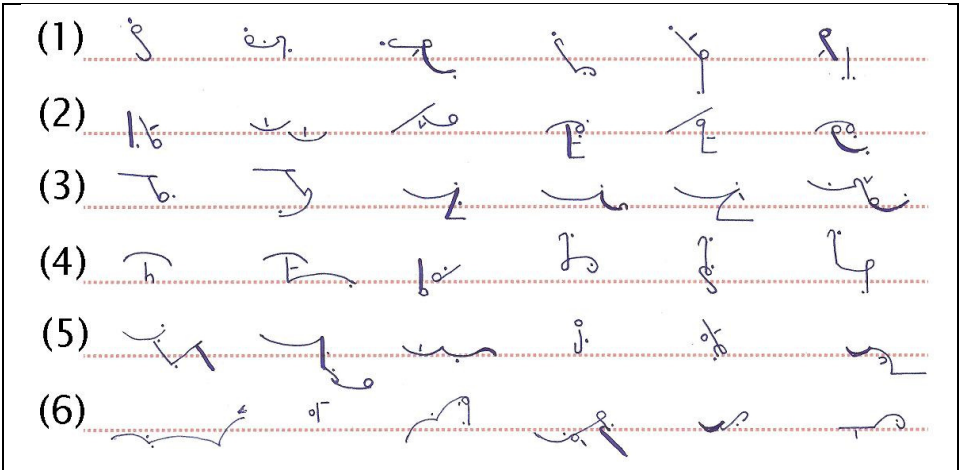




KEY TO EXERCISE – 25

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)	condensation	condolence	confederate	overconfident	disconnect	incompetent
2)	circumscribe	en-cumber	recommending	mis-conduct	circumference	commodity
3)	accommodated	self-satisfied	trademark	introspect	introversion	interval
4)	magnific	demagnetise	transparent	transgression	transpire	transact
5)	self-will	shortsighted	instruct	inherent	overturn	unscrew
6)	unnoticed	immeasure	illiterate	unnoted	almighty	inspired



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) Ladies-and-Gentlemen, It-gives-me-great-pleasure in taking part in-the Annual Day Celebrations of Gandhi Memorial Hospital this evening. I-remember-that foundation-stone for-this institution was laid by-me ten-years-ago. At-that time I made an appeal for donation of-land and money for-this noble purpose. I-am-told a number-of buildings constructed with-the liberal donations from-the public and – some-of-the latest medical equipments are also provided here, and-that-the people are making use of-these facilities.

Before attending this function, I-was taken round-the hospital, and I-had a discussion with-the management and-the medical officers about-the activities of-the institution, and also about-the future programme for expansion. One thing that impressed me was that-the entire place is kept clean, and-the medical officers and staff are kind and courteous to-the patients. With regard to-the fees charged for-the tests conducted, and-for-the medical services rendered, I- am-told they-are nominal. But, at-the-same-time, the quality of-service rendered here is excellent.

While I appreciate-the good work done by-the Trust in-this- matter, I-would request them to-extend their activities in regard to-the preventive side also, to-the extent possible. I-congratulate all-those-who-have worked for-the development of-the hospital and thank-you for-the opportunity. With-these few-words, I conclude my speech.

(4) Letter from Messrs. Ganesh Leasing Company Limited, Madurai, to Messrs. Ramdas Transport Company, Kakinada.

Dear Sirs, We-are-in receipt of-your-letter dated the 5th instant requesting us to-provide-you financial assistance under-the Hire Purchase Scheme for purchasing two lorries. We-enclose a booklet containing-the terms and-conditions together-with an application form. On receipt of-the application duly filled in, we-shall do what we-can in-the-matter.

In-this-connection, we-have to remind you that in regard to- the payment made by us for-the purchase of five buses for-your transport, instalments for-the last-two-months are still due from-you. We hope-you-will send your remittance without any further delay. We-shall advise you to-be prompt in-the payment of monthly instalments before-the due date as per-the Hire Purchase Agreement, in-the interest of good business relationship. Yours faithfully,