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FACILITY DRILL

Blog - 2017 - February

Instructor Phrases Section 1

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PDF Date: 15 December 2024

Lined writing area consisting of 21 horizontal lines.

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Instructor Phrases Section 1

These sentences practise the phrases given in Advanced Phraseography Section 1 on page 193 of the Instructor. Despite the chapter heading, these are hardly advanced, but just normal joinings and a few omission ones. Those in Sections 2 to 7 (for which blogs will be done later) start to use the shortening devices, then progress to leaving out syllables and finally omitting whole words, so the lists are progressive. They are all line length sentences so that you can repeat each one down the notepad page, with each line getting smoother and easier than the last as your hand gets used to writing the phrases. I would suggest that you write the lines at a comfortable speed with an emphasis on neatness and an even rate of writing, and then later on put on some speed once they are familiar.

I think you will find that you get your favourite phrases and use them regularly, and you can then take on more that are formed on the same principles. Hesitating while trying to recall a phrase is counterproductive. Most phrasing consists of the small grammatical words that naturally fall into groups. Even so, if the outlines cannot be joined, then a phrase should not be forced, although an alternative form for an outline can sometimes be used to make a phrase possible. If there is a pause in speech, then phrasing over it should be avoided, as the spaces between outlines are also an indication of how it was spoken, and this helps you to read back correctly. By the time you have worked through the entire shorthand course book, I am sure you will have a feel for good phrasing, and can resist being led astray by the temptation to use it excessively. Phrasing, like power, strength and money, makes a good servant but a bad master.

I agree with the accountants and in all probability they will be dealing with the matter tomorrow.

The number of returning website visitors was three times as much as were recorded last year.

The reporters in this country seem to write their notes as fast as a bullet, as it were.

As the matter has been resolved, I feel sure that you will agree to continue with the work.

In the meantime I assume you will probably be working out the percentage of profit.

They will probably be happy with a per annum figure of six per cent.

They performed very satisfactorily in this matter and I quite agree with their methods.

May I take the liberty of inviting you to our meeting on this occasion to discuss the matter?

Notwithstanding such great difficulties on these occasions, we will seek to bring the matter to an end.

I am certain that you are quite agreeable to working on the other side of town.

With such good workers on either hand, we brought forward the completion date for our plans.

They completed the job, notwithstanding that on that day there were very peculiar circumstances.

Instructor Phrases Section 1

We want to get good speeds but on the other hand we don't want to make mistakes.

There were mountains on either side of the river but by some means we reached the town.

We were determined to succeed in all circumstances, and by and by we reached our goal.

By the by, did you see that news article on those who were at the football match?

As we travelled through the world, we saw the problems of those who were living in the cities.

We spoke to those who are living there, so that we may report on this matter.

I think it is necessary to go there and I think that you are the one who should do it.

Every circumstance is different and I am inclined to think we must get all the facts first.

I am persuaded that we have acted correctly on these occasions.

In this respect the officer is wrong but in his own opinion he was in the right.

I am sending last month's reports, as well as those which we are now considering.

As the matter is now closed, I am very glad to say that I will be free tomorrow. (700 words)