

EX11-5

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EX11-6

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EX11-7

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EX11-8

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EX12-7

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EX12-8

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EX12-9

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EX12-15

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EX12-16

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EX12-17

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EX12-18

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EX12-19

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EX12-20

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EX12-21

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EX12-22

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EX13-23

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EXERCISE 11(A)

1

We have some yew wood ready to make the new pews.

I like all the different stews they do at the pub.

They have to pay dues to the tax office by Monday.

We have seen large queues outside the shop today.

They bought several cues and a box of balls for the game.

I bought a few bulbs and a fuse for the toolbox.

2

She was asking for my views on the subject.

The views out of the office windows are nice and wide.

The lady said the animal mews for its food all day.

I live in The Mews in the south of the city.

I saw on the early news the factory has a new boss.

The Matthews family have seen the news today.

3

The signs on the bows of the ships are all the different names.

We saw the leaves on the boughs of the oak.

They will stay by the pews and say vows at the ceremony.

On the farm they have a big sow and several small sows.

The boy denies taking the things out of the shop.

If she renews the book, she can read it all slowly.

4

These issues have to be put in the business minutes.

You can use some of the tissues in the box.

The boy argues and a row ensues.

We have some new music venues ready for the autumn.

All the avenues in the city are fairly long.

They have some new menus at the pub now.

5

The shop lady values the items for the customer.

If she endows them, they will have enough to buy the car.

They have a facility at the factory for making repairs.

We have many facilities in the office which makes life easy.

We had to catch the loathsome animal and take it away.

The poor folk said, the king is going to enslave us.

6

This cake is toothsome, which is to say it is delicious.

A sophism is a different way to say a fallacy.

It is unseemly for them to speak in such a way at the office.

We shall be talking to the boys in some of the villages.

The smell of the factory was noisome to those on the farm.

Ed Smith had a job as a tinsmith many years ago.

EXERCISE 11(B)

7

We have had snow and ice, and the roads are icy.

An ass is the same thing as a donkey.

Take us to the office and show us the rooms.

James is an ace at the game of golf.

I have to say to them all the things she said.

Chop the wood and saw it into small logs.

8

Write an essay and say some things on your games.

They will weigh and assay the item to get the value.

They saw the eyes of the large animal in the woods.

I will sit on the sofa and take my ease all day.

By now this firm owes us much money for the repairs.

They saw the milk ooze out of the tissue.

9
In the city zoo the kids saw loads of farm animals.

The kids are going to eat all the ices to cool them.

The boys may have to take the asses to the farm.

Bill says Tom has several aces up his sleeve today.

This sawmill facility saws all the wood into long logs.

The kids have to write essays on the zoo visit.

10

This new item eases the task for the office folk.

They said the oil oozes out of the long pipe.

They say they will zap the bugs using some soap.

His zeal for the job is going to go on for a long time.

They say the debts they had are now zero.

My book says the zenith is the top of the sky.

11

They are going to wash it in the big zinc bath.

Zack and Zachary are going to see Isaac today.

Ezra and Isabel are going to see the boys tomorrow.

The large asp on the path was the colour of sap.

Ask Tom for a sack to put the bag of dog food in.

I shall ask Barry to get some new socks for James.

12

The scope of this book on the spy escapes is wide.

Sid was sad because the acid had leaked onto the new bench.

Some of them may assume the boss has come to see them.

Ask the ladies if they will pose for the photos.

She had a lovely posy which she bought for the wedding.

I am going to have a lazy day and laze on the beach.

13

This lacy top belongs to Miss Mary Lacey.

We saw a big mess in the room, these kids are so messy.

If you make a noise, they will think you are always noisy.

The small kids are always fussy at mealtimes.

We saw some fuzzy yellow chicks in the shed.

Jim is always making racy jokes at the office.

14

Rosie has a small face and rosy cheeks.

Check the size of the shoes for this customer.

Pam always sighs if we talk on this subject.

I will be sailing to the south seas for a year.

The boy sees the sheep on the village road.

They will have to seize the day and do it all right away.

EXERCISE 11(B) (cont)

15

They have to cease doing this job at the factory.

Pour the tomato sauce into the jug.

They have some saws to make the wood into logs.

Ask him to put a saucer by the soup bowl.

I will be asking them to put the saucers in the box.

Caesar came to these shores a long time ago.

16

Ask Cecil to buy some scissors at the shop.

Danny was a saucy boy who had many jokes in his book.

It is the season to put the seeds into the veg patch.

The boy's ability for office tasks is so-so at this time.

The factory is ceasing to make this item soon.

The police are seizing the items out of the rooms today.

17

The sizing of the shoes is too big for our customers.

The boys rode on the see-saw in the big park.

This disease took many of our sheep this month.

I know sheep can get many different diseases.

The decease of the lady is making a big difference to us.

The time of his decease was at five on Monday.

EXERCISE 12(A)

1

Hi Mary, do you know this shop on the High Road?

The boy said to his dog, Hey, come back right now!

The folk on the farm are now making hay.

I have a hoe and I will use it on the weeds tomorrow.

Danny said, Aha, now I have them in my sight!

The leaves of this bush have a pale hue in the autumn.

2

I spoke to Hugh who said he can come to the office.

The factory is much higher but the sheds are low.

He has a highly paid job at our office in the city.

We rode on the new highway to the big city.

I had to hack my way in the woods to get to the shack.

The lads are going to make two tall haystacks tomorrow.

3

I like to hike all the roads outside the city.

I will take a few hooks in my bag for the fishing.

I shall be hooking some fish out of the lake soon.

The tale said the hag had a long face and few teeth.

I will give him a big hug on his birthday.

The kids are hugging the toy teddies and dolls.

EXERCISE 12(B)

4

I looked into the haze and saw the animals feeding.

In the park a lad was using a hose on the rose bushes.

I have two hoes which I use to get the weeds out.

He wrote a book on the highs and lows of office life.

This house is the only house I have bought.

Our son Jack hews all the wood for the fire.

5

The oil slick showed all the hues of the rainbow.

I have seen Hugh's house on the edge of the city.

I am happy he now has hope for the year ahead.

We had a heap of leaves on the far side of the veg patch.

Reading books and ball games are my hobbies.

I saw the hub cap of the car had come off.

6

We wish to stay at the hotel on the edge of the village.

The dog hides itself but we can see its head.

He hid the money in a bag inside a safe box.

A hatch is a small door in a box or room.

We are going to hitch the car to the lorry for a tow.

We have a high hedge at the side of the house.

7

She can get huffy if she has to argue the case.

I think the boat is going to be too heavy to move.

All these animals live and feed on the wide heath.

The sky was hazy and the sun became dim.

The kids had to hush as the lady spoke to them.

The bees make honey and we take it out of the honeycomb.

8

Hang this notice on the factory and office doors.

He was hanging his head in fear of the gang of boys.

We have to hasten to the shops to buy these items.

I am hosing the car and I will be hosing the bikes tomorrow.

We are looking for some new housing for our customers.

The youth hostel is looking for a new house to use.

9

The animal was big and hairy, and making a noise.

Hazel said the history exam which she had to do was horrid.

They hurried to the farm to see the cows being milked.

Harry was in a big hurry to get to the High Road shops.

Harry is my hero, he said he can save the dog's life.

She was harassing me so I had to hasten out of the room.

EXERCISE 12(C)

10

It was mayhem at the kid's party on Saturday.

Jim Mayhew has bought a mahogany box for his books.

He lives in a farmhouse on the edge of the village.

He said, I will do this job anyhow I like to do it.

He has the knowhow to make the repair to the car.

The bits of food and milk may cohere if you mix them.

EXERCISE 12(C) (cont)

11

Jack Mayhew took a message in the office today.

He said, Anyhow I have seen no such thing in my life.

They put headings and subheadings in the essays.

Jack Hood wrote on his boyhood years in Canada.

I keep my new boat in the boathouse by the lake.

He wrote a large heavy book on the names of Jehovah.

12

We have had to hang and rehang the item several times.

The house is far too small, they have had to rehouse them.

The authority has a new rehousing scheme for the families.

I am making a hash of this, I will have to rehash the book.

They have to adhere to all the things on the factory notice.

You can do this job if you are adhering to the rota.

13

James is a valued resource to have in our team.

The boss is going to rehire Danny to do the research job.

Tom is going to rehearse the things he has to say.

I totally abhor the nasty way he spoke to the family.

He has given us an ad hoc answer which will keep us happy.

The kids are now upset and all they can say is boo-hoo.

EXERCISE 12(D)

14

I bought some ham at the shops in my home village.

To whom shall I give this package at the office?

We all sang the hymn but the boys had to hum.

I saw a hole in the rug which was in the hall of my house.

We had to haul the boat out of the sea and up the hill.

They ate the whole of the loaf at the lunch meal.

15

He dug his heel into the soil in the veg patch.

His arm should heal in a month or two.

He said hello and we said hello back.

It has healed up and he can now do his job.

You hold the ropes and I will hold the side of the boat.

The bear was holed up in the rocky slopes.

16

We are having a holiday on the south coast.

This food is for your health and to heal the disease.

They now have a healthy and harmless way of living.

Laura may have to get some help for the task.

You can hire James to type the book for you.

Sarah's hair was a nice shade of pale yellow.

17

The dog may harm the hare hiding in its burrow.

Give her the new toys and watch her face smile.

The money is hers to buy any item she wishes.

She will take herself to the birthday party on Wednesday.

Come here and help me chop these herbs.

I hereby give you notice to leave the house.

EXERCISE 12(E)

18

I have a large mail package for her in my office.

Have you seen the book we have bought for her?

We shall be going to her house for the party.

Give this package to her to take to the depot.

This book gives details of the sales for the year.

He was doing this job right up to the year I came here.

19

He has an unhealthy way of living on donuts.

The kids had a big mishap going uphill to the village.

To exhale is to expel air out of the lungs.

We have to exhume these things right away.

His livelihood pays all the household bills.

Billy said the likelihood of them doing the job was low.

20

The house which we have now was bought on leasehold.

I saw the armhole of the top had a big hole in it.

Miss Smith is going to speak to all the households in the road.

Put some fishhooks in your bag for tomorrow's day out.

She had to put a new nappy on the baby.

I was unhappy to hear he was going to leave his job.

21

He was, unhappily, going to miss the job in the city.

I live in a road in Soho which is in the city.

Belinda is living on a large farm in Idaho.

We are having our holiday in Hawaii this year.

A ha-ha is a ditch which makes an edge to a park.

To speak or write a sigh, you can say "hey-ho".

22

I shall have to hire Mark to do the job but at a higher rate.

The hardy farm boy ate a hearty meal at his home.

Ask Terry if he will come to the office tomorrow.

I think he can do the job for us on Monday at a fair rate.

As for Barry, we think he is the boy for the job.

He will see the boss on Tuesday to get his advice.

23

He may have to stay for an hour or two today.

He said he can be at the office early tomorrow.

He is going to Canada for a year or two.

He has a big memory for all the things he reads.

He is the right fellow and he can do this for us.

He has the ability to do all those things for which we ask.

24

I hope you enjoy the kids' party we are holding on Saturday.

I hope you will come to our wedding in the village hall.

We hope to go to America in the autumn.

We hope they will take the kids to the fair on Sunday.

We hope you are having a lovely time by the sea.

If he will do this job for us, who will pay him the cash?

EXERCISE 13(A)

1

The car came to a stop on the road.

The steps to my house on the hill are steep.

He writes using a small stub and the page is messy.

The officer is asking him to state his name.

The kids stayed in the park for the game today.

I stood at the back of the hall to hear the service.

2

Her job is to stitch the items for the stage scenery.

All the stuff in the big box is yours to keep.

Hannah cooked us a delicious meal on the stove.

My job is to stack the food packages for the shop.

The boys had some sticks they got out of the woods.

They saw loads of steam coming out of the factory chimney.

3

The stem of this rose bush is too long.

The path had many stones and big holes.

The bee may sting if you move the stick it is on.

Does he still have a job in the city office?

Go to the store and see if they have some coffee.

I read the kids the long story in the animal tales book.

4

I will take the book and post it to the office.

The family all posed for a photo in the park.

This job is the best I have had in a long time.

My new job is based in the city on the south side.

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

I have to take a test on my reading on Monday.

You must remove all this dust which is on the surface.

5

He cast all the money into the chest.

I am going to write some text for my book.

We have a new guest at the hotel today.

The kids guessed the dog's name which was Bob.

I sat in the park and gazed at the sunny scene.

It is time he faced up to having to do this long job.

6

He said the kids are always fazed by the exams.

We are going to cook up a vast feast of cakes.

I have advised him to invest his savings at the bank.

We have a revised rota for the staff to do today.

I missed my bus because of the heavy mist in the valley.

The sparrows have a large nest at the top of my house.

7

The shiest boys may decide to go to the party at last.

Get the staff to write a list of all the new names.

I think he should at least have given them an answer.

I think all this ice is going to make the pipes burst.

I have sourced all the sliced foods for the chef to use.

Can you assist the office staff in this long job?

8

The boy seized the dog which by now had ceased barking.

The lads must make haste and get to the shop right away.

The staff are now housed in the top rooms of the office.

Take the road going west to get to the waste facility.

The lads raced in the park, followed by a minute's rest.

We have always used this car park for our bikes.

EXERCISE 13(B)

9

We seem to have many pests on our rose bushes.

Sally always posts the packages in the village store.

He always boasts of his money in the savings scheme.

They will have to take many tests to get a job in the bank.

I think the costs on this new car are far too high.

The tall house on the hill casts a long shadow in the valley.

10

Can you read the texts for us to see if we have any errors?

All the wedding guests stayed for the whole day.

The kids like having all these feasts on Saturdays.

I think she invests her money in the City Bank.

I took photos of the mists, snow and fog. The hawks have some nests up on the hill.

11

Ask all the staff to make lists of the things they do.

The officer arrests the lad and takes him to the house.

Jack always assists me to do some of my long jobs.

The lady rests on the bench for a few minutes.

This book just wastes my time in reading it. The hotel always hosts a party for its many guests.

12

They will be testing my car at the garage today.

Exams are a time of testing, to see if you can write.

We had a heavy dusting of snow last Monday.

He was just jesting as he said some of his jokes.

I am suggesting you come and do the adjusting for us.

I sat on the sofa digesting the delicious hotel meal.

13

Maggie is an artistic lady and does seaside scenes.

I think he makes up lists of statistics in his job.

Can you sew this length of elastic into the waist for me?

It is a fantastic house but can you justify the cost of it?

He thinks he is a mystic because of the books he reads.

I think this plastic toy is going to mystify the kids.

14

It is the custom here to give food to the guests.

He used caustic soda to get the stuff off the bath.

I live on a farm and I own much livestock.

He had to stack all the wood and make up a haystack.

The room was dusty and its dustiness was making me ill.

He is a testy lad and his testiness is testing my patience.

=====

EXERCISE 13(C)

15

You must post this package or he will get upset.

It was in no way the best for them, to be beset by all this.

I ask if he passed the test and his face gives a tacit answer.

I know he is dazed but he can still decide to take the post.

You must speak no deceit and say why dust is on the food.

They say no cost was too big to cosset the two boys.

16

Sew up the hole in the gusset, to keep the gusts out!

They have to come fast to repair the faucet for us.

James put on his best vest and paid us a visit.

It will take the rest of the day to reset all the office alarms.

Can you step up to the job and do this setup for us?

The movie star wrote a satire on her days on the stage.

17

This lovely pasty you have cooked is nice and tasty.

The day is going to be misty followed by sunny times.

The fog and mists always make the boy chesty.

The nasty room was offset by the nice vista of the sea.

I shall ask Stacy to be our guest at the wedding.

You may wish to stash all the cash in the back of the box.

EXERCISE 13(D)

18

I shall be paying this cheque into the bank on Wednesday.

I am going to be typing the book passages all day today.

The kids are wrapping the things for the sale tomorrow.

I saw Harry eating his food in the sitting room.

I am staying in the house today as it is my day off.

I shall be sitting on the bench at the back of the house.

19

We have a notice stating we must pay the bill soon.

If I have the time, I shall be editing my book tomorrow.

My boss is going to be watching me as I do the task.

It was exciting going to the cinema last Tuesday.

The dogs are always chewing the rugs in our house.

I am attaching a notice which says the things we must do.

20

The lad was hoeing all the rows in the veg patch.

I am just airing the room out on this sunny day.

The chef was stirring the tomato soup on the hob.

I can hear the kids tearing the colouring pages out.

It is so tiring doing this long editing task.

We are going to be hiring Josh for a few months.

21

He will be posting the packs to you next Monday.

This car repair is costing us loads of money.

I am assisting the boss as he writes the text for the notice.

You are wasting your time if you think he is going to help.

I have seen the page listing all the names of the staff.

They will have to decide the best way of investing the cash.

22

They had some pangs as they saw the guests leave the hotel.

If I tap the vase I get a loud ping noise.

We saw the ping-pong balls pinging back and forth.

Use the tongs to pick up the cakes for the guests.

The soup had the tang of tomato and herbs in it.

The dog licked up the milk on its long tongue.

23

I am putting your name on the list for speaking tomorrow.

They should in no way be subjecting the guests to all this.

Are the ladies coming to the party in Sally's house?

Thank you for giving the kids all those lovely toys.

I was thinking of taking the test a month early.

He will be receiving an email thanking him for his help.

24

I am being so lazy, sitting in the shade all day.

I am going to the office and shall be doing some editing.

I am having a garage sale at my house soon.

I am wishing to buy a nice vase for her birthday.

I know owning a house does involve many repairs.

The lads are influencing the kids to stay away.

EXERCISE 13(E)

25

We took all the wrappings off the large package.

We have a rota for the pairings and sittings for the meals.

We like to go on outings to the seaside and the hills.

They had some stirrings of a desire to visit the city.

They have given us the costings to repair the house.

Can you get me a copy of all the listings for the items?

26

This high cost has caused us to lose a few sales.

We know the poorest folk can seldom buy the purest food.

I was amused by his book and amazed at its low cost.

It seems the first job you do is always the most low paid.

This book may influence him as he is easily influenced.

I have to do this job next and write it up by Monday.

27

I am still at the bank although I wish I had a different job.

It is almost five and the typing is almost ready.

We have six staff in the post room at our largest office.

The youngest of the kids are staying at the house.

The food was mostly tasty home cooked items.

Our guests mostly ate the largest of the cakes.

EXERCISE 13(E) (cont)

28

The bikes are going as fast as the cars.

The staff have to do the job as fast as they can.

We are going as fast as we can on our bikes.

I think last year our sales rose much higher.

Last year's staff are having a leaving party tomorrow.

We now have the minutes for the last year's business.

29

She said at first she was happy in the job.

You may have some issues on the job at first.

We are going on holiday to the seaside at last.

I am happy to say he has got a nice house at last.

We must have at least four staff in the office on Mondays.

You must stay for at least a year to get the pay rise.

