



EXERCISE – 27

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

(1)						
(2)						
(3)						
(4)						

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

1)	assuage	ahull	awheel	father	oracle	aroma
2)	bravo	pity	body	county	sundry	feathery
3)	afray	throw	row	perry	relay	rival
4)	profer	mi`nute	lintel	meek	fitter	produce



Compare the following 'key' i.e. script (1) with your outlines, correct them, and practise the script, as many times as you can.

(1)



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

(2) Mr. Robert Beach, Dear-Sir, In reply to-your-letter-of-the 11th instant, I-have very-great-pleasure in stating that Mr. Thomas Adams has-been in-my employ for-the-last-five-years, and- has always proved himself quite equal to any demands that might be made upon him. He knows his Phonography thoroughly, as I-have myself had occasion to-prove very-many-times. Indeed, he-has-been thanked more-than once by myself and my partner for-the very excellent manner in-which he-has done this part-of-his work. I-have-remarked, too, that he-is very willing to-improve-himself in-any-way, and to- cultivate-the gifts which God has given him. He-has, therefore, gone about his work in a true spirit, and-has very-much improved during-the period he-has-been with me. I-think I-have-not had to address a single remark of a condemnatory nature to-him all-the while he-has-been in-this-office. I-cannot-say whether his acquaintance with accounts is deep enough for-your purpose; yet I-feel quite certain that if-it-is-not, and you-will give him-the opportunity, he-will do his best to-meet all-your requirements in-this particular area. He-has a great reverence for-the truth, and a proper sense of awe toward authority, and-I-am-quite satisfied, therefore, that what-he does will-be done to-the best of-his ability. I-may add that I-am-personally very-sorry to-lose his services, but I-feel that I should-not stand in-his-way when-he-has a good chance of improving his position. I-shall-be very-happy to-give-you any other particulars you-may desire. Yours faithfully, Arthur Speakwell.