



## FACILITY DRILL

## Short Letters 16

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These hundred word passages are to help you speed up your writing. They are short enough not to cause fatigue or discouragement, but just long enough so that you have to keep up with the speaker all the time. The aim is to finish writing at the same time that the speaker stops, then you know you have achieved that speed, which is not quite the case if you were trailing far behind and continuing to write the final sentence from memory. These have been written to include many omission phrases and to avoid less common words, so that you can get a taste as soon as possible of writing in a fast flowing manner, without stopping or hesitating, and so leave behind forever the heavy-handed halting manner of writing that cannot lead to fast shorthand. It is important to remember that an artificially easy passage, either specially written or one that you have practised many times, will give you an artificially high figure, which may drop when you take a normal unseen passage with no editing to remove obstacles. However, having become used to flying along the lines of your page, you will then not be satisfied with any other way of writing.

Thank you very much for sending the report to me, giving your point of view on this important subject. We will be having a meeting to discuss all this as soon as possible. We will be taking into consideration all the new information that we have received and we hope that we will be able to make some firm decisions that will be satisfactory to everyone in the planning group. It is certain that there will be some differences in the costs but please bear in mind that we have taken into account all this in the directors' financial report.

We would like to thank everyone on the committee for their work in bringing this task to a satisfactory conclusion. It has certainly been a long time since we first started this project but up to this month we have found that everyone has done their part as quickly as possible. There will be some delay in making out a full report of all the facts because of the staff holidays which take place in August. Our number of completed projects is very satisfactory as compared with last year, and we would like to thank the staff for their efforts.

We are pleased to announce that we are now providing our maintenance services to homes in your area. It is certain that every house needs constant attention in order to keep it in good condition. As we have now opened a new office in your town, we wish to let you know how we can help in this regard. It is important to keep your home secure and running well, and we are certain that we can help with this. If you are interested in our maintenance services, please inform us by returning the slip giving details of your requirements.

Thank you everyone for inviting me to speak to you this morning. First and foremost I would like to point out that over the past few weeks I have received several requests to speak on this matter. I am glad that I am now able to make some useful comments on this subject which seems to have been forgotten by many people. We do have several things that need our immediate attention. In the circumstances, I feel that these should be given some consideration before we discuss anything else on this subject which is so important in the business world.

Dear Reader, We are delighted to be able to give you this month's new book list for your consideration. Attending the Writers Conferences over the past year has certainly been a great help in bringing many exciting new authors to our attention. We hope that you will visit our website where we have samples of their writing and artwork, in order that you can see for yourself the many new books that we will be stocking. It is important to get your order to us as early as possible, so that we can send the books to you without delay.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.