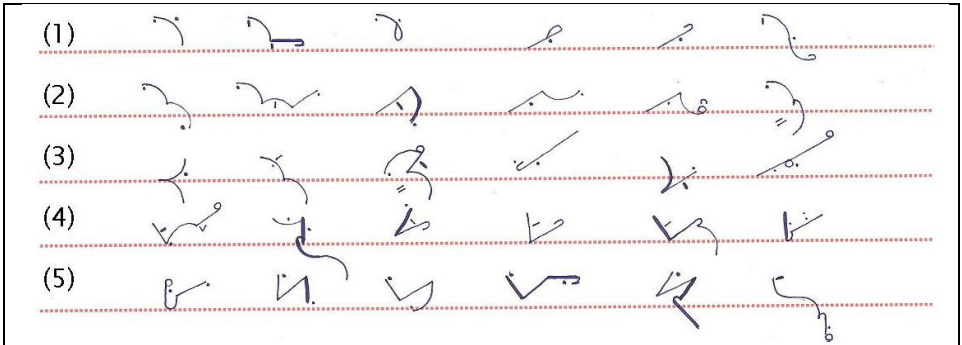




### KEY TO EXERCISE - 18

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)	sherry	eye-sore	arrival	Arab	cherry	parser
2)	learner	sacrificer	producer	predecessor	registrar	Referrer
3)	harsh	forum	neural	thoroughfare	doorway	superior
4)	surname	syringe	swear	siron	admiringly	tiresome
5)	sorrowful	steadily	sermon	stark	storekeeper	ceremonial



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.

(1)

(2)



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

(3) M/s. Foreman & Sons. Dear-Sirs, We-have your favour of-the sixth April, and you-may look to-receive rest of-the rubber rings in three or four days time. We-have-had an extra rush of business for-the past four months, and our resources have been taxed to-the utmost. To add to-our worry, we-have-just lost the services of-our store-keeper, and-the new man has been unable to-clear off-the arrears. Please excuse-the delay, for-the-reasons, and oblige. Yours-truly, Spencer & Martin.

(4) Dear-sirs: We-wish to inform-you, we-are a well set-up business firm, making a wide range of stationery items. We-are proposing to open a branch in-this-city. Now, we-have to-purchase some first-class office furniture and-we-shall-be happy if-you-will, in-the first-instance, can mail us your price-list. We-wish to-have these by Friday next and-we-are also keen to know when-the furniture is readily available.

We-are working as fast as we-can to-set-up this branch, to-cope up with-the increased necessity for our items from-the area. During-the last few days, we-have seen several showrooms in-this area, but we notice no furniture just as high as we like.

Thank you in anticipation of-your price-list. Yours faithfully,