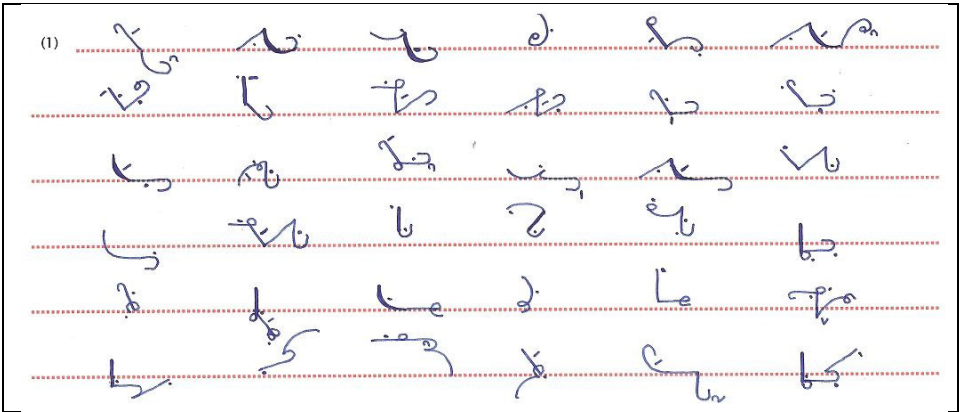




KEY TO EXERCISE - 16

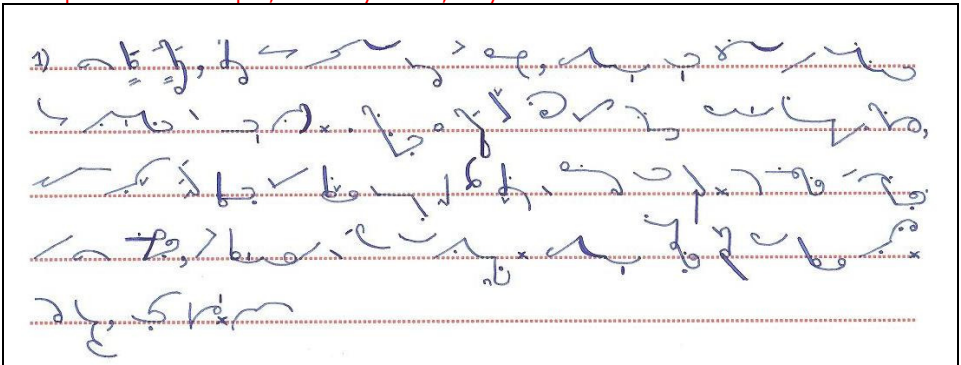
Verify the outlines written by you with this 'key', and practise them at least three lines each.

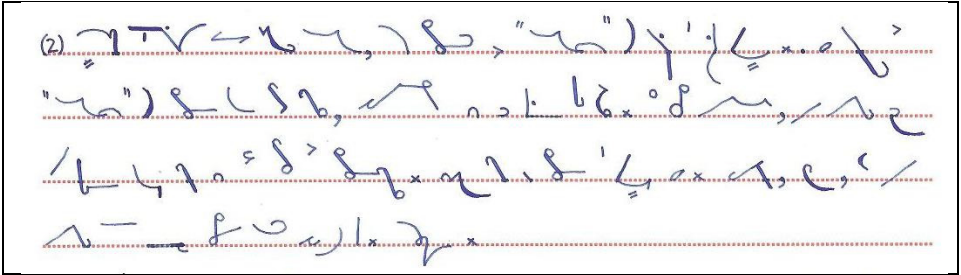


Verify your deciphered words with this 'key', correct and practise them, at least three lines each.

1)intimation	examinations	relations	submission	devotion	mention
2)portions	extractions	prediction	expression	destination	abstention
3)avocation	migration	transaction	exclusion	verification	deputation
4)pacification	presentation	gradation	flotations	enumeration	calculation
5)deposition	expositions	authorisation	musicians	indecision	polarisation
6)educational	operational	petitioners	tuition	superannuation	punctuation

Compare the following 'key' i.e. scripts (1) and (2) with your outlines, correct them, and practise the scripts, as many times, as you can.





Verify your transcribed passages with this 'key', correct it and practise the script, as many times, as you can.

(3) Mr. Babu Naik, Dear-Sir: We-regret to-learn-the decision-of-the federation in-the-case-of Mr. Dravid. Suppose, as-to-the cause-of-the opposition is wrong, and Mr. Murthy's remarks are likely to produce vexation and to-make-the situation even worse than it is. Such insinuations can only cause bitterness and-very sad feeling. Besides, they-may easily turn out to-be actionable. In-this exceptional trouble we-can only advise patience, precision-of-speech, and a due observance-of-the stipulations-of-the authorities. Manifestations of annoyance, and-the distortion of facts may lead to-the disruption-of-the party. Yours faithfully, Prasad & Vikas.

(4) Dear-Sir: We-wish-you would join as member this year for "General Information". It-has-been acknowledged by-all who-have subscribed as-this publication has a significant valuation for-them, and-for all who wish to-be informed on-those-subjects which-represent-the general principles of organizations all-over-the nation. Should you wish, we-can-have-it mailed to-your New Delhi office, and-we-think-this ought-to-be quite-satisfactory to-you. Shall we-have our representative call on-you? Yours-truly.