KEY TO EXERCISE - 11

Write the outlines for the following words, verify them with the 'key' and practice them thoroughly.

1) swab  sweetish  swan  licences  Swedish  as-well-as
2) criticism  necessity  exist  subsist  emphasized  Excesses
3) elapses  allowances  denounces  supposes  Exhaustless  abscess
4) genesis  paralysis  deceases  Italicizing  nexus  Agencies

Read the following outlines and write correct words, verify them with the 'key' and practice them thoroughly.

5) sweep  -stake  sweet-smelling  fixes  silences  parenthesis  as-soon-as
6) molasses  accessory  peruses  swallowed  deposes  mis-use
7) accessible  abuses  Texas  exercises  fanaticism  jealousies
8) tissues  possessive  successor  indisposes  swimming  in-this-city
Write the following passage in shorthand, verify with ‘key’ and practice it thoroughly.
Bharath Silk Show Room, Chennai.

Sirs, -- We-have-the invoice for-the forty bales of sarees today, and-as-the lorry carrying-them is due to arrive on-Wednesday-the 10\textsuperscript{th}, we-shall hope to-receive-them at a time to-suit our purpose. We-think-the new sarees are likely to-catch. Our customers emphasize-the necessity of changing-the designs of-these sarees. They say it amuses-the buyers and-entices them to buy. The business of-selling-these sarees in-this season is lovely. Yours, Moris.
Read the following shorthand script, transcribe it into English, verify with ‘key’ and practice thoroughly.

Messrs. Joseph Smith,

Sirs, We-wish to put forth, our heavy-losses of earlier six months were due to-such causes as-the failure of M/s. Gothi Sons, Pune; the unnecessarily heavy charges on-our agencies at Bangalore and-the unsuccessful scheme of bonus to customers. As of-the remedy, we-can only counsel-the exercise of patience at-this-time. He thinks-the new season may-be successful, and he hopes to see heavy sales. We hope to satisfy all-those-who possess-the shares of-the firm. Yours sincerely,