeting on the tenth of next month and I invite you to come and join in the discussions about this exciting possibility. We look forward to seeing you. (100 words)

Dear Miss Brownley, This letter is to confirm your appointment as Junior Reporter in our sports department. Please report to this office at 9.30 a.m. on Monday first of March. Your first trainee assignment will be to accompany Mr Stevens to the headquarters of the local tennis club around mid-morning and you will both produce your reports during the afternoon. As a senior reporter, Mr Stevens is very well placed to coach you in your first steps, and I hope this will be the beginning of a long and happy career for you in the world of sports reporting. (100 words)

Short Letters 10

Dear James, As I mentioned to you last week, Miss Brownley will be coming to start work with us next month. She will be accompanying you on several of your assignments, so that she can have first-hand experience of the job, and so that we can get a good idea of her abilities. At the end of the week I will see you both for an appraisal of how things went, and we can then allocate some jobs to her for the future. I know your knowledge will be of great benefit to her as she starts her journalism career. (100 words)

Dear Mr Redman, Thank you for sending through the architect's report on the plans for our new house in Mill Road. I have a few amendments to make and would like you to arrange an appointment for us both to meet at your offices. I have several sample pictures of how I would like the side extension to look. I can be available any time as long as I have a day's notice. There will also be a few changes to the landscaping plan but I understand that this does not have to be finalised until later in the year. (100 words) (Total 787 words)