



KEY TO EXERCISE – 10

Write outlines for the following words, verify them with the 'key' and practice them, at least three lines each.

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|----|----------|----------|---------|---------------------|----------|-----------|
| 1) | spice | spade | speech | sites ^{vp} | spike | said |
| 2) | sparrow | smooth | south | jobs | images | injustice |
| 3) | mosque | snail | slower | desire | costumes | husky |
| 4) | assailed | uneasily | sizing | asbestos | assylum | pursue |
| 5) | autopsy | galaxy | foresee | joyousness | iceberg | seagull |

Read the following outlines and write correct words, verify them with the 'key' and practice them, at least three lines each.

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|-----|-----------|-----------|-----------|----------|---------|----------|
| 6) | | | | | | |
| 7) | sick | soul | some | snow | dispose | Restore |
| 8) | | | | | | |
| 9) | jokes | cakes | decide | sister | caustic | silks |
| 10) | | | | | | |
| | gesture | satisfies | extensive | assuming | expose | User |
| | | | | | | |
| | license | fallacy | lazyness | sausage | disturb | cascade |
| | | | | | | |
| | sincerely | business | yourself | disease | massive | specific |



Write the following sentences in shorthand, verify and correct them with 'key' and practice five times each.

1) The boys may give Samuel, a nice slab, if he only, visits the shop on Tuesday.

2) We wish something can be given this year for the several things that we sent on the first of May.

3) We have given all we can, and it is because of this we shall use our power and do something we can at this time.

4) This causes the young to do the things we wish them to do and we shall be thanked for it.

Read the following shorthand script, transcribe, verify with the 'key' and practice five times each.

5) He who hopes to succeed should always use his time wisely.

6) The boys who loose the time at disposal, can have no hope of succeeding.

7) You can easily see how wise it is to have tenacity of purpose, if you are to make headway along the path of life.

8) Which of us can hope to live a legacy of wisdom to our fellows, unless we make a right use of time now?



PASSAGE FOR PRACTICE

verify with this 'key' and practice it, as many number of times, as you can.

Messrs. Vasan & Sons,

Sirs, To answer your message of sixth. If you can manage to see us we can easily give you a lesson on the use of the scissors and saws. We ask you to buy your wood, as is the custom. If you are, you should know how to use all the tools by the time the autumn sets outside. We make no use of the refuse, but put it aside. It seems to us a loss of time to use the refuse. Give us a few days notice of the date of your visit so as to keep the bench ready. Yours sincerely,
Murthy & Sons, Vizag.

Write the following letter in shorthand, verify with 'key' and practice it, as many number of times, as you can.

Sir - We think you should ask Messrs Surath & sons, of Assam to allow you to see the saws as they revolve at the speeds at which they do. We assume you know this firm. This is a slack season at the mills, and as the time suits them to show you. Go and see on the day they choose. They may also show you the use of the small saws. We think, Saturday is the busy day and you should leave it out. Yours sincerely, Ramu & Sons.

