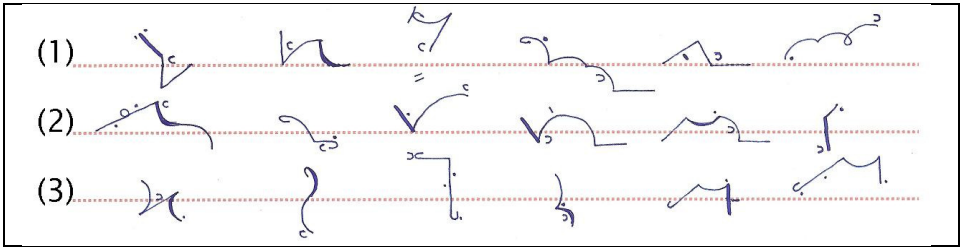




KEY TO EXERCISE - 24

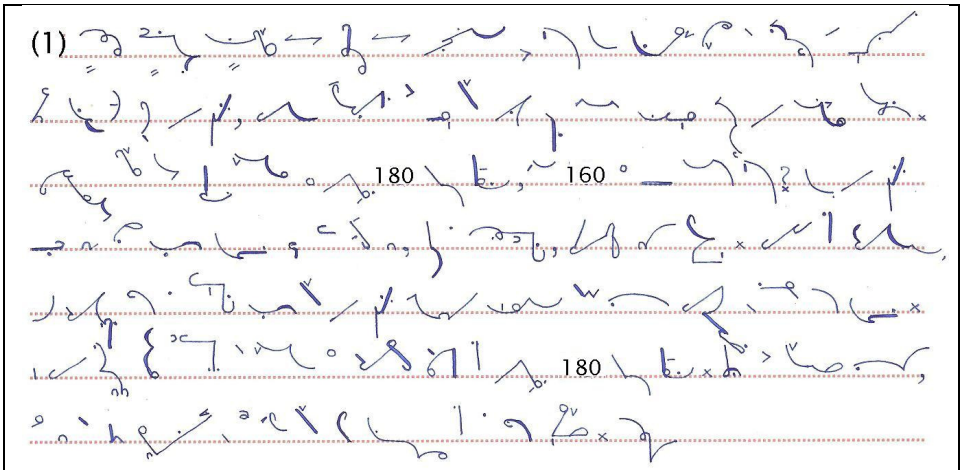
Verify the outlines written by you with this 'key', and practise them at least three lines each.

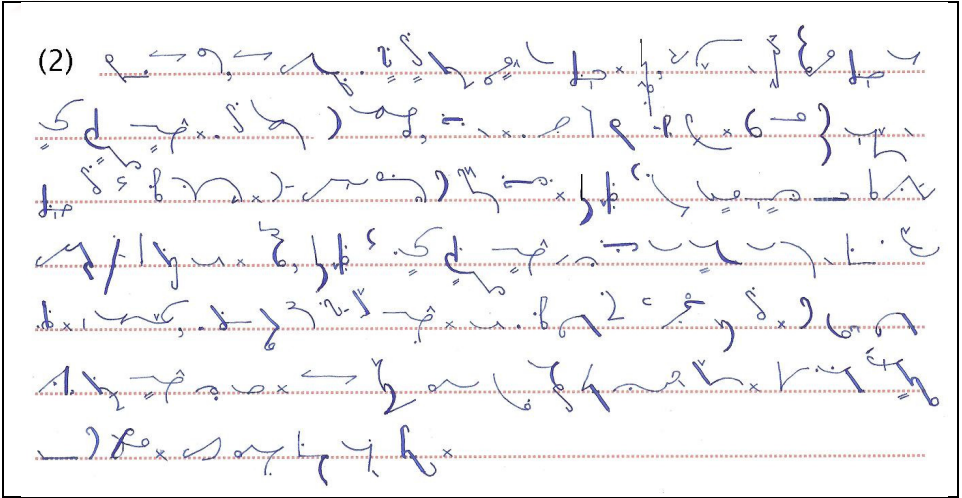


Verify your deciphered words with this 'key', correct and practise them, at least three lines each.

1)	Cornwallis	subsequent	sandwich	fireworks	disqualify	driftwood
2)	breakwater	wandsworth	Bothwell	bookworm	windword	equality
3)	eastward	wherewith	goodwill	Wordsworth	warfare	weakness

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-Sirs,

In reply to-your enquiry, we-are pleased to state that our association with Messrs. Biswas & Misra extends over twenty years, and-that our relations with-them have always-been the-most cordial for-the whole of-that period. They-are genial and industrious men, with-whom it-is-pleasant to-deal, and-we-have reason to say that-they do-not permit-the slightest deviation from straight-forwardness in-their-business. It-is beyond question that-they do a really noble business as clothiers and hosiers, besides being shippers of miscellaneous goods. What we-have said about this firm would, we-have-no-doubt, be corroborated by-all who-have dealt-with-them. You-will-be justified in extending to-them a credit for-the amount you name. We appreciate your-kind offer, and shall-not hesitate to remind you when-we require similar assistance. Yours-faithfully,



(4) Letter from Raman and Sons, Madurai, to Messrs. Balan and Brothers, Book sellers, Madras.

Dear-Sirs, We-would like to draw-your-kind attention to-our letter of-the third instant. We requested you to-supply us some books and note-books within a week. But we-have-not so far received them. We-have also not heard from-you in-the-matter. This-is-not-the first-time that-there-is such a delay. The same thing happened last-year also. On-account-of-this, our customers suffered very-much. We-were also put to a loss in sales. We hope that-we-will-not-be faced with-such a state-of-affairs this year. In-the circumstances, we request you to-give special attention to-the-matter. We hope that-you-will-be-able-to send-the parcel urgently so-that-we-may-be-able-to satisfy our customers. Thank you,
Yours faithfully,