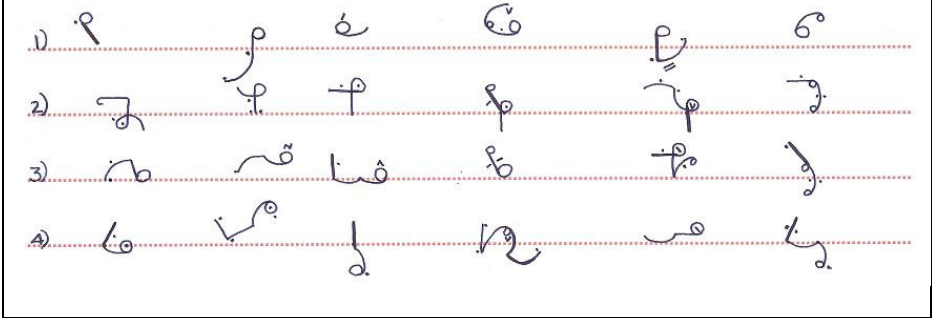




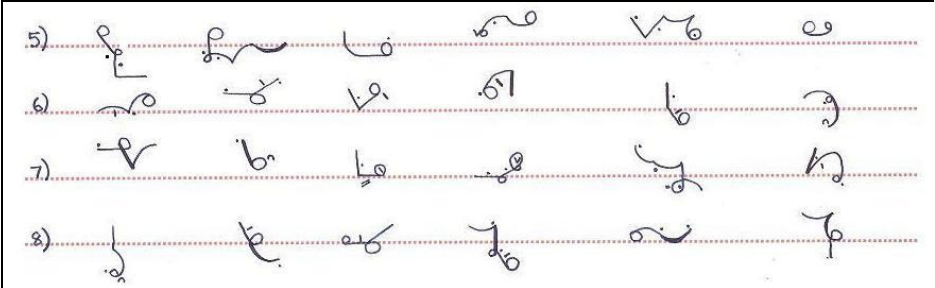
KEY TO EXERCISE - 11

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.



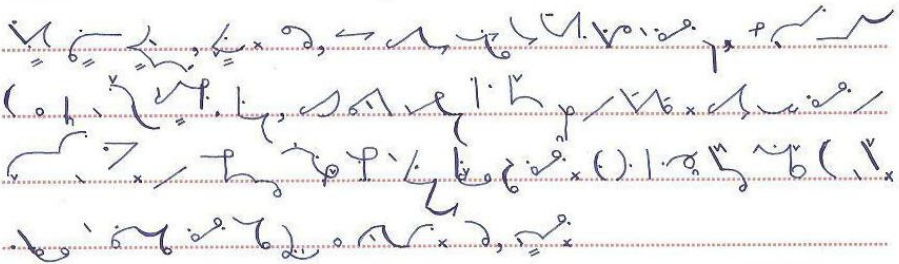
5)	sweep-stake	sweet-smelling	fixes	silences	parenthesis	as-soon-as
6)	molasses	accessory	peruses	swallowed	deposes	mis-use
7)	accessible	abuses	Texas	exercises	fanaticism	jealousies
8)	tissues	possessive	successor	indisposes	swimming	in-this-city



Write the following passage in shorthand, verify with 'key' and practice it thoroughly.

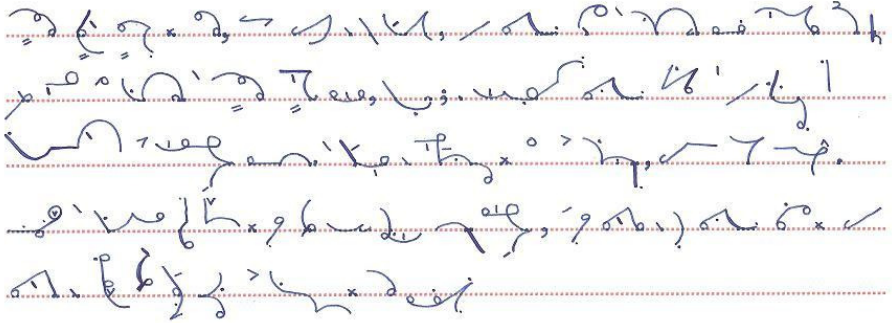
Bharath Silk Show Room, Chennai.

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 10th, 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,