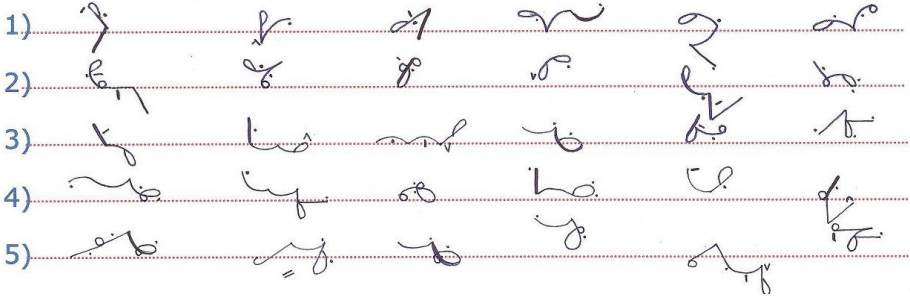




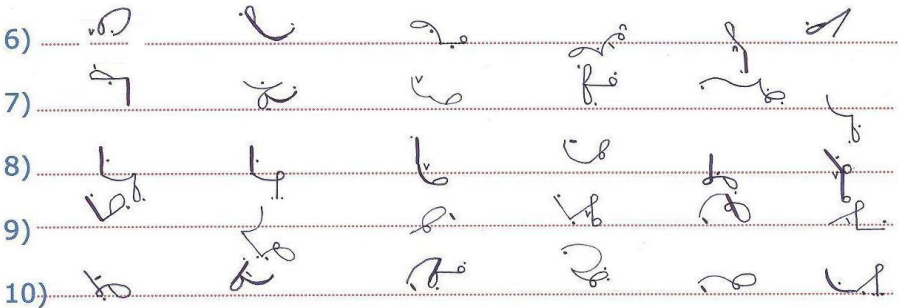
KEY TO EXERCISE – 12

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

1)	stoppage	stoutly	storage	sterling	steam-ship	Stemless
2)	stethoscope	stainless	suggests	stylist	stevedore	pessimist
3)	burst	denounced	memorized	invester	justness	artistic
4)	manifests	fantastic	semesters	administer	forester	Gesture
5)	reservists	Winchester	Investers	ancestors	hypnotized	scholastic



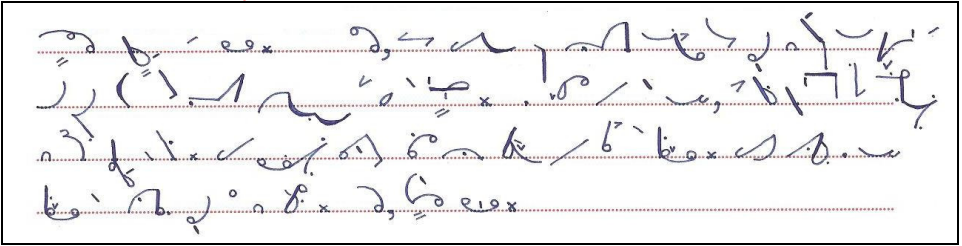
Read the following outlines and write correct words, verify them with the 'key' and practice them thoroughly.



6)	stylish	stabbing	staircase	stimulous	stupid	starch
7)	stockade	enlisting	finest	statistics	manifests	fittest
8)	dentist	density	advised	forests	dismissed	besides
9)	barrister	shipmasters	rusters	parasites	lobsters	rustic
10)	Post-master	adjusting	logistics	machinists	monsters	veracity



Transcribe the following script into longhand, verify with 'key' and practice, as many number of times, as you can.



M/s. Booster and-Sons, Sirs, We-have today mailed invoice for-the shoes you bought in July and shall ship them by-the carriage leaving on-the first of August. The styles are all new, and-the best to-be got at-the exceedingly low cost you-were disposed to pay. We sincerely hope-the sales may justify our choice of-designs. We-shall register-the new designs of-ladies shoes as you suggest. Yours, Thomas Sons.

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

Messrs. Johnson Sons, Singapore. Sirs, We-have-your memo of-the first August, and-thank-you. You-may-rely on-our dealing-with-this, with-the slightest delay. We hope to dispatch-the cases by Monday, so-as-to-reach-you on Tuesday. We-know, we-can satisfy-you fully as-to-the style and make-up of both-the sarees and shawls. As you know, we-are-now almost seventy years in-this business, and so we-have so-much capacity to-make things. We always exercise our utmost ability in testing and fixing necessary details of style in all-our wares. We-seek first to arrest the notice of ladies by emphasizing beauty of-the "hang" of our sarees, noticing, as-we-do, how this induces a likely customer to decide to buy in many-cases. Yours, India Silk House.

