



KEY TO EXERCISE – 26

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

The grid contains 42 shorthand symbols, organized as follows:

- Row 1: 6 symbols
- Row 2: 6 symbols
- Row 3: 6 symbols
- Row 4: 6 symbols
- Row 5: 6 symbols
- Row 6: 6 symbols
- Row 7: 6 symbols

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

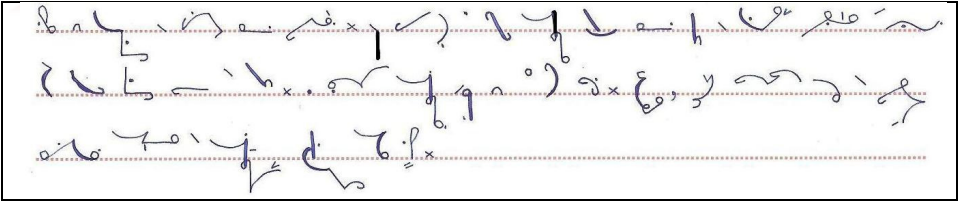
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|----|--------------|--------------|---------------|--------------|-------------|----------------|
| 1) | weeping | deserting | wavering | assisting | shunting | occasioning |
| 2) | fielding | disputingly | bouncingly | etchings | windings | charity |
| 3) | technicality | futility | admiralty | adaptability | liability | ability |
| 4) | theological | sociological | lament | pavement | enhancement | ornamental |
| 5) | regimental | experimental | badly | strongly | jointly | densely |
| 6) | finely | cheaply | censorship | battleship | clerkship | Doubtfulness |
| 7) | harmfulness | blissfulness | credulousness | listlessness | officeboy | brother in law |



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) Dear-Sir, We-thank-you for-your-letter of-the 7th April, and-we regret that, through some misunderstanding in-our postal department, our letter of-the 9th February was sent by ordinary post and-not by airmail as was desired. Steps have-been taken to ensure that no-such misunderstanding will occur in-the future.

We-note your acceptance of-our offer to publish-the work on commission subject to agreement between us as to-the-number-of copies to-be printed in-the first edition, the production costs, and-the price at which-the book is to-be published.

We-shall-be prepared to-give-you an estimate of production costs based on editions of 300, 400 and 500 copies respectively, but naturally we-cannot do this until we-are-in receipt of-the manuscript.

We-note-that-you have instructed your agent in Mumbai to forward-the manuscript to us, and-we await its receipt with interest. Perhaps you-will-be-good-enough to-give us-the name and address of-your agent so-that-we-may get in-touch with-him in order to obviate further delay in-dealing-with-the-matter. For-instance, your previous instruction to-him to-send us-the manuscript appears to-have-been overlooked. Please accept our assurance that-the terms which-may ultimately be arranged between us will-be confidential in-accordance with your desire. Yours faithfully,

(4) Dear-Sir, You-will-see that I-have put a special mark by-the name of-the principal teacher in-each of-the colleges mentioned in-the enclosed syllabus. I-would ask your attention specially to-the

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first three names in-the syllabus marked number two, and-I-shall take an early opportunity of-drawing your particular attention to several apparently small but very useful points in-the syllabuses of-their classes. I-desire principally to-speak of-the extremely good spirit that seems to pervade their classes. I-think this-is-the principal reason for-their success, and-that-it-is principally due to this reason that-the students remain so-long in-the college.

I-am-obliged to say that when I-saw-the excellent work of these students and-the splendid spirit in-which they did their work I-was in-no-way surprised. Indeed it-would-be more surprising to-hear that any student of-that college ever failed in-any examination for-which he-might be entered. It-will surprise me very greatly if-I-do-not hear of-some extremely fine results at-the-end of-the-present year. I-have met a number-of people in-the vicinity of-the college, and-they all bear-the same testimony. To put-the case briefly, it-seems to-me that-the very special and particular aim of-the whole of-the staff of-this-college is to-make their students successful, and-they lose no opportunity of doing what they can towards this end.

If only other teachers put as much spirit into their work as the teachers of-this particular college put into theirs, we should-have results everywhere that-would surprise-the people of-this-country and-in particular the people of-our-own society. If-you-can at any-time make a special particular opportunity of addressing-the teachers of-your-own branch of-the-society, I-shall-be-glad if-you-will add a few-words of-your-own in support of what I-have here written. I-have ventured to put these points before-you because I-know-that-you-are anxious to assist in-the good work as-far-as you-are-able, and-that-you-will-take any opportunity that presents itself to-you of doing anything that-you-can do for-its progress. Very-truly-yours,

CLICK ON THE LINK BELOW FOR KEY TO EXERCISE 26

http://www.nssbooks.com/images/answers/SH_KEY_EX_26.pdf