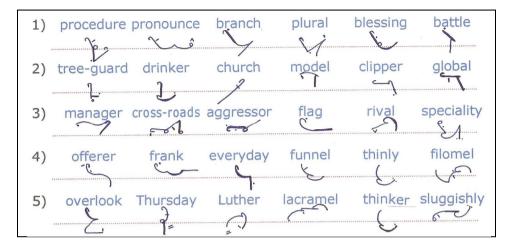


NATIONAL SHORTHAND SCHOOL (BOOKS)

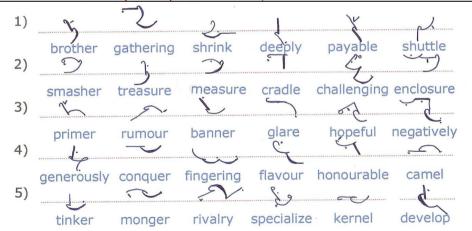
Free Online Shorthand Tutorial

KEY TO EXERCISE - 13

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



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



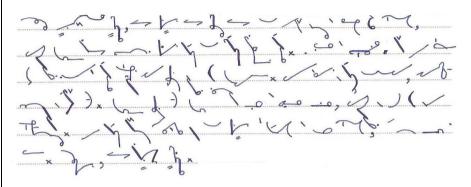


NATIONAL SHORTHAND SCHOOL (BOOKS)

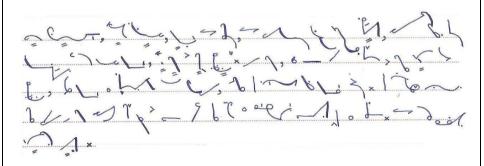
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Write the following passage in shorthand, verify it with 'key' and practice the script, as many times, as you can.

(1) M/s. Reliance Traders, Delhi – Dear-Sirs, In reply to-yours of sixth of-this month, we-shall-be-pleased if-you-can pack-the cream dairy butter in broader plastic bottles. The class of grocers who buy our stock think-the narrow bottles unsuitable, and-we desire to-please them if-we-can. We-are sorry to bother-you in-any-way, and-we-trust you-may-be-able to oblige us. If-you-can dispatch us few sample cases of first0class eggs, we-shall-be-pleased to show them to-our customers. Our butter buyer hopes to-be in Delhi on fourth of next month, and may give-you a call. – Yours truly, Balaji Traders.



(2) Mr. Flemingo, North Avenue, Pune, -- Dear Sir, -- We-have-your favour of-previous Saturday, and we-are very-pleased at-your victory with your new book, "The Liberty of-the True Citizen." Our principal, who-has given much time to the principles of Law for-the citizen, thinks-the book is admirable in every-way, and remembers it among the best books of-the-year. It emphasizes many truths whichwe should remember and-we-shall try to-speak of-the care with-which it's author has successfully carried out his task. -- Yours sincerely, Oliver Reed.

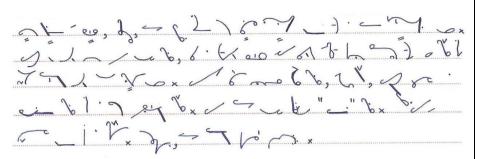




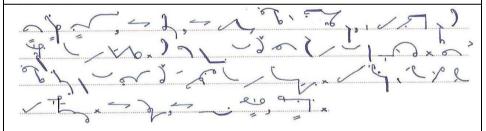
NATIONAL SHORTHAND SCHOOL (BOOKS)

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



(3) M/s. Baker and Sons, -- Dear Sirs, -- Please ask your Sales Manager to-give us a call on-Monday next. We wish to show him our new press, which a thorough success and-we hope and-trust, it-may secure us-the first prize at-the annual club show in April next. We-are-the sole makers of-this press, and-if-you buy, we-shall-be-pleased to-sell-you a single press at a very reasonable price. We call-the new design "Eagle" press. We should like-you to-give it a trial. Yours-truly, Global Tools Limited.



(4) Mr. Prasad Malik, -- Dear Sir, -- We-have-the samples of granules today, but we regret to-tell-you they-are unsuitable for our purposes. They are very big in size and-some of-them are in different colours. Some of-the samples appear to-be in small size and useless for our factory. We-are afraid to offer such stuff to-our customers. Yours-truly, King and-Sons, Kolkata.