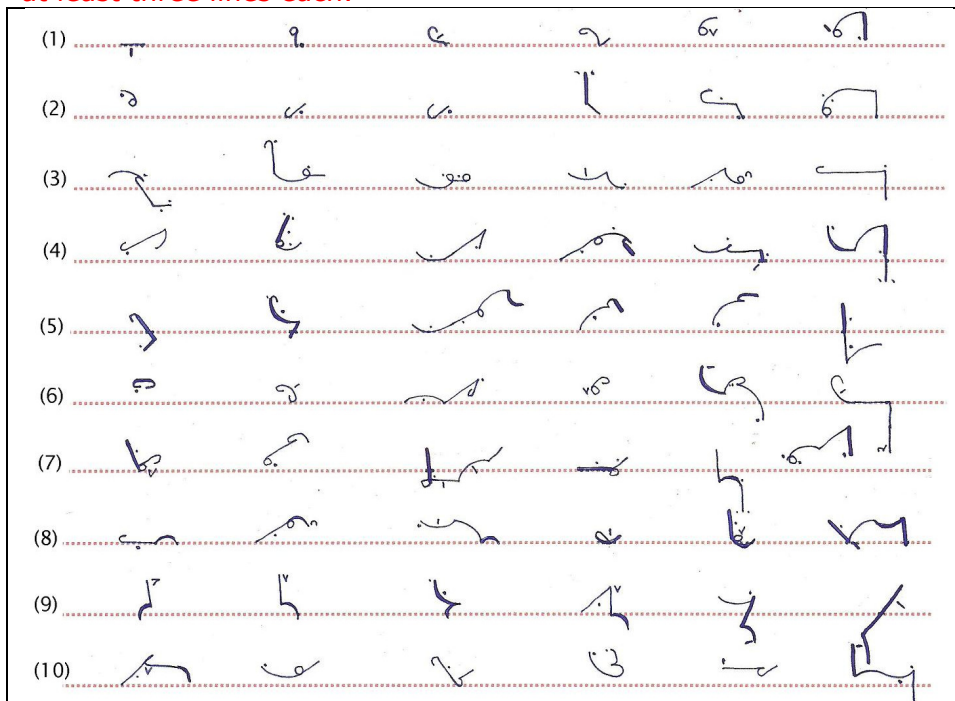




KEY TO EXERCISE - 21

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



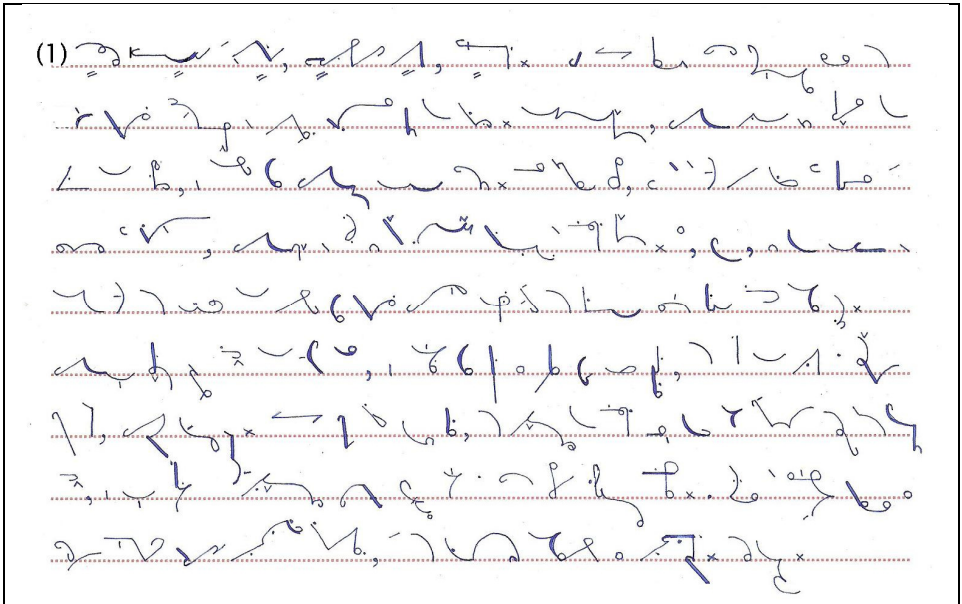
Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each.

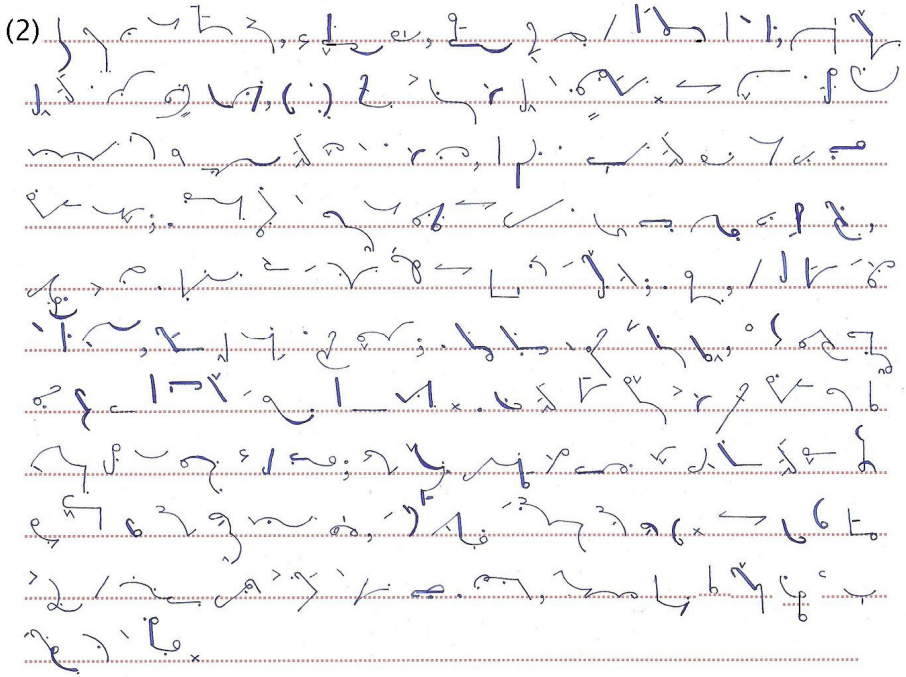
1)	slate	salt	solitary	dissect	snatched	audit
2)	watched	rounded	powdered	racket	brigade	audited
3)	enchant	found	founded	brightened	disciplined	absentee
4)	channeled	charted	jointed	garland	pungent	treaty



5)	trifled	shuffled	firewood	rumoured	supplied	authority
6)	parrot	demerits	height	orchid	stupid	irate
7)	dared	afford	unsettled	ruled	yield	humidity
8)	violate	narrowed	preparedness	chloride	moored	scared
9)	subordinate	downward	upward	dockyard	clocked	navigate
10)	detained	tightened	traded	extradite	situated	polished

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) Dear Mr. Johnson, We-regret to-learn from-your correspondence of-the 10th that-you have formed-the opinion that our request for a financial statement is a reflection on-your credit standing. We hasten to assure-you that-you-are laboring under a misapprehension, and are glad to-have this opportunity of giving an explanation.

At-the beginning of-each-year it-is our custom to-bring our credit files up to date, and a form exactly similar to-that sent to-you was dispatched to all-our customers. It-is purely an issue of form, and-with-the exception of-yourself no one has raised any objection. We ourselves have received requests and we-have always-been happy to furnish-the required information on-the basis of mutual co-operation.



We-can assure-you that-we look upon you as a valued customer. Such an assurance is, in fact, unnecessary as you-will-find that during our business relationship you have-been allowed more or less unlimited credit while all-your requirements have-been carefully and promptly dealt-with. If, on additional reflection, you still consider that our request for a financial statement from-you is an unreasonable one, we-shall respect your point of-view. It-will make no difference in-our-business relations, and-we-shall keep on to fulfil your requirements with-the same careful attention as in-the past. Yours very-truly,

(4) Messrs. Stamford and Martin. Dear-Sirs, We-are greatly obliged by-your favour of-the 10th instant, and, as requested, we-enclose a copy of-our illustrated catalogue of-our patent watches in plated metal cases. We-cannot-say how deeply we regret that our traveler has-not-yet called-upon you, and-that-you have-been put to-the trouble of-writing us. We-have-told-him to-call-upon you without fail on-his visit to-your town towards-the end of-October. He could easily have shown you samples of-the goods named in-the enclosed list, and you could-have judged better the value of-them, had he called last month, as we ordered him. We-shall-be-pleased to send-you an assortment of any of-the watches included in-the-list, and-we-can assure you that-they-are absolutely guaranteed goods. Yours faithfully, Godgree Maddox & Sons.