

Pitmans Manual Typewriting Level II

Lesson One

jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf
 jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf
 jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf

jf
jf
jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf

jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf
 jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf
 jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf jf

kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd
kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd
kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd

kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd
kâ kd kd kd kd kd kd kd kd kd kd kd kd kâ kâ kd kd kd kd kd
kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd

kd kd kd kd kō kd kd kd kō kd kd kd kd kd kd kd kd kd kd kd
kd kd kō kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd kd
kō kd kd kd kd kd kd kd kd kd kō kd kd kd kd kd kd kd kd kd kd

1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s
1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s
1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s

ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls
ls
ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls

1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s
1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s
1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s 1s

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

[illegible][illegible]

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jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;

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jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;

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jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;
jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl; fdsa jkl;

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✓
10MR (40)

fall falls; fall falls; fall falls; fall falls; fall
fall falls; fall falls; fall falls; fall falls; fall
fall falls; fall falls; fall falls; fall falls; fall

ask asks; ask asks; ask asks; ask asks; ask asks; ask
ask asks; ask asks; ask asks; ask asks; ask asks; ask
ask asks; ask asks; ask asks; ask asks; ask asks; ask

salad salads; salad salads; salad salads; salad salads;
salad salads; salad salads; salad salads; salad salads;
salad salads; salad salads; salad salads; salad salads;

jaffa jaffas; jaffa jaffas; jaffa jaffas; jaffa jaffas;
jaffa jaffas; jaffa jaffas; jaffa jaffas; jaffa jaffas;
jaffa jaffas; jaffa jaffas; jaffa jaffas; jaffa jaffas;

fad fads; fad fads; fad fads; fad fads; fad fads; fad
fad fads; fad fads; fad fads; fad fads; fad fads; fad
fad fads; fad fads; fad fads; fad fads; fad fads; fad

flask flasks; flask flasks; flask flasks; flask flasks;
flask flasks; flask flasks; flask flasks; flask flasks;
flask flasks; flask flasks; flask flasks; flask flasks;

falls; asks; salads; falls; asks; salads; falls; asks;
falls; asks; salads; falls; asks; salads; falls; asks;
falls; asks; salads; falls; asks; salads; falls; asks;

jaffas; fads; flasks; jaffas; fads; flasks; jaffas; faks;
jaggas; fads; flasks; jaffas; fads; flasks; jaffas; fads;
jaffas; fads; flasks; jaffas; fads; flasjs; jaffas; fads;



add add's; add adds; add adds; add adds; add adds; add
add adds; add adds; add adds; add adds; add adds; add
add adds; add adds; add adds; add adds; add adds; add

alas alas; alas alas; alas alas; alas alas; alas alas;
alas alas; alas alas; alas alas; alas alas; alas alas;
alas alas; alas alas; alas alas; alas alas; alas alas;

all all; all all; all all; all all; all all; all all;
all all; all all; all all; all all; all all; all all;
all all; all all; all all; all all; all all; all all;

lass lass; lass lass; lass lass; lass lass; lass lass;
lass lass; lass lass; lass lass; lass lass; lass lass;
lass lass; lass lass; lass lass; lass lass; lass lass;

lad lad; lad lad; lad lad; lad lad; lad lad; lad lad;
lad lad; lad lad; lad lad; lad lad; lad lad; lad lad;
lad lad; lad lad; lad lad; lad lad; lad lad; lad lad;

as asks; as asks; as asks; as asks; as asks; as asks;
ask as as asks; as asks; as asks; as asks; as asks;
as asks; as asks; as asks; as asks; as asks; as asks;

adds; alas; all; adds; alas; all; adds; alas; all; adds;
adds; alas; all; adds; alas; all; adds; alas; all; adds;
adds; alas; all; adds; alas; all; adds; alas; all; adds;

lass; lad; asks; lass; lad; asks; lass; lads asks; lass;
lass; lad; asks; lass; lad; asks; lass; lad; asks; lass;
lass; lad; asks; lass; lad; asks; lass; lad; asks; lass;



a salad a salad a salad a salad a salad a salad a salad
a salad a salad a salad a salad a salad a salad a salad
a salad a salad a salad a salad a salad a salad a salad

a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa
a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa
a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa a jaffa

a flask a flask a flask a flask a flask a flask a flask
a flask a flask a flask a flask a flask a flask a flask
a flask a flask a flask a flask a flask a flask a flask

a lass a lass a lass a lass a lass a lass a lass
a lass a lass a lass a lass a lass a lass a lass
1 lass a lass a lass a lass a lass a lass a lass

a fad a fad a fad a fad a fad a fad a fad a fad a fad
a fad a fad a fad a fad a fad a fad a fad a fad a fad
a fad a fad a fad a fad a fad a fad a fad a fad a fad

a lad a lad a lad a lad a lad a lad a lad a lad a lad
a lad a lad a lad a lad a lad a lad a lad a lad a lad
a lad a lad a lad a lad a lad a lad a lad a lad a lad

a salad; a jaffa; a flask; a salad; a jaffa; a flask;
a salad; a jaffa; a flask; a salad; a jaffa; a flask;
a salad; a jaffa; a flask; a salad; a jaffa; a flask;

a lass; a fad; a lad; a lass; a fad; a lad; a lass; a fas;
a lass; a fad; a lad; a lass; a fad; a lad; a lass; a fad;
a lass; a fad; a lad; a lass; a fad; a lad; a ladd; a fad;

6

a sad lass; a sad lass; a sad lass; a sad lass; a sad lass;
a sad lass; a sad lass; a sad lass; a sad lass; a sad lass;
a sad lass; a sad lass; a sad lass; a sad lass; a sad lass;

lad asks lass; las asks lass; lās asks lās; lad asks lass;

lad asks lass; lad asks lass; lad asks lass; lad asks lass;
lad asks lass; lad asks las las asks lass; lad asks lass;
lad asks lass; lad asks lass; lad asks lass; lad asks lass;

lass falls sad; lass falls sad; lass falls sad;
lass falls sad; lass falls sad; lass falls sad;
lass falls sad; lass falls sad; lass falls sad;

dad adds a jaffa; dad adds a jaffa; dad adds a jaffa;
dad adds a jaffa; dad adds a jaffa; dad adds a jaffa;
dad adds a jaffa; dad adds a jaffa; dad adds a jaffa;

a salad adds all; a salad adds all; a salad adds all;
a salad adds all; a salad adds all; a salad adds all;
a salad adds all; a salad adds all; a salad adds all;

as a flask falls; as a flask falls; as a flask falls;
as a flask falls; as a flask falls; as a flask falls;
as a flask falls; as a flask falls; as a flask falls;

all sad lads ask a dad; all lad lads ask a dad;
all sad lads ask a dad; all sad lads ask a dad;
all sad lads ask a dad; all sad lads ask a dad;

as a flask falls dad falls; as a flask falls dad falls;
as a flask falls dad falls; as a flask fakks dad falls;
as a flask falls dad falls; as a flask fakks dad falls;

⑨

sad dad falls; sad dad falls; sad dad falls; sad dad falls;
sad dad ja; sad dad falls; sad dad falls; sad dad falls;
sad dad falls; sad dad falls; sad dad falls; sad dad falls;

a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;
a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;
a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;

add a flask; add a flask; add a flask; add a flask;
add a flask; add a flask; add a flask; add a flask;
add a flask; add a flask; add a flask; add a flask;

a sad lass falls; a sad lass falls; a sad lass falls;
a sad lass falls; a sad lass falls; a sad lass falls;
a sad lass falls; a sad lass falls; a sad lass falls;

a lad asks dad; a lad asks dad; a lad asks dad; a lad asks dad;
a lad asks dad; a lad asks dad; a lad asks dad; a lad asks dad;
a lad asks dad; a lad asks dad; a lad asks dad; a lad asks dad;

lass adds a jaffa; lass adds a jaffa; lass adds a jaffa;
lass adds a jaffa; lass adds a jaffa; lass adds a jaffa;
lass adds a jaffa; lass adds a jaffa; lass adds a jaffa;

as a flask falls dad falls; as a flask falls dad falls;
as a flask falls dad falls; as a flask dad falls;
as a flask falls dad falls; as a flask fakks dad falls;
as a flask falls dad falls; as a flask falls dad falls;

2

s d f j k l s d f j k l s d f j k l s d f j k l s d f j k l
s d f j k l s d f j k l s d f j k l s d f j k l s d f j k l
s d f j k l s d f j k l s d f j k l s d f j k l s d f j k l

as a lass
as a l^ass falls
as a lass falls dad falls;

as a l^ad
as a lad falls
as a lad falls a lass
as a lad falls a lass falls

sad dad falls; asd dad falls; sad dad falls; sad dad falls;
sad dad falls; sad dad falls; sad dad falls; sad dad falls;
sad dad falls; sad dad falls; sad dad falls; sad dad falls;

a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;
a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;
a jaffa salad; a jaffa salad; a jaffa salad; a jaffa salad;

as a lass
as a lass falls
as a lass falls dad falls;

as a lad
as a lad fl falls
as a lad falls a lass
as a l^ad falls a lass falls

s d f j k l s d f j k l s d f j k l s d f j k l s d f j k l
s d f j k l s d f j k l s d f j j k l s d f j k l s d f j k l
s d f j k l s d f j k l s d f j k l s d f j k l s d f j k l

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Strelton

CC 1000602X

20.9.94

1

The following notes will help you to improve your work further:

Please continue to type very slowly and use your keyboard chart to guide you to every key.

Please remember that it is very important that you move only one finger at a time off of the home keys. Only the finger which is striking a key may move, all the other fingers must remain exactly in place on the home keys.

Remember that it is very important that you do not type over incorrect characters. This is known as overtyping and receives very heavy penalties in all typewriting examinations.

I look forward to receiving your next lesson's work.

Regards,



PLEASE NOTE: It is possible for you to use your electronic keyboard. However, YOU MUST LEAVE ERRORS UNCORRECTED AT THIS STAGE.

juj juj juj juj juj juj juj juj juj juj juj juj juj juj juj
juj juj juj juj juj juj juj juj juj juj juj juj juj juj juj
juj juj juj juj juj juj juj juj juj juj juj juj juj juj juj

✓
Total 19

jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug

jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug

jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug
jug jug jug jug jug jug jug jug jug jug jug jug jug jug jug

flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag

flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag

flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag
flag flag flag flag flag flag flag flag flag flag flag flag flag



flag flags; flag flags; flag flags; flag flags; flag flags;
flag flags; flag flags; flag flags; flag flags; flag flags;
flag flags; flag flags; flag flags; flag flags; flag flags;

huff huffs; huff huffs; huff huffs; huff huffs; huff huffs;
huff huffs; huff huffs; huff huffs; huff huffs; huff huffs;
juff juffs; huff huffs; huff huffs; huff huffs; huff huffs;

slug slugs; slug slugs; slug slugs; slug slugs; slug slugs;
slug slugs; slug slugs; slug slugs; slug slugs; slug slugs;
slug slugs; slug slugs; slug slugs; slug slugs; slug slugs;

lash lash; lash lash; lash lash; lash lash; lash lash; lash
lash lash; lash lash; lash lash; lash lash; lash lash; lash
lash lash; lash lash; lash lash; lash lash; lash lash; lash

drug drugs; drug drugs; drug drugs; drug drugs; drug drugs;
drug drugs; drug drugs; drug drugs; drug drugs; drug drugs;
drug drugs; drug drugs; drug drugs; drug drugs; drug drugs;

a lad has a flag; a lad has a flag; a lad has a flag;
a lad has a flag; a lad has a flag; a lad has a flag;
a lad has a flag; a lad has a flag; a lad has a flag;

had a rug; had a rug; had a rug; had a rug; had a rug;
had a rug; had a rug; had a rug; had a rug; had a rug;
had a rug; had a rug; had a rug; had a rug; had a rug;

②

flash flash flash fash flash flash flash flash flash
flash flash flash flash flash flash flash flash flash
flash flash flash flash flash flash flash flash flash

flash a flag; flash a flag; flash a flag; flash a flag;
flash a flag; flash a flag; flash a flag; flash a flag;
flash a flag; flash a flag; flash a flag; flash a flag;

sud suds; sud suds; sud suds; sud suds; sud suds; sud suds;
sud suds; sud suds; sud suds; sud suds; sud suds; sud suds;
sud suds; sud suds; sud suds; sud suds; sud suds; sud suds;

ark arks; ark arks; ark arks; ark arks; ark arks; ark arks;
ark arks; ark arks; ark arks; ark arks; ark arks; ark arks;
ark arks; ark arks; ark arks; ark arks; ark arks; ark arks;

glass ark; a glass ark; glass ark; a glass ark; glass ark;
glass ark; a glass ark; glass ark; a glass ark; glass ark;
glass ark; a glass ark; glass ark; a glass ark; glass ark;

hug a jug; hug a jug; hug a jug; hug a jug; hug a jug;
huf a jug; hug a jug; hug a jug; hug a jug; hug a jug;
hug a jug; hug a jug; hug a jug; hug a jug; hug a jug;

hull; hull; hull; hull; hull; hull; hull; hull; hull; hull;
hull; hull; hull; hull; hull; hull; hull; hull; hull; hull;
hull; hull; hull; hull; hull; hull; hull; hull; hull; hull;

rushed rushed rushed rushed rushed rushed rushed rushed
rushed rushed rushed rushed rushed rushed rushed rushed
rushed rushed rushed rushed rushed rushed rushed rushed

her share of jade; her share of jade; her share of jade;
her share of jade; her share of jade; her share of jade;
her share of jade; her share of jade; her share of jade;

four dear old shire horses; four dear old shire horses;
four dear old shire horses; four dear old shire horses;
four dear old shire horses; four dear old shire horses;

rolled off a ledge; rolled off a ledge; rolled off a ledge;
rolled off a ledge; rolled off a ledge; rolled off a ledge;
rolled off a ledge; rolled off a ledge; rolled off a ledge;

fresh fruit salad; fresh fruit salad; fresh fruit salad;
fresh fruit salad; fresh fruit salad; fresh fruit salad;
fresh fruit salad; fresh fruit salad; fresh fruit salad;

a red ukulele; a red ukulele; a red ukulele; a red ukulele;
a red ukulele; a red ukulele; a red ukulele; a red ukulele;
a red ukulele; a red ukulele; a red ukulele; a red ukulele;

do hide the gold; do hide the gold; do hide the gold;
do hide the gold; do hide the gold; do hide the gold;
do hide the gold; do hide the gold; do hide the gold;

she liked to go to the flat; she liked to go to the flat;
she liked to go to the flat; she liked to go to the flat;
she liked to go to the flat; she liked to go to the flat;



joke jokes joked joke jokes joked joke jokes joked joke jokes
joke jokes joked joke jokes joked joke jokes joked joke jokes
joke jokes joked joke jokes joked joke jokes joked joke jokes

he jogged; she jogged; he jogged; she jogged; he jogged;
he jogged; she jogged; he jogged; she jogged; he jogged;
he jogged; she jogged; he jogged; she jogged; he jogged;

there is frit for the roads; there is grit for the roads;
there is grit for the roads; there is grit for the roads;
there is grit for the roads; there is grit for the roads;

he does like fresh fried fish; he does like fresh fried fish;
he does like fresh fried fish; he does like fresh fried fish;
he does like fresh frird fish; he does like fresh fried fish;

the editor is right; the editor is right; the editor is right;
the editor is right; the editor is right; the editor is right;
the editor is right; the editor is right; the editor is right;

just the jade or gold is dear; just the jade or gold is dear;
just the jade or gold is dear; just the jade or gold is dear;
just the jade or gold is dear; just the jade or gold is dear;

the lass has fatigue; the lass has fatigue; the lass has fatigue;
the lass has fatigue; the lass has fatigue; the lass has fatigue;
the lass has fatigue; the lass has fatigue; the lass has fatigue;

drag the kites; drag the kites; drag the kites; drag the kites;
drag the kites; drag the kites; drag the kites; drag the kites;
drag the kites; drag the kites; drag the kites; drag the kites;

draft a letter; draft a letter; draft a letter; draft a letter;
draft a letter; draft a letter; draft a letter; draft a letter;
draft a letter; draft a letter; draft a letter; draft a letter;

lift the fruit; lift the fruit; lift the fruit; lift the fruit;
lift the fruit; lift the fruit; lift the fruit; lift the fruit;
lift the fruit; lift the fruit; lift the fruit; lift the fruit;

he sold hot fritters; he sold hot fritters; he sold hot fritters;
he sold hot fritters; he sold hot fritters; he sold hot fritters;
he sold hot fritters; he sold hot fritters; he sold hot fritters;

he raided the larder; he raided the larder; he raided the larder;
he raided the larder; he raided the larder; he raided the larder;
he raided the larder; he raided the larder; he raided the larder;

lots of little girls; lots of little girls; lots of little girls;
lots of little girls; lots of little girls; lots of little girls;
lots of little girls; lots of little girls; lots of little girls;

the girl rides; the girl rides; the girl rides; the girl rides;
the girl rides; the girl rides; the girl rides; the girl rides;
the girl rides; the girl rides; the girl rides; the girl rides;

the redhead
the redhead got flustered
the redhead got flustered as the
the redhead got flustered as the kestrel
the redhead got flustered as the kestrel fell
the redhead got flustered as the kestrel fell off the
the redhead got flustered as the kestrel fell off the ladder
the redhead got flustered as the kestrel fell off the
the redhead got flustered as the kestrel fell
the redhead got flustered as the kestrel
the redhead got flustered as the
the redhead got flustered
the redhead

her share of jade; her share of jade; her share of jade;
her share of jade; her share of jade; her share of jade;
her share of jade; her share of jade; her share of jade;

joke jokes joked joke jokes joked joke jokes joked joke jokes
joke jokes joked joke jokes joked joke jokes joked joke jokes
joke jokes joked joke jokes joked joke jokes joked joke jokes

the redhead
the redhead got flustered
the redhead got flustered as the
the redhead got flustered as the kestrel
the redhead got flustered as the kestrel fell
the redhead got flustered as the kestrel fell off the
the redhead got flustered as the kestrel fell off the ladder
the redhead got flustered as the kestrel fell off the
the redhead got flustered as the kestrel fell
the redhead got flustered as the kestrel
the redhead got flustered as the
the redhead got flustered
the redhead

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 4.10.94

2

I now enclose your marked work for lesson 2 and as you will see, this was an excellent result - very well done

Please continue to type very slowly and continue to use your keyboard chart to guide you.

Remember at this stage accuracy is the most important thing.

I now look forward to receiving lesson 3 in due course.

Regards

five five five five five five five five five five five
five five five five five five five five five five five
five five five five five five five five five five five

five five five five five five five five five five five
five five five five five five five five five five five
five five five five five five five five five five five

five five five five five five five five five five five
five five five five five five five five five five five
five five five five five five five five five five five

nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble

nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble

nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble
nimble nimble nimble nimble nimble nimble nimble nimble



④

needle needles needled needle needles needled needle needles
needle needles needled needle needles needled needle needles
needle needles needled needle needles needled needle needles

vandal vandals vandalised vandal vandals vandalised vandal
vandal vandals vandalised vandal vandals vandalised vandal
vandal vandals vandalised vandal vandals vandalised vandal

grill grills grilled grilling grill grills grilled grilling
grill grills grilled grilling grill grills grilled grilling
grill grills grilled grilling grill grills grilled grilling

vigour; vigorous; vigour; vigorous; vigour; vigorous; vigour;
vigour; vigorous; vigour; vigorous; vigour; vigorous; vigour;
vigour; vigorous; vigour; vigorous; vigour; vigorous; vigour;

rake
suit
nine
jam
good
furn
sun
over
void
must
aim
dogs

take the suit to his mother; take the suit to his mother;
take the suit to his mother; take the suit to his mother;
take the suit to his mother; take the suit to his mother;

the sun might heat the jam; the sun might heat the jam;
the sun might heat the jam; the sun might heat the jam;
the sun might heat the jam; the sun might heat the jam;

our aim is to have nine dogs; our aim is to have nine dogs;
our aim is to have nine dogs; our aim is to have nine dogs;
our aim is to have nine dogs; our aim is to have nine dogs;

4

mind the furniture; mind the furniture; mind the furniture;
mind the furniture; mind the furniture; mind the furniture;
mind the furniture; mind the furniture; mind the furniture;

she should go to visit the large museum of modern art soon;
she should go to visit the latge museum of modern art soon;
she should go to visit the large museum of modern art soon;

the vandals broke the vases; the vandals broke the vases;
the vandals broke the vases; the vandals broke the vases;
the vandals broke the vases; the vandals broke the vases;

mother told her sister not to miss the film as it is good;
mother told her sister not to miss the film as it is good;
mother told her sister not to miss the film as it is good;

his small brother did not mean to break the old violin;
his small brother did not mean to break the old violin;
his small brother did not mean to break the old vuilin;

do not blame the brand of butter for the taste of the bread;
do not blame the brand of butter for the taste of the bread;
do not blame the brand of butter for the taste of the bread;

do not visit the bathroom at the moment as ot is not free;
do not visit the bathroom at the moment as it is not free;
do not visit the bathroom at the moment as it is not free;

(4)

millions of students endeavour to learn foreign languages;
millions of students endeavour to learn foreign languages;
millions of students endeavour to learn foreign languages;

tell him to get himself a good hib as soon as he has time;
tell him to oget himself a good job as soon as he has time;
tell him to get himself a good job as soon as he has time;

the tiger likes to hide beneath the trees in the jungle;
the tiger likes to hide beneath the trees in the jungle;
the tiger likes to hide beneath the trees in the jungle;

the buns had gremendous flavour and she has eaten them;
the buns had tremendous flavour and she has eaten them;
the buns had tremendous flavour and she has eaten them;

the lights are too bright so tell her to turn them off;
the lights are too bright so tell her to turn them off;
the lighta are too bright so tell her to turn them off;

he should bot frighten the small birds off the veranda;
he should not frighten the small birds off the veranda;
he should not frighten the small birds off the veranda;

she drinks tea and eats hot toast for her breakfast;
she drinks tea and eats hot toast for her breakfast;
she drinks tea and eats hot toast for her breakfast;

crown; crowns; crowned; crowning; crown; crowns; crowned;
crown; crowns; crowned; crowning; crown; crowns; crowned;
crown; crowns; crowned; crowning; crown; crowns; crowned;

crown; crowns; crowned; crowning; crown; crowns; crowned;
crown; crowns; crowned; crowning; crown; crowns; crowned;
crown; crowns; crowned; crowning; crown; crowns; crowned;

crown; crown~~s~~; crowned; crown~~ing~~; crown; crowns; crowned;
crown; crowns; crowned; crown~~ing~~; crown; crowns; crowned;
crown; crowns; crowned; crown~~ing~~; crown; crowns; crowned;

congress; congress; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;

congress; congress; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;

congress; con~~gress~~; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;
congress; congress; congress; congress; congress; congress;

enthusiastic; scientist; volcano; enthusiastic; scientist;
enthusiastic; scientist; volcano; enthusiastic; scientist;
enthusiastic; scientist; volcano; enthusiastic; scientist;

to discourage; the difficulties; to discourage; the difficulties;
to discourage; the difficulties; to discourage; the difficulties;
to discourage; the difficulties; to discourage; the difficulties;

bucket; buckets; bucket; buckets; bucket; buckets; bucket;
bucket; buckets; bucket; buckets; bucket; buckets; bucket;
bucket; buckets; bucket; buckets; bucket; buckets; bucket;

cool shower; cool shower; cool shower; cool shower; cool shower;
cool shower; cool shower; cool shower; cool shower; cool shower;
cool shower; cool shower; cool shower; cool shower; cool shower;

the weather
the weather was
the weather was bearable
the weather was bearable most evenings
the weather was bearable most evenings on vacation

cancel
cancel the
cancel the block booking
cancel the block booking now

the enthusiastic
the enthusiastic scientist
the enthusiastic scientist was right
the enthusiastic scientist was right about
the enthusiastic scientist was right about the volcano;

③

father is a nice fellow; ten little kittens are sitting on
the wall; the north star is shining; there are no clouds;
his sister does like cheese; we do not know if he is out;
the scientist is a most clever man as he invents useful
things; if he has ambition and is enthusiastic; he will
succeed in joining men and women who have learnt a lot of
skills over the last decade; do not give in but give it time;

haddock haddock haddock haddock haddock haddock haddock haddock
haddock haddock haddock haddock haddock haddock haddock haddock
letter letter letter letter letter letter letter letter letter
letter letter letter letter letter letter letter letter letter
seething seething seething seething seething seething seething
seething seething seething seething seething seething seething
banner banner banner banner banner banner banner banner banner
banner banner banner banner banner banner banner banner banner
taboo taboo taboo taboo taboo taboo taboo taboo taboo taboo
taboo taboo taboo taboo taboo taboo taboo taboo taboo taboo
stressed stressed stressed stressed stressed stressed stressed
stressed stressed stressed stressed stressed stressed stressed
offered offered offered offered offered offered offered offered
offered offered offered offered offered offered offered offered
radii radii radii radii radii radii radii radii radii radii
radii radii radii radii radii radii radii radii radii radii
vacuum vacuum vacuum vacuum vacuum vacuum vacuum vacuum vacuum
vacuum vacuum vacuum vacuum vacuum vacuum vacuum vacuum vacuum
fulfilled fulfilled fulfilled fulfilled fulfilled fulfilled fulfilled
fulfilled fulfilled fulfilled fulfilled fulfilled fulfilled fulfilled
command command command command command command command command
command command command command command command command command
rebuff rebuff rebuff rebuff rebuff rebuff rebuff rebuff rebuff
rebuff rebuff rebuff rebuff rebuff rebuff rebuff rebuff rebuff
dagger dagger dagger dagger dagger dagger dagger dagger dagger
dagger dagger dagger dagger dagger dagger dagger dagger dagger
rubber rubber rubber rubber rubber rubber rubber rubber rubber
rubber rubber rubber rubber rubber rubber rubber rubber rubber
occur occur occur occur occur occur occur occur occur occur
occur occur occur occur occur occur occur occur occur occur
error error error error error error error error error error
error error error error error error error error error error
terror terror terror terror terror terror terror terror terror
terror terror terror terror terror terror terror terror terror
kraal kraal kraal kraal kraal kraal kraal kraal kraal kraal
kraal kraal kraal kraal kraal kraal kraal kraal kraal kraal
withhold withhold withhold withhold withhold withhold withhold
withhold withhold withhold withhold withhold withhold withhold
vaccine vaccine vaccine vaccine vaccine vaccine vaccine vaccine
vaccine vaccine vaccine vaccine vaccine vaccine vaccine vaccine

②

he arose and walked to the window; we are in a vulnerable
state; the girl was sitting in a windowless office; she is
so successful now that she can drive a car; remember to eat
the cake before mother comes home;

he arose and walked to the window; we are in a vulnerable
state; the girl was sitting in a windowless office; she is
so successful now that she can drive a car; remember to eat
the cake before mother comes home;

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n w m b ; w v n c m b ; w

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v m c m b
v n c m b ; w v n c m b ; w v m c m b ; w v m c m b

v n c m b ; w v n c m b ; w v m c m b ; w v m c m b
v n c m b ; w v n c m b ; w v m c m b ; w v m c m b
v n c m b ; w v n c m b ; w v m c m b ; w v m c m b

crest vase cast treat arc bread crest vase cast treat arc bread
crest vase cast treat arc bread creat vase cast treat arc bread
creat vase cast treat arc bread creat vase cast treat arc bread

link look mill kill nilk nook noon moon link look mill kill milk
link look mill kill milk nook noon moon link look mill kill milk
link look mill kill milk nook noon moon link look mill kill milk

lamb breakfast crime binder vendor meant lamb breakfast crime
lamb breakfast crime binder vendor meant lamb breakast crime
lamb breakfast crime binder vendor meant lamb breakfast crime

modern
modest
module
native
nation
natural
clothing
closet
cloister
whistle
whiteness
weald

modern
modest
module
native
nation
natural
clothing
closet
cloister
whistle
whistle
whiteness
weald

modern
modest
module
native
nation
natural
clothing
closet
cloister
whistle
whiteness
weald

①

the enthusiastic
the enthusiastic scientist
the enthusiastic scientist was
the enthusiastic scientist was right
the enthusiastic scientist was right about
the enthusiastic scientist was right about the volcano;

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w

v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w
v n c m b ; w v n c m b ; w v n c m b ; w v n c m b ; w

✓

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X

12.10.94

3

Not quite as good a result as for your previous lesson but still good.

Please continue to type very slowly and continue to use your keyboard chart to guide you to every key.

Remember accuracy is the most important thing at this stage. Type very slowly and really concentrate on typing each character correctly.

I now look forward to receiving lesson 4 next.

Regards

bede.

yellow yellow yellow yellow yellow yellow yellow yellow
painter painter painter painter painter painter painter painter
excess excess excess excess excess excess excess excess
prove prove prove prove prove prove prove prove prove
explain explain explain explain explain explain explain explain
quality quality quality quality quality quality quality quality
request request request request request request request request

the boy explained that there was an excess of yellow jugs
the boy explained that there was an excess of yellow jugs

we have eaten only half the loaf and drunk all the wine
we have eaten only half the loaf and drunk all the wine

the poor painter paints exceedingly well with his toes
the poor painter paints exceedingly well with his toes

they are typing well as they practise for half an hour a day
they are typing well as they practise for half an hour a day

the four men in the queue quarrelled over the quart of wine
the four men on the queue quarrelled over the quart of wine

today the boss requires quick answers to all his questions
today the boss requires quick answers to all his questions

please explain to me why your company expects foreign cars
please explain to me why your company expects foreign cars

he no as do by am so of go he an we to on up it at to he
he no as do by am so of go he an we to on up it at to he

jJ jJ jJ jJ jJ jJ jJ jJ jJ fF fF fF fF fF fF fF fF
aS aS aS aS aS aS aS aS aS lL lL lL lL lL lL lL lL
dD dD dD dD dD dD dD dD dD kK kK kK kK kK kK kK kK
In We Q On To In Me If On Do In We Go On To In Me If

Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall
Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall
Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall Fall

Oxford Oxford Oxford Oxford Oxford Oxford Oxford Oxford
Oxford Oxford Oxford Oxford Oxford Oxford Oxford Oxford
Oxford Oxford Oxford Oxford Oxford Oxford Oxford Oxford

Finger Finger Finger Finger Finger Finger Finger Finger
Finger Finger Finger Finger Finger Finger Finger Finger
Finger Finger Finger Finger Finger Finger Finger Finger

Love Love Ove Love Love Love Love Love Love Love Love
Love Love Love Love Love Love Love Love Love Love Love
Love Love Love Love Love Love Love Love Love Love Love

Queen Queen Queen Queen Queen Queen Queen Queen Queen
Queen Queen Queen Queen Queen Queen Queen Queen Queen
Queen Queen Queen Queen Queen Queen Queen Queen Queen

Monday Mottingham Janes Highness Harrow Russian Tyrol Sussex
Monday Nottingham James Highness Harrow Russian Tyrol Sussex
Monday Nottingham James Highness Harrow Russian Tyrol Sussex

August September Emperor Indian Dorset London George Richard
August September Emperor Indian Dorset London George Richard
August September Emperor Indian Dorset London George Richard

Friday Africa Diana Surrey Austrian Roman Dundee Sydney Asia
Friday Africa Diana S urrey Austrian Roman Dundee Sydney Asia
Friday Africa Diana Surrey Austrian Roman Dundee Sydney Asia

German Robert France Oxford Nile Shanghai Sale Yuletide Jane
German Robert France Oxford Nile Shanghai Sale Yuletide Jane
German Robert France Oxford Nile Shanghai Sale Yuletide Jane

Canada Eileen Tyrone Victoria Toledo Princess Nebraska James
Canada Eileen Tyrone Victoria Toledo Princess Nebraska James
Canada Eileen Tyrone Victoria Toledo Princess Nebraska James

Andrew Stretton.

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday;

January, February, March, April, May, June, July, August,
September, October, November, December;

February.

Andrew Stretton

Zurich, the largest town in Switzerland, has a small but famous Zoo. Quito is the capital of Equador, Paris is the capital of France. Zeus was the King of the Olympian Gods, the Deity of the Greeks.

Zurich, the largest town in Switzerland, has a small but famous Zoo. Quito is the capital of Equador, Paris is the capital of France. Zeus was the King of the Olympian Gods, the Deity of the greeks.

Zurich, the largest town in Switzerland, has a small but famous Zoo. Quito is the capital of Equador, Paris is the capital of France. Zeus was the King of the Olympian Gods, the Deity of the Greeks.

Andrew Stretton, Woolwich.

Andrew Stretton.

Round the Rugged Rocks the Ragged Rascal Ran.
Peter Piper Picked a Peck of Pickled Pepper.
William Wants Wellingtons to Walk to Willoughby.
He Hated Having Heaps of Horrible Highgate Ham Hotpot.
Samuel Saw a Small Spider Sprinting up the Spout.
The Lovely Lady Looked for Lilac and Lavener.
A Double Damask Dinner Doyley was Draped on the Dresser.
Most Mothers Make Mouthwatering Muffins.

beverage wade create stead great extra wedded screws craft saw
beverage wade create stead great extra wedded screws draft saw
beverage wade create stead great extra wedded screws draft saw

plump look; jolly milk; hunk poplin; hoop pink; lily lollipop.
plump look; jolly milk; hunk poplin; hoop pink; lily lollipop.
plump look; joll^o milk; hunk poplin; hoop pink; lily lollipop.

Honey, vivacious, like, justice, freedom, public, tallow.
Honey, vivacious, like, justice, freedom, public, tallow.
Honey, vivacious, like, justice, freedom, pub^olic, tallow.

②

Andrew Stretton

The FILM SHOW about WILD LIFE will take place in LONDON and CHESTER.

The FILM SHOW about WILD LIFE will take place in LONDON and CHESTER.

All the GIRLS and BOYS are participating in the WELDON BOATING FESTIVAL.

All the GIRLS and BOYS are participating in the WELDON BOATING FESTIVAL.

BEFORE TUESDAY^(T) contact me at FISHER AND GREEN at their SUTTON OFFICE.

BEFORE TUESDAY contact me at FISHER AND GREEN AT THEIR SUTTON OFFICE.

THE S.S. REGALIA will visit VALLETTA and TUNIS during the next two weeks.

THE S.S. REGALIS WILL visit VALLETTA and TUNIS during the next two weeks.

THE FLOWER DISPLAY will be held in the AFTERNOON at BROOKFIELD LODGE.

THE FLOWER DISPLAY will be held in the AFTERNOON at BROOKFIELD LODGE.

POTS, PANS and CROCKERY are to be AUCTIONED next FRIDAY in the MARKET.

POTS, PANS and CROCKERY are to be AUCTIONED next FRIDAY in the MARKET.

DAY TRIPS to INNSBRUCK, GENEVA and ZURICH are now being organized.

DAY TRIPS to INNSBRUCK, GENEVA and ZURICH are now being organized.

2

Andrew Stretton.

Something attempted, something done, has earned a good repose.

Something attempted, something done, has earned a good repose.

You should never put off till tomorrow what you can do today.

You should never put off till tomorrow what you can do today.

For good or for bad, each man has an aptitude born within him.

For good or for bad, each man has an aptitude born within him.

Always pay; for sooner or later you must pay your entire debt.

Always pay; for sooner or later you must pay your entire debt.

Oh what a tangled web we weave, when first we practise to deceive.

Oh what a tangled web we weave, when first we practise to deceive.

The manager of a menagerie imagined he was manager of an imaginary menagerie.

The manager of a menagerie imagined he was manager of an imaginary menagerie.

Andrew Stretton.

The English Dictionary

OLIVER TWIST and PICKWICK PAPERS

MENU FOR TODAY

The Daily Star and Chronicle

The Royal Agricultural Show at Bedford

The Wonderful World of the Brothers Grimm

Recipe for WHOLEMEAL SCONES

PROFIT AND LOSS ACCOUNT

HOUSE FOR SALE



Andrew Stretton.

I refer to our telephone conversation of today and confirm that my son, David, will attend school for his medical inspection next Tuesday,

Thank you for your letter received today. I have pleasure in confirming our appointment for next Thursday.

We regret you cannot view the property in which you are interested for at least another three weeks.

The reason for this delay is caused by the vendor being away on holiday until the end of August. I suggest we contact you again on his return.

①

Andrew Stretton.

We shall be only too pleased to supply you with display material for our pharmaceutical products. Our Managing Director, Mr. James Smith, will be leaving for the Netherlands next week and will be pleased to get in touch @ith you.

Please let us know if we can be of any further help.

We are enclosing a brochure which fully illustrates the many varied designs we can offer.

You will observe that the materials we use are of the highest quality and each fireplace is craftsman built to individual specifications.

Should you desire any further information, please do not hesitate to contact us immediately.

EXAMINATION HINTS

Always go into an examination room confidently. You will achieve this if you know what to expect and if you know that you ha@e worked conscientiously throughout your course.

A day or two in advance, gather together everything you will need for the examination, your typewriter, biro, pencil, eraser, etc.

Arrive at the examination early so that you can prepare your typew@ter and have plenty of time to warm up. This will help you to begin the examinatio@n in a relaxed and confident manner, thus increasing your chance of success.

(4)

Andrew Stretton

action accept arrive asleep assure analyst annuals afraid^{as}
appear assume author active assist almost agents angrily ant

bank band bird best born bark barn bang ball bail back brass
branch blown blas^e broil break buggy bumps byway burst bound

course check choice clock causes cancel coming couple chance
column circuit chances caught clinic concert circle concrete

dark desk draw date dire deck dike demand dowdy dream deaden
descent devoted discord divide dwindle dedicate drive dented

ever eyes even else extra equal event enter energetic endeat^{at}
esteemed essence excursion essential elements envelope early

fifth fault first fixed favours filling figure finish forgot
fanciful fair forest fireproof fiftieth frightful forefather

great guard groups gives grown gar^gle gingham grasping grain
geography glorious graduates grateful guardian gliding grate

high hand hope hearth have help half harm hardly highly hint
happen hoping health handle history habits heart hear height

item injury ideal Indiana icing interview impatient imagined
impartiality imitating immobile impart improve inactive iron

just join July joke June jump joys jaunt judge joint journal
journey jeopardi^e judgment justifiable January jealous jump

kept kind kiss keep king kinsfolk knock knowledge know known
knoll Kentucky kink kind kilt knave knit knight knuckle knot

6

Andrew Stretton.

live loan like lead lists left look laws line lazy life lost
large local light later least lodge learn labour leave legal

men map may made many make much more most mind match maximum
memorandum mathematics momentum mannerism marmalade murmured

nulon none nightingale nomination notwithstanding numeration
Newfoundland negotiation non-attendance nominally nineteenth

occur offer older ordered operate opinion officer opposition
obliged October objection obligation overlook octagon obtain

pack pass plus pull pity plans pick play post paragraph pine
person places period pamphlet participant propose prosperity

quick quiet quits quote quarter quantity qualities quotation
quarter-day quarter-master qualificatuin questions quicksand

race rain real rates rich rose rush rest rule risk roof read
realized readily railroad recovery regular rostrum raspberry

sales scale sense shape short sarcasm shapeless slipshod say
speechless storehouse sample staircase sandstorm sang satire

talk them told true trip type time twentieth testament train
typewriter thirteenth thistle tenant taught teapot tentative

uncouth unnecessary undoubtedly undercurrent unjust unlawful
unlucky until upper usual under union understand unfortunate

valued visited variety visitor various volume vice-president
vaudeville vivacity vividly value valve velvet verb vocalize

with went when wire wish wise wood words worn week ways wear
walk want wait well what whom will words wide were wild weak

xylophone exact examine excited examples exercise excitement
extent expense explain exceed examination experienced extend

yield young yard yeast your yacht yet yearn year yellow yelp
yours ~~e~~lf younger yielding youthful yesterday yearning yonder

zeal zero zest zephyr zealous zoo zithers zebras zodiac zinc
zany zestfully zips zircon zones zipper zooms zigzag zoology

6

Andrew Stretton.

asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh
fgfgf jhj hj fgfgf jhj hj fgfgf jhj hj fgfgf jhj hj fgfgf jhj hj
ftftf jyjy ftftf jyjy ftftf jyjy ftftf jyjy ftftf jyjy
deded kikik deded kikik deded kikik deded kikik deded kikik
lolol sws sws lolol sws sws lolol sws sws lolol sws sws
fvfvf jmj mj fvv fv fvmj fvv fv fvmj fvv fv fvmj fvv fv fvmj
fbfbf jnj nj fbfbf jnj nj fbfbf jnj nj fbfbf jnj nj fbfbf jnj nj
dcdcd k;k;k dcdcd k;k;k dcdcd k;k;k dcdcd k;k;k dcdcd k;k;k

abc
abcd
abcde
abcdef
abcdefg
abcdefgh
abcdefghi
abcdefghij
abcdefghijk
abcdefghijkl
abcdefghijklm
abcdefghijklmn
abcdefghijklmno
abcdefghijklmnop
abcdefghijklmnopq
abcdefghijklmnopqr
abcdefghijklmnopqrs
abcdefghijklmnopqrst
abcdefghijklmnopqrstu
abcdefghijklmnopqrstuv
abcdefghijklmnopqrstuvw
abcdefghijklmnopqrstuvwx
abcdefghijklmnopqrstuvwxy
abcdefghijklmnopqrstuvwxyz



Andrew Stretton.

January, February, March, April, May, June, July August,
September, October, November, December;

OLIVER TWIST and PICKWICK PAPERS

The Wonderful World of the Brothers Grimm

EXAMINATION HINTS

Always go into an examination room confidently. You will achieve this if you know what to expect and if you know that you have worked conscientiously throughout your course.

A day or two in advance, gather together everything you will need for the examination, your typewriter, biro, pencil, eraser, etc.

Arrive at the examination early so that you can prepare your typewriter and have plenty of time to warm up. This will help you to begin the examination in a relaxed and confident manner, thus increasing your chance of success.

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X

18.10.94

4

I now enclose your marked work for lesson 4 and again this was a good result - well done.

Please continue to type very slowly and continue to use your keyboard chart to guide you.

I am pleased with your progress and I hope that you are equally as pleased.

Please forward lesson 5 next.

Regards

Wade

10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01

10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01

10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01
10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01 10-01



paper-basket, paper-basket, paper-basket, paper-basket.
walking-stick, walking-stick, walking-stick, walking-stick.
looking-glass, looking-glass, looking-glass, looking-glass.

paper-basket, paper-basket, paper-basket, paper-basket.
walking-stick, walking-stick, walking-stick, walking-stick.
looking-glass, looking-glass, looking-glass, looking-glass.

paper-basket, paper-basket, paper-basket, paper-basket.
walking-stick, walking-stick, walking-stick, walking-stick.
looking-glass, looking-glass, looking-glass, looking-glass.

22 accidents, 22 accounts, 22 adders, 22 animals, 22 attempts.
33 ships, 33 sets, 33 sails, 33 strides, 33 snakes, 33 snails.

22 accidents, 22 accounts, 22 adders, 22 animals, 22 attempts.
33 ships, 33 sets, 33 sails, 33 strides, 33 snakes, 33 snails.

22 accidents, 22 accounts, 22 adders, 22 animals, 22 attempts.
33 ships, 33 sets, 33 sails, 33 strides, 33 snakes, 33 snails.

77 jacks, 77 jobs, 77 jigsaws, 77 jets, 77 jurors, 77 judges.
77 jaunts, 88 hills, 88 jeers, 88 horses, 88 jewels, 88 herbs.

77 jacks, 77 jobs, 77 jigsaws, 77 jets, 77 jurors, 77 judges.
88 jaunts, 88 hills, 88 jeers, 88 horses, 88 jewels, 88 herbs.

77 jacks, 77 jobs, 77 jigsaws, 77 jets, 77 jurors, 77 judges.
88 jaunts, 88 jobs, 88 jeers, 88 horses, 88 jewels, 88 herbs.

99 logs, 99 lads, 99 lips, 99 levers, 99 lutes, 99 lions.
99 lids, 99 laps, 99 laws, 99 lasses, 99 larks, 99 loads.

99 logs, 99 lads, 99 lips, 99 levers, 99 lutes, 99 lions.
99 lids, 99 laps, 99 laws, 99 lasses, 99 larks, 99 loads.

99 logs, 99 lads, 99 lips, 99 levers, 99 lutes, 99 lions.
99 lids, 99 laps, 99 laws, 99 lasses, 99 larks, 99 loads.

The hyphen is used to divide words closely bound together in sense, for instance, dining-car, well-meant.

A hyphen is also used to divide words at line ends and as a general rule to divide words the way they are pronounced, e.g. under-stand, con-dition, count-less.

Never divide words of one syllable or proper names, such as Margaret, Johnson, Canada, etc.

The hyphen is also used as a dash between two groups of words; when it is employed in this way one space is allowed on each side of it, thus: she asked him to come and see her tomorrow - if he had time.

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Peter moved quickly and seized the big jar of wax.
Peter moved quickly and seized the big jar of wax.
Peter moved quickly and seized the big jar of wax.
Peter moved quickly and seized the big jar of wax.
Peter moved quickly and seized the big jar of wax.

if you is as you have may not be why have you
how can they we have been t hat you will you will be
you may be you will agree it is necessary at any rate
for some time some time ago you should not if t here is
in order that in the manner very pleased indeed
we have concluded shall be considered what can be
with reference to under the circumstances

I think I can go with them to the park in the city.

We may show them the story that you wrote for us today.

Send it to us if they do not want to spend the money for it.

Do not get any more stock than this for we can get more from him.

It was early one morning when both men looked out of their car window.

We would like to send you our grateful thanks for the great help you gave.

de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed
4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours.
44 days, 44 doors, 44 dances, 44 deposits, 44 dames, 44 dolls.

de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed
4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours.
44 days, 44 doors, 44 dances, 44 deposits, 44 dames, 44 dolls.

de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed de4ed
4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hours, 4 hour s.
44 days, 44 doors, 44 dances, 44 deposits, 44 dames, 44 dolls.

fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf
fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf
5 litres, 6 sisters, 5 litres, 6 sisters, 5 litres, 6 sisters.

fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf
fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf
5 litres, 6 sisters, 5 litres, 6 sisters, 5 litres, 6 sisters.

fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf fr5rf
fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf fr6rf
5 litres, 6 sisters, 5 litres, 6 sisters, 5 litres, 6 sisters.

ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf
ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf
We use the sign above the number six for underscoring.

ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf
ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf
We use the sign above the number six for underscoring.

ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf ft6tf
ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf ft_tf
E use the sign above the number six for underscoring.

To underscore this sentence, return the carriage to the beginning of the line without turning up a new line. For a whole line of underscore, use your shift lock. Do not underscore final punctuation.

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l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
as follows: as follows: as follows: as follows: as follows:

l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
as follows: as follows: as follows: as follows: as follows:

l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l l:l
as follows: as follows: as follows: as follows: as follows:

When there is no number one on the typewriter, ALWAYS use
the ordinary el.

When there is no number one on the typewriter, ALWAYS use
the ordinary el.

When there is no number one on the typewriter, ALWAYS use
the ordinary el.

Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.

Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.

Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.
Arabic 1 is an ordinary el. Arabic 1 is an ordinary el.

0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.

0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.

0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.
0 is a capital o. 0 is a capital o. 0 is a capital o.

We have ordered 11 tables, 11 chairs, 11 knives, 11 forks
and 11 spoons. On the 10th we sent 10 parcels to Ipswich,
but only 9 arrived on time, which was inconvenient.

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and 11 spoons. On the 10th we sent 10 parcels to Ipswich,
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but only 9 arrived on time, which was inconvenient.

6

F A S H I O N S H O W

to be held at the
SURBITON TOWN HALL

Kingston Avenue,
Surbiton, Surrey

on

Wednesday Afternoon, 2nd September

commencing at 4.00 p.m

ADMISSION 50p

including coffee



8

C O M M E N C I N G T O M O R R O W
G R A N D A U T U M N S A L E

B O A T S

Yacht Tender
Sailing Dinghies
Runabouts and Ski-Boats
Day Boats and Weekenders
Sailing and Motor Cruisers
Houseboats
Converted Narrow Boats

ALL LEADING MAKES OF
O U T B O A R D M O T O R S

supplied at
SENSATIONALLY LOW PRICES

plus
A WIDE SELECTION OF
C H A N D L E R Y

and
N A U T I C A L G E A R

NEWTON AYCLIFFE
FLOWER AND GARDEN CLUB

Next Meeting

In the Village Hall

On Tuesday 27th October

At 15.00 hours

Speaker: Mrs. C V. Williamson
Subject: Take a Bunch of Flowers



40

GRACEFUL DETACHED COUNTRY RESIDENCE FOR SALE

STANDING IN ONE ACRE

OF LAND WITH FINE VIEWS

Entrance Hall with Cloakroom

Two Reception Rooms

Study

Dining Room

Large Kitchen and Breakfast Room*

Utility Room

Five Double Bedrooms each with own Shower Unit or Bathroom*

Garage accommodation for four cars

Two large Greenhouses and Summerhouse

Vacant Possession Immediately

VIEWING ONLY BY OPPOINTMENT

①

Good posture is an aid to good health. Sit correctly on your typing chair and you will be less tired at the end of the day. We do not mean that you should sit in exactly the same position for hours at a time; it is only natural you will want to move slightly. See that you adjust your chair or table for height. The keyboard is on a slope and your forearms, from the elbows, must be on the same slope so that your fingers drop easily when you strike the keys. Sit completely on the chair, not on the edge, with the back of the chair supporting the small of your back. Your feet should be placed flat on the floor.

Good healthy habits in your daily living will help you to bear the strain of business life. Your employer will expect you to keep physically and mentally fit.

GLOSSARY OF THE WEATHER

Air Mass.

A body of air in which the temperature and humidity are relatively constant. A single air mass may stretch for thousands of miles.

Anticyclone.

An area of high pressure usually associated with fine weather.

Backing.

The changing of the wind in an anti-clockwise direction as from west to south.

Barometric Pressure.

A rising barometer means that the pressure is increassing, leading to an improvement in the weat^{her}. With a falling barometer, the pressure decreases, leading to worsening weather.

Bright.

Ahe sky is mostly covered by thin clouds.

Bright Periods.

Break in thickish cloud.

4

~~G~~ale Warning.

Issued by the Meteorological Office when winds of Force 8 or more are expected.

Occasional Showers.

All places ar ^eexpected t ^ohave at least one shower and possibly more.

Veering.

The changing of the wind in a clockwise direction - for instance, from west to north.

Warm Front.

A boundary line where a warmer air mass is replacing a colder one. The temperature rises. Rain usually occurs within a belt as much as 200 miles in advance of the front.

SEEING SCOTLAND

The best time to see Scotland depends on which of its various attractions you wish to enjoy. The most popular touring seasons are:

JANUARY - MAY

When the snow is sufficiently weathered, these are the best months for ski-ing. The chair-lifts also operate during the summer months, weather permitting.

JUNE - SEPTEMBER

① The months when the scenery is at its finest. In these months also accommodation is easier to find. In June the long hours of daylight are increased as one travels further north. In September the colouring of the lochs, moors and mountains is most splendid.

JULY - AUGUST

The times for the traditional Highland Games, festivals and other summer gatherings. Accommodation may be difficult to find at this time of the year, particularly in the Highlands where hotels are few and far between. Delays may occur at ferry crossings during these months.

ACCOMMODATION

When touring during the holiday season or at the times of special events it may be difficult to book overnight accommodation at short notice. It is best to telephone ahead early in the day to reserve rooms at your intended stopping place.

TELEPHONE CALLS

LOCAL

A flat rate is charged.

TRUNK

Charged according to time and distance.

OVERSEAS

European, International and Ship Service are charged according to time and distance.

CHEAP RATE

Calls made between 6.00 p.m. and 8.00 a.m. every night and all day Saturday, Sunday and Bank Holidays.

PERSONAL

Person to Person. In other words, charging does not start until you are ^②connected with the person you have told the operator you want or with a substitute acceptable to you. If the person you want is not available ^③only a personal fee is charged.

TRANSFERRED CHARGE

If the person you are telephoning agrees to pay the cost of the call, charging will start from the moment the operator receives his agreement.

CREDIT CARDS

Calls made from any telephone in the United Kingdom and charged to your own account. For this service a credit card is necessary.

INFORMATION SERVICE

Directory enquiries, ^②weather, recipes, speaking clock, motoring information, etc. These services vary slightly from area to area.

EMERGENCY

Fire, ambulance and police. Dial 999.

C O M M E N C I N G T O M O R R O W
G R A N D A U T U M N S A L E

B O A T S

Yacht Tender
Sailing Dinghies
Runabouts and Ski-Boats
Day Boats and Weekenders
Sailing and Motor Cruisers
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Converted Narrow Boats

ALL LEADING MAKES OF

O U T B O A R D M O T O R S

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SENSATIONALLY LOW PRICES

plus

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C H A N D L E R Y

and

N A U T I C A L G E A R

17

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INFORMATION SERVICE

Directory enquiries, weather, recipes, speaking clock, motoring information, etc. These services vary slightly from area to area.

EMERGENCY

Fire, ambulance and police. Dial 999.

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X

25.10.94

5

I now enclose your marked work for lesson 5 and this was another good result - well done.

From the end of lesson 6 you should begin to correct your typing errors. Remember each error should be corrected perfectly.

Please forward lesson 6 on its completion.

Regards

Lebe.

aq*qa aq*qa aq*qa aq*qa aq*qa aq*qa aq*qa aq*qa aq*qa aq*qa
The symbol * is called an Asterisk. The symbol * is called
a Asterisk.

aq"qa aq"qa aq"qa aq"qa aq"qa aq"qa aq"qa aq"qa aq"qa aq"qa
"Look", "Look", "Look", "Look", "Look", "Look", "Look",

sw/ws sw/ws sw/ws sw/ws sw/ws sw/ws sw/ws sw/ws sw/ws sw/ws
Our Ref. JD/LA, Our Ref. JD/LA, Our Ref. JD/LA, Our Ref. JD/LA

de@ed de@ed de@ed de@ed de@ed de@ed de@ed de@ed de@ed de@ed
@ means at, @ means at, @ means at, @ means at, @ means at.
4 apples @ 6p, 4 apples @ 6p, 4 apples @ 6p, 4 apples @ 6p.

fr5rf fr&rf fr&rf fr&rf fr&rf fr&rf fr&rf fr&rf fr&rf fr&rf
£93, £93, £93, £93, £93, £93, £93, £93, £93, £93.

ju&uj ju&uj ju&uj ju&uj ju&uj ju&uj ju&uj ju&uj ju&uj ju&uj
Phillips & Company, Phillips & Company, Phillips & Company.

ju'uj ju'uj ju'uj ju'uj ju'uj ju'uj ju'uj ju'uj ju'uj ju'uj
Jane's hat, Jane's hat, Jane's hat, Jane's hat, Jane's hat.

ki(ik ki(ik ki(ik ki(ik ki(ik ki(ik ki(ik ki(ik ki(ik
lo)ol lo)ol lo)ol lo)ol lo)ol lo)ol lo)ol lo)ol lo)ol
(Come and see my puppy dog). (Come and see my puppy dog).

k?k k?k k?k k?k k?k k?k k?k k?k k?k k?k k?k k?k k?k k?k
How many? How many? How many? How many? How many? How many?

5

Total 28

Lazy Rex saw him and jumped off the bi quick van.
Lazy Rex saw him and jumped off the big quick van.
Lazy Rex saw him and jumped off the big quick van.
Lazy Rex saw him and jumped off the big quick van.
Lazy Rex saw him and jumped off the big quick van.

act add age ago air all and any are arm art ask awe bad bed big boy
but buy aye can car cry cut day die dye end eye far fly few for get
had has her his how his law let low man may new not now off for not

act add age ago air all and any are arm art ask awe bad bed big boy
but buy aye can car cry cut day die aye end eye far fly few for get
had has her his how his law let low man may new not now off for not

act add age ago air all and any are arm art ask awe bad bed big boy
but buy aye can car cry cut day die dye end eye far fly few for get
had has her his how his law let low man may new not now off for not

3478 8734 3478 8734 3478 8734 3478 8734 3478 8734 3478 8734 3478
She ordered 74 kg of sugar and 38 kg of tea to arrive on 4th May.

On Wednesday 8th at 8.37 a.m. 4 coaches left with 43 girls and
87 boys. The whole journey took 18 hours and they visited 7 towns
and 3 countries.

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87 boys. The whole journey took 18 hours and they visited 7 towns
and 3 countries.

(9)

As you are new to our class this term, we all send you our very best wishes.

It was quite ~~some~~ time before the guests were able to leave but it passed very quickly.

Our parents are fond of telling us that, when they were young, they had to work much harder.

We are sorry to learn that you have still not received our cheque which was posted to you early.

You can send me six kilos of apples and two kilos of oranges if you think they are ripe enough to eat.

①

T H E F O X H O T E L

HAMPTON COURT

FRIDAY, 11th DECEMBER, 19..

L U N C H E O N

Tomato Soup

or

Chilled Fruit Juices

* * * * *

Fried Fillet of Plaice - Sauce Tartare

Roast Chicken, Chestnut Stuffing

Bread Sauce

Roast and Creamed Potatoes

Spring Cabbage

Garden Peas

* * * * *

Peach Melba

Rum Dessert Cake



or

Cheese and Biscuits

* * * * *

COFFEE

8 Woodstock Road,
BANBURY,
Oxon.
OX16 7ZX

Tel. No. Banbury 0915

Your ref. FRG/DF/435

10th November, 19.,

The Manager,
Matthew Bennett & Sons Ltd.,
Grove Road,
OXFORD.
OX1 1YY

Dear Sir,


I have received a copy of your catalogue and price list for office and portable typewriters.

I wish to place an order for one office typewriter, model B4, provided that you can supply it with an elite type-face and that you are able to let me have it during the coming week. The machine is required for immediate use so prompt delivery is essential.

I notice from your price list that there is a difference of £9.50 between the A5 portable and the A6. Will you kindly let me know which of the two models you consider comparable to the machine I bought from you four years ago (model C2) and whether you will take the C2 in part exchange for a new portable. I should like the new typewriter to be supplied with an elite cubic type-face.

When you write, please quote an approximate trade-in price for my present portable.

Yours faithfully,



K. Baldrick

MATTHEW BENNETT & SONS LIMITED

GROVE ROAD, OXFORD, OX11YY Telephone: Oxford 11245

DIRECTORS: J. J. BENNETT, F. R. GREEN, A. SCOTT



Our ref. FRG/DP/435

12th November, 19..

②

Mr. K. Baldrick,
8 Woodstock Road
BANBURY,
Oxon.
OX16 7ZX

Dear Sir,

YOUR ORDER OF 10th NOVEMBER

Thank you for your letter of 10th November and your order for an office typewriter, model B4, with an elite type-face. We are able to supply this machine within three days and have provisionally arranged delivery for Friday afternoon. Kindly confirm if this is convenient.

We are expecting a delivery of A6 portable typewriters from the factory within the next fortnight. We are told that the colours of the machines will be slightly different and enclose a new chart for you to make your selection. If you wish to place an order we should be able to supply you by the end of the month.

The trade-in value of your present typewriter is about £20.00 to £25.00. We shall be pleased to take it in part-exchange and will quote you an exact price for it when we deliver the B4.

Yours faithfully,
MATTHEW BENNETT & SONS LTD.

F. R. GREEN
Managing Director



Enc.

8 Woodstock Road,
BANBURY,
Oxon.
OX16 7ZX

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Yours faithfully,
MATTHEW BENNETT & SONS LIMITED

F. R. GREEN
Managing Director

Enc.



FOURMITE TEXTILE CO.

6 OLDHAM ROAD MANCHESTER

TELEGRAMS: FURMITE



Our Ref. DG/FF/295

2nd April, 19..



Mrs. J. Firth,
41 S (t) George's Drive,
DURHAM.
DR57 8PG

Dear Madam,

'SPEEDWAY' CAR SEAT COVERS

Thank you for your order for two front seat covers in green/blue that you placed with us on 27th March.

We are no longer producing these covers in jersey-knit nylon because we have found that most customers prefer a fabric that feels cooler in warm weather. We have therefore changed to a material that contains a percentage of cotton, mixed with artificial fibre to retain the long-lasting wear of nylon.

If you wish to proceed with your order, we shall be pleased to supply you with covers to the colour of your choice. Sample patterns are enclosed.

We are returning your cheque. If you wish to order covers in the new material, send it back to us with the sample of your choice. No alteration will be required on the cheque because the price of the seat covers remains unchanged.

Yours faithfully,
FAIMILE TEXTILE CO.

JOHN CEDDES
Sales Manager

②

Enc.

41 St. George's Drive.
DURHAM.
DR57 8PG

Your ref. DG/FF/295

4th April, 19..

The Sales Manager,
Messrs. Fairmile Textile Co..
6 Oldham Road.
MANCHESTER.

Dear Sir,

'SPEEDWAY' CAR SEAT COVERS

Thank you for your letter of 2nd April, enclosing samples of your new car seat covers. I should like to order a pair in the same colour as the sample I have pinned.

I am going to be away on holiday from 12th April so will you please make sure that the covers are sent off well before that date.

In your letter you stated that you were returning the cheque I sent to you with my original order. The cheque was not, in fact, with your letter so please look and see if you have it with the correspondence. If not, let me know and I will then cancel it at the bank and send you a new one for the same amount.

Yours faithfully,



Mrs. J. Firth

Enc.

46 East Drive,
LEEDS
LS45 3HQ

Tel. Leeds 031885

13th October, 19..

Your ref. PG/SH

The Manager,
Messrs. Morgan & Black,
Cainter Road,
HUDDERSFIELD,
Yorks.

Dear Sir,

37 Baron Piece Estate

Thank you for sending details of this property. I am planning to come over to Huddersfield later in the week and shall be grateful if you will arrange for me to look at the house on Thursday afternoon between 4 and 5 o'clock.

In the meantime, please let me have information of any other three-bedroom houses, within 19 miles of Huddersfield, that come on to your books. If possible, I should like to view the properties on the same day as I see the house on Baron Piece Estate.

Yours faithfully,



M. DAVENPORT

99 Lime Walk,
West Hampstead,
LONDON.
NW3 3WH

10th July, 19..

The Managing Director,
Leighton Dairies Ltd.,
LONDON.
NW6 5TU


Dear Sir,

I am writing to call your attention to continual parking of your delivery vans outside these premises. For several hours each day your vans block the entrance to the garage, which, as a notice on the door indicates, is in constant use, day and night.

I have spoken on four occasions to your drivers but have received no co-operation from them.

Unless you give instructions for your vans to be parked elsewhere, I regret that I shall have to take up this matter with the Police.

Yours faithfully,


Henry L. Viner

54 Conway Crescent,
WOLVERFIELD.
WV12 1AA

25th June, 19..

Inspector of Weights and Measures,
Weights and Measures Department,
Rawley Road,
WOLVERFIELD.


Dear Sir,

I am sending with this letter a packet of vacuum-packed streaky bacon which I bought at the Discount Supermarket in Hill Street on 23rd June. When I opened the packet I found that several of the rashers were mouldy.

I went back to the Supermarket yesterday and asked the Manager to exchange the packet for a new one. He refused to do this because, he said, the goods had not been returned to the shop on the day of purchase. I cannot accept the Manager's point of view because food for sale under the terms of the Food and Drugs Act, 1955, should, I consider, remain in good condition for over 24 hours.

I shall be grateful if you will examine the bacon and let me have your comments.

Yours faithfully,



Mrs. Jane Brown

Encl.

TEST

T H E F O X H O T E L

HAMPTON COURT

FRIDAY, 11th DECEMBER, 19..

L U N C H E O N

Tomato Soup

or

Chilled Fruit Juices

* * * * *

Fried Fillet of Plaice - Sauce Tartare

Roast Chicken, Chestnut Stuffing

Bread Sauce

Roast and Creamed Potatoes

Spring Cabbage

Garden Peas

* * * * *

Peach Melba

Rum Dessert Cake

or

Cheese and Biscuits

* * * * *

COFFEE

TEST

54 Conway Crescent,
WOLVERFIELD.
WV12 4AL.

25th June, 19..

Inspector of Weights and Measures,
Weights and Measures Department,
Rawley Road,
WOLVERFIELD.

Dear Sir,

I am sending with this letter a packet of vacuum-packed streaky bacon which I bought at the Discount Supermarket in Hill Street on 23rd June. When I opened the packet I found that several of the rashers were mouldy.

turn up 2 only

I went back to the Supermarket yesterday and asked the Manager to exchange the packet for a new one. He refused to do this because, he said, the goods had not been returned to the shop on the day of purchase. I cannot accept the Manager's point of view because food for sale under the terms of the Food and Drugs Act, 1955, should, I consider, remain in good condition for over 24 hours.

I shall be grateful if you will examine the bacon and let me have your comments.

Yours faithfully,

✓

Mrs. Jane Brown

Encl.

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602I 2.10.94 6

I now enclose your marked work for lesson 6 and this was a good result.

From now on you should correct all of your typing errors. Note that you should not type over incorrect letters.

Please continue to type for at least one hour each day.

I now look forward to receiving your work for lesson 7 next.

Regards

Leske

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Best wishes best wishes best wishes best wishes best wishes
Best wishes best wishes best wishes best wishes best wishes
Best wishes best wishes best wishes best wishes best wishes

Nous avons le plaisir de vous annoncer que nous avons reçu le
paquet que vous avez bien voulu confier a notre représentant;

Les echantillons sont a notre gout et nous vous en remercions
vivement. Notre clientele sera certainement enchantée de ce
nouveau produit.

Toutefois, nous permettons de vous demander de bien vouloir
nous envoyer encore d'autres echantillons en rouge, en
vert et en bleu, afin de nous permettre . . .

Tom @

The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

A RED-HOT POKER, BLUE-BLACK ink, A WATER-TIGHT case.
Ninety-nine YEARS, Thirty-six INSTALMENTS, Sixty-six WORKERS.
We are going to see THE TAMING OF THE SHREW in May.
The advertisement appeared in THE TIMES and THE GUARDIAN.
The notice on the door said MEETING IN PROGRESS.

A RED-HOT POKER, BLUE-BLACK ink, A WATER-TIGHT case.
Ninety-nine YEARS, Thirty-six INSTALMENTS, Sixty-six WORKERS.
We are going to see THE TAMING OF THE SHREW in May.
The advertisement appeared in THE TIMES and THE GUARDIAN.
The notice on the door said MEETING IN PROGRESS.

The horses are out in the fields, resting after their hard work.
The cows are grazing quietly in the meadow.


Mother and Father are coming today, and we are looking forward
to their return. It is very nice to be on our own.

Please tell Phyllis to fix a date to come and play a game of
tennis with us. We have had our tennis court put in order.

Time and tide wait for no man. This is a saying which is known
to most of us. Let us make sure that we avoid wasting time.

Do not try to do too much during the summer. I am sure the very
hot weather is not good for you, but it should not do you too
much harm.

We were very pleased to learn from your recent letter
that you have now received the goods which we sent to you
last month. We would ask you to accept our apologies for
the slight delay in despatch. Owing to a strike at the
factory of one of our suppliers, we did not receive the
required parts when expected. We are planning to hold
larger stocks of these parts, so as to overcome any future
difficulty.



type-writer, brief-case, con-firm, pay-ment, co-operative, suf-fix,
neces-sary, prop-erty, sand-castles, extra-ordinary, under-score,
equip-ment, tech-nique, read-ing, tea-time, agree-ment,

look, locked, car, cars, house, houses, alone, afraid, again,
until, London, New York, Mary.

date, garrulous, expression, dis-qualify, employment, ex-tensive,
appropriate, non-existent, proverbial, Leicester, paragraph, Margaret,
resignation, remunerate, knowledge, statistics, class-room, president.

The one piece of equipment essential in every office is a typewriter and with the paper-work required nowadays for ordinary business of living, typewriters are almost as necessary in the home

Apart from the legibility of typescript, using a machine is the easiest way to make copies of letters and other documents for filing. A typewriter is no good without a typist to use it. The self-taught, two-finger amateur finds the work laborious and slow.

Personal and individual attention is given with Scheidegger so that students of any age can become proficient easily and quickly and enjoy the course in the process. No previous knowledge is necessary and the learner does not need to own a machine.

✓

5 St. John's Road,
STAVELEY,
Westmorland.

11th June, 19..

The Sales Manager,
J. S. Garland & Co. Ltd.,
18 High Street,
CARLISLE.

Dear Sir,

Today I received the carpet ordered from you on 16th May, but am sorry to say that I am very disappointed with it. The pile does not seem to be of the same quality of thickness as the pattern I chose, and also appears lighter in colour. The label does not indicate that the carpet is mothproof, a stipulation I made when placing the order.

I regret to state that I must decline to accept the carpet. Kindly let me know by return what you propose to do.

Yours faithfully,

THOMAS JONES



J. S. GARLAND & CO. LTD

18 High Street - Carlisle

12th June, 19..


T. Jones, Esq.,
5 St. John's Road,
STAVELEY,
Westmorland.

Dear Sir,

We were very sorry to hear that you are dissatisfied with the carpet+you ordered from us on 16th May. However, we can assure you that the carpet delivered was the same as the one you chose from our stock.

We would suggest that you call here at any time at your convenience so that we can discuss the matter personally. If you will kindly return the carpet to us we will, of course, refund the cost of transport.

Yours faithfully,
J. S. GARLAND & CO. LTD.



The Sales Manager

FLPT/Su/80/1

10 February 19..

Mr G E Chivers
Maxfield Walters & Son
62 North Road
CHESTERFIELD
CT1 3VB

Dear Mr Chivers

We are pleased to open an account with you and to grant you full credit facilities. We appreciate your decision to transfer your considerable business to this company and we take this opportunity of assuring you of our full co-operation at all times.

Your first order for the Midland shops is receiving our immediate attention and delivery should be made by Monday next.

We understand that you have outstanding business with your old suppliers in the Manchester and Sheffield areas but we look forward to supplying those shops in due course.

If any difficulties arise we hope you will communicate personally with the writer.

Yours sincerely

Manager

Turn up twice only

✓

35 West Avenue
DARTFORD
Kent
DA81 41B

24 April 19..

Telephone: Dartford 0359 Messrs

Slade & Roberts Estate Agents
Mendip Road
DARTFORD
Kent

Dear Sirs

Plot 56. High Elm Estate

When I first made enquiries about buying this piece of land you said, during a visit I paid to your office, that because planning permission has been obtained for the development of the whole estate, building work could start immediately the purchase of the land was completed.

I now have a builder who will be able to start work within the next two months, so I shall be grateful if you will confirm that there are no further local formalities to complete.

I have already supplied you with the name and address of my solicitor and so I hope to hear, within the next few days, that you are writing to him about the sale.

Yours faithfully



Graham White

13 Bellhouse Crescent
HIGHBURY
HG12 1AC

9 February 19..

The Editor
The Highbury Star
Broad Street
HIGHBURY
HG1 3AR

Dear Sir

I wish to complain about the chaotic conditions that have developed in the town centre, especially during rush hours, since the introduction of one-man buses.

During the past week I have had to wait, every day, for over 20 minutes for a bus scheduled to leave the High Street stop at 17.35.

All the years the two-man buses were in operation there was rarely a delay of more than 10 minutes and I can remember only one that was over 15.

If the economies of one-man buses result in more transport being kept in service this will be seen as an advantage in one sense; in another, however, the long waiting will prove to be a serious threat to the general acceptance of these buses.

The situation deserves a special mention in your paper, I think, because the complacent remarks of the bus company manager quoted in last week's edition bear no relation to the reality of the real situation.

Yours faithfully

Marcus Hardy

90 New Hill Crescent
West Hamstead
LONDON
NW6E 7KR

Telephone: 01 345 9923

10 July 19..

The Inspector
Hamstead Police Station
LONDON
NW5H 8QV

Dear Sir

WELBY KENNELS, 98 Marlborough Road London NW6 3QX

I am writing to call your attention to the unbearable noise coming from the Welby Kennels.

The barking of dogs, shouting and calling, never stops from early morning till late at night so that when the wind is blowing in the direction of the houses in this part of the New Hill Crescent these properties are barely habitable.

I have made frequent complaints to the owners of the kennels, but, so far, without any abatement of the noise whatever.

It is for this reason that I must ask you to look into this serious nuisance.

Yours faithfully

Henry Barker

8 Appleton Lane
Mayford
WOKING
Surrey

18 March 19..

Telephone Woking 10067

The Sales Manager
Oatex Mail Order Ltd
Granham Road
WIGAN
Lancs

Dear Sir

Order No. 55296/2

I am returning the navy blue coat that was supplied to me last week because when I placed the order I asked for the coat to be supplied in light blue only; I stated that no second choice of colour was acceptable.

If you do not have a light blue model of the same size in stock will you kindly let me know if you could supply one within the next three weeks.

The cheque I sent you with my original order was number 5397 drawn on the local branch of Barclays Bank Ltd.

Please retain it if you can supply the light blue coat; otherwise I shall expect its return within the next few days.

I shall be grateful if you will put my name on your mailing list for autumn clothes and household goods.

Yours faithfully

Mr S Betty Brown

Holly Lodge House
Park End Street
FLEETWOOD
Lancs

14 May 19..

Telephone: Fleetwood 9907

John Graves Esq
12 Dunmore Crescent
BLACKPOOL
Lancs

Dear Mr Graves

Thank you for your letter of 14th May, in answer to the advertisement I placed last week in the local newspaper.

I am planning to sell the car described in the advertisement because my husband has **just** gone abroad at very short notice on a six months tour of duty.

As I do not drive I think the best plan is to sell the car so I think, if you are interested in doing so, the best plan is for you to come and see this one for yourself.

It is two years old and has been serviced regularly.

The only extra I know my husband had fitted **is** a radio.

I am usually out in the mornings so if you would like to come one afternoon or evening, please ring me so that we can arrange a time convenient for both of us.

Yours sincerely

Martha Blandin

TEST

Nous avons le plaisir de nous annoncer que nous avons reçu le paquet que vous avez bien voulu confier à notre représentant.

Les échantillons sont à notre disposition et nous vous en remercions vivement. Votre clientèle sera certainement enchantée de ce nouveau produit.

Toutefois, nous permettons de vous demander de bien vouloir nous envoyer encore d'autres échantillons en rouge, en vert et en bleu, afin de nous permettre . . .

✓

TEST

Holly Lodge House
Park End Street
FLEETWOOD
Lancs

14 May 19..

Telephone: Fleetwood 9007

John Graves Esq
12 Dunmore Crescent
BLACKPOOL
Lancs

Dear Mr Graves

Thank you for your letter of 14th May, in answer to the advertisement I placed last week in the local newspaper.

I am planning to sell the car described in the advertisement because my husband has just gone abroad at very short notice on a six months tour of duty.

As I do not drive I think the best plan is to ~~sell~~ the car so I think, if you are interested in doing so, the best plan is for you to come and see this one for yourself.

It is two years old and has been serviced regularly.

The only extra I know my husband had fitted is a radio.

I am usually out in the mornings so if you would like to come one afternoon or evening, please ring me so that we can arrange a time convenient for both of us.

Yours sincerely

Martha Blandine

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 11.11.94 7

I now enclose your marked work for lesson 7 and this was another good result - well done.

Remember when making corrections that these must be perfect. If you are using correction fluid make sure that this is well thinned down.

I now look forward to receiving your work for lesson 8 next.

Regards



Lacquer the boxes of amazing jewelry a vivid pink.
Lacquer the boxes of amazing jewelry a vivid pink.
Lacquer the boxes of amazing jewelry a vivid pink.
Lacquer the boxes of amazing jewelry a vivid pink.
Lacquer the boxes of amazing jewelry a vivid pink.

It is very jolly here by the seaside now that we are getting some sunshine. We have been out in a boat all day, rowing along the coast.

Alex has bought a new blazer to take back with him to school. The blazer is in the school colours and, of course, it has the school badge.

We found some queer shells which we have collected, and we are bringing them home with us. They will all remind us of our lovely summer holiday.

At the cinema the other evening we saw a film all about India. It was most interesting, and it taught us a lot about the country which was unknown to us.

Do you listen to the radio? We have been very interested in hearing all the dance tunes. Some of them are very delightful; some of them we do not like.

During the day, a business man may need to refer to many letters and documents in order that he may see the facts of the case and so make correct decisions. These records must be kept up to date and in an orderly way, so that they can be produced just when they are wanted. This is done by filing, which does not mean merely keeping the records neat and tidy, but also means keeping them in such a way that any item can be found at short notice and without loss of time. Filing is therefore one of the important duties in an office and much care will need to be taken if the system is to work satisfactorily.



①

Tom (6)

Typing from manuscript makes you realise the importance of good handwriting. Most people can write clearly if they take a little trouble and when drafting for typing they must write clearly if the typist is to make any sense of it at all.

Thank you for your letter in reply to our advert in yesterday's MERCURY for a Slt'd - 7yp. ^{Shorthand typists} We note that you are 22 years old and that you have R.S.A. II 7yp ^{typing} and Sh^h qualifications.

Will you please attend for an interview on Mon next at 2p.m. Please bring with you your certificates together with any refs which you have.

②

agree	disagree	behave	misbehave
important	unimportant	moderate	immoderate
separable	inseparable	constant	inconstant

EUROPEAN COUNTRIES AND THEIR CAPITALS

Austria	Vienna	Holland	Amsterdam
Belgium	Brussels	Italy	Rome
Denmark	Copenhagen	Norway	Oslo
France	Paris	Spain	Madrid
Germany	Berlin	Switzerland	Berne

40 COMMONLY MISSPELT WORDS

accommodation	committed	fictitious	monotonous
achieve	criticism	forcibly	occurrence
acknowledgement	deferred	forfeit	omission
admissible	deficiency	harassment	parallel
analysis	definite	inaccessible	precedent
appropriation	dependent	incurred	rhythm
argument	deteriorate	ingenious	scrutinise
believe	disappoint	intelligent	separately
benefited	dissatisfaction	leisure	supersede
career	embarrassment	miscellaneous	unique

ABBREVIATIONS AND THEIR MEANINGS

B.A.	Bachelor of Arts	J.P.	Justice of the Peace
B.Sc.	Bachelor of Science	LL.B	Bachelor of Law
C.I.I.	Chartered Insurance Institute	M.D.	Doctor of Medicine
Col.	Colonel	Ph.D.	Doctor of Philosophy
C.A.	Chartered Accountant	Q.C.	Queen's Counsel
Hon.	Honorary; Honourable	M.Sc.	Master of Science

LONDON THEATRES

Adelphi	Comedy	Mayfair	Shaftesbury
Albany	Criterion	National	St. Martins
Aldwych	Duke of York	Palace	Strand
Ambassadors	Garrick	Palladium	Theatre Royal
Apollo	Globe	Phoenix	Victoria Palace
Arts	Greenwich	Prince Edward	Westminster
Astoria	Haymarket	Prince of Wales	Windmill
Cambridge	Her Majesty's	Royal Court	Wyndhams
Churchill	Lyric	Sovoy	Young Vic

BIRTHSTONES

<u>Month</u>	<u>Stone</u>	<u>Month</u>	<u>Stone</u>
January	Garnet	July	Ruby
February	Amethyst	August	Moonstone
March	Bloodstone	September	Sapphire
April	Diamond	October	Opal
May	Emerald	November	Topaz
June	Pearl	December	Turquoise

✓

Her name was misspelt: it should be Fullam not Fu'ham.

The expenses involved are listed here:

.85 paper
.15 pen
.12 ink

£1.12

The conference will take place on Monday, 18th April
at the Westgate Hotel in LONDON
The conference will commence at: 10.30 a.m.

Leave 1 space after comma, semi-colon, and colon.

Leave 2 spaces after full stop at the end of a sentence.

Leave 2 spaces after exclamation mark or question mark at the end of a sentence.

Leave NO space/s before and after a hyphen.

Indent 7 spaces for first word of new paragraph.

Do NOT underscore final punctuation mark.

Capital letters require use of SHIFT key.

When underscoring a complete sentence, use the SHIFT LOCK.

Leave NO space after £ sign.

S O U T H A M P T O N P U B L I C I T Y C I U B

C I V I C L U N C H E O N
and presentation of the
A W A R D O F H O N O U R

Thursday, 17th October 19..

12.30 p.m. for 1.00 p.m.

TOP FANK SOUTHAMPTON SUITE

REPLY SLIP TO:

Mrs. P. Jarratt, 'Lorraine', Forest Gardens,
Sholing, Southampton.

Please reserve ^{Two} Luncheon Seats
at £4.50 each (including wine during meal)

I enclose cheque for £ 9.00

NAME Andrew Stretton

ADDRESS 20 Whitwe House Ogilby

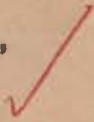
Street Woolwich S.E.18 5ES

}
Should be
typed!


PLEASE RETURN TO THE SECRETARY BY 11th OCTOBER, 19..

✓


The Secretary,
D. Welford & Co. Ltd.,
10 Adelaide Road,
LONDON.
NW2A 4HK




The Secretary,
D. Welford & Co. Ltd.,
10 Adelaide Road,
LONDON.
NW2A 4HK




The Secretary
D. Welford & Co Ltd
10 Adelaide Road
LONDON
NW2A 4HK




Rev. James Whittle,
The Rectory,
Helston Street,
LIVERPOOL.
LV15 5PA



Rev. James Whittle,
The Rectory,
Helston Street,
LIVERPOOL.
LV15 5PA



Rev James Whittle
The Rectory
Helston Street
LIVERPOOL
LV15 5PA



①

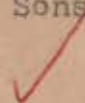
Mr. A. B. Jones,
24 The Parade,
WATFORD,
Herts.

Mr. A. B. Jones,
24 The Parade,
WATFORD,
Herts.


Mr A B Jones
24 The Parade
WATFORD
Herts




Messrs. Sidney Smith & Sons,
454 Riverside Drive,
TONBRIDGE,
Kent.




Messrs. Sidney Smith & Sons,
454 Riverside Drive,
TONBRIDGE,
Kent.




Messrs Sidney Smith & Sons
454 Riverside Drive
TONBRIDGE
Kent



Lawrence Hatter & Co Ltd.,
2 Westcliffe Road,
NORTHAMPTON.
NG12 8BY



Lawrence Hatter & Co Ltd.,
2 Westcliffe Road,
NORTHAMPTON.
NG12 8BY



ADVENTURE

CHAMBERS, Gerald	Three Ships of Adventure	B 14 - 5
HURRELL, Brian	Two Years in the Arctic	B 14 - 6
NORRIS, Alan	Above the World	B 14 - 7

GARDENING

ANDERSON, Roger	Heather Gardens	H 12 - 2
GARFORTH, Peter	Vegetable Science	H 12 - 3
JACKSON, Sheila	Miniature Rockeries	H 12 - 4

HISTORY

CHURCHILL, Sir Winston	The Second World War	H 10 - 1
DRAYTON, Janet	The Elizabethan Queen	H 10 - 2
MAYTON, Sir John	The Six Day Siege	H 10 - 3

①

TEST

S O U T H A M P T O N P U B L I C I T Y C L U B

C I V I C L U N C H E O N
and presentation of the
A W A R D O F H O N O U R

Thursday, 17th October 19..

12.30 p.m. for 1.00 p.m.

TOP RANK SOUTHAMPTON SUITE

REPLY SLIP TO:

Mrs. P. Jarratt, 'Lorraine', Forest Gardens,
Sholing, Southampton.

Please reserve ^{two}..... Luncheon Seats
at £4.50 each (including wine during meal)

I enclose cheque for ^{£ 9.00}.....

NAME *Andrew Strelton*.....

ADDRESS *10 Milne House Gilly*
Street Woolwich S.E.18 5ES.....

typed!

PLEASE RETURN TO THE SECRETARY BY 11th OCTOBER, 19.. ✓

TEST

ADVENTURE

CHAMBERS,	Gerald	Three Ships of Adventure	B 14 - 5
HURRELL,	Brian	Two Years in the Arctic	B 14 - 6
NORRIS,	Alan	Above the World	B 14 - 7

GARDENING

ANDERSON,	Roger	Heather Gardens	H 12 - 2
GARFORTH,	Peter	Vegetable Science	H 12 - 3
JACKSON,	Sheila	Miniature Rockeries	H 12 - 4

HISTORY

CHURCHILL,	Sir Winston	The Second World War	H 10 - 1
DRAYTON,	Janet	The Elizabethan Queen	H 10 - 2
MAXTON,	Sir John	The Six Day Siege	H 10 - 3



Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 17.11.94 8

Not quite as good a result as for your previous lesson but still quite good - well done.

Please make sure that all corrections are perfect. The original error must not be visible.

I now look forward to receiving your work for lesson 9 in due course.

Regards



John quietly picked six razors from the woven bag.
John quietly picked six razors from the woven bag.
John quietly picked six razors from the woven bag.
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John quietly picked six razors from the woven bag.

Stephen and Mary are getting married in August or September.
The American students went for a trip down the River Thames.
The Sales Manager is to visit Companies in India and Pakistan.
The offices of the Hill Co. Ltd. are in Little Park Street.
The Personnel Manager has invited Brian Smith for an interview.

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The American students went for a trip down the River Thames.
The Sales Manager is to visit Companies in India and Pakistan.
The offices of the Hill Co. Ltd. are in Little Park Street.
The Personnel Manager has invited Brian Smith for an interview

I am not very interested in politics, but at our new school we have lectures on the subject. We are told that the future of the country belongs to its youth.

You will smile when I tell you that James, Geoffrey and Leonard are learning cookery. They say thay it will prove very useful in the future but I cannot believe it.

Some of the articles were handed down in the families as treasures and there are examples of these in the museums today - patchwork quilts and amazingly beautiful cloths.

The weather in this country is very unreliable and during the summer months many people have a disappointing holiday on account of it. Those who are able to do so go abroad.

Kindly send me one of your bookcases with three shelves and a glass front as advertised in the daily press. I am particularly anxious to have the one with the three long shelves.

Tom ©

TRAIN INFORMATION

<u>Start</u>	<u>Platform</u>	<u>Destination</u>	<u>Route</u>
Torquay	2	Southampton	Exeter-Salisbury
Coventry	4	Liverpool	Birmingham-Crewe
Scarborough	1	London	York-Derby
Kendal	3	Bristol	Preston-Gloucester

TITLES

<u>Title</u>	<u>Form of Address</u>	<u>Formal Salutation</u>
Lord Mayor	The Lord Mayor of	My Lord Mayor
Clergyman	The Rev.	Reverend Sir
Judge	The Hon. Mr. Justice	Sir

<u>County</u>	<u>Capital</u>
Norfolk	Norwich
Lancashire	Lancaster
Sussex	Lewes
Herefordshire	Hereford

HOLIDAYS - Low cost flights

<u>Resort</u>	<u>Cost</u>	<u>Resort</u>	<u>Cost</u>
Nice	£94.00	Athens	£71.00
Alicante	£62.50	Ibiza	£69.00
Malaga	£62.50	Corfu	£90.00
Gerona	£66.00	Rimini	£75.00
Palma	£58.00	Malta	£92.00



<u>Types of Trees</u>	<u>Maximum Age</u>	<u>Maximum Height</u>	<u>Maximum Trunk Diameter</u>
Monkey Puzzle	5000	23	9.5
Mammoth	4000	142	11.5
Cypress	3000	52	3.2
Oak	1200	35	7.0
Birch	120	25	0.8

THE PLANETS
Distance from the Sun

<u>The Planets</u>	<u>Millions of miles</u>	<u>Millions of km</u>
Mercury	36	58
Venus	67	108
Earth	93	150
Mars	142	228
Jupiter	484	778
Saturn	887	1427
Uranus	1795	2870
Neptune	2797	4497
Pluto	3670	5900

FRESH FOODS

<u>Vegetables</u>	<u>Meat and Poultry</u>	<u>Fruit</u>
Beans	Beef	Bananas
Cabbage	Duck	Apples
Carrots	Lamb	Grapes
Courgettes	Pork	Oranges
Peas	Chicken	Pears

SHIPPING AT COLOMBO

The total tonnage of vessels calling at Colombo last year was 8 418 117. These were owned by the following countries:

<u>Country</u>	<u>No. of Vessels</u>	<u>Tonnage</u>
Great Britain	488	3 817 391
Netherlands	179	1 334 253
Japan	170	1 156 425
France	99	883 517
Germany	76	463 503
Italy	52	293 228
Norway	49	167 267
United States	35	217 841
Denmark	22	84 665

Mr. D. J. Wright would like an appointment today at 10.00 a.m.

Dispatch this letter at 11.30 a.m. to V. M. Brownlow, Esq., M.A.

The visiting lecturer is Prof. S. Baker who must be met at 12.30 p.m.

Messrs. Jones & Bennett are conducting the case of Ford V. Duggan.

You ought to take the main road route to Manchester, i.e. the A34.

Burgess & White Ltd. are extremely reliable furniture dealers.

The bouquet made a lovely splash of colour, viz. blue irises, red poppies, etc.

The auction by E. H. Abbott & Sons will be held on Thursday, 23rd February.

Messrs. Fork Bros. have designed many modern churches, e.g. Radby Cathedral.

Nos. 634 & 579 tied for first place in the Christmas draw.

The Provincial Insurance Co. Ltd. have now issued Policy No. BW946.

✓

Forms I and II will take part in this year's school play,
"Henry V".

Volume VI made reference on page 40 to Section XIII,
Paragraph 3 (iii).

Chapters IV and V are informative, particularly sub-sections
ii, vi and x.

Henry VIII, Charles I, Elizabeth II, James VI, George V,
Edward II, Louis XIV.

Louis XIII succeeded his father Henry IV in 1610. but assumed
royal power in 1617.

The boys in Forms IX and X are taking part in Stages I, II,
and III.

The date on the old canal bridge read MDCCCXC (1890).

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and III.


The date on the old canal bridge read MDCCCXC (1890).

The ancient monument was commonly believed to have been built in IIVL, but it was really a fake.

Give me now wisdom and knowledge - II Chronicles I X.

The students were asked to prepare Chapters II, IX and XXII for homework.

With the coming of spring, motorists who have laid up their cars for the cold winter months will be getting ready for the road again. In some cases, no mater how well these cars may been treated, some spare parts and accessories are likely to be required to ensure that the car is in perfect running order. Perhaps, to an even greater extent, motorists who have been driving all through the winter will find that something or other about the car is in need of repair or renewal. Why not bring your car into our garage for servicing? We can thus relieve you of any trouble and you can rest assured that we shall do a good job and at a reasonable charge. Moreover, it will take only a couple of days.



CORRECTING PRINTERS' PROOFS

The printing of books, magazines and newspapers is a highly technical job and for this reason we are showing you the more important signs used in the correction of proofs. It would be a good idea for you to learn the different signs, especially if you plan to enter for any of the examinations that are set by the Royal Society of Arts because this examining body expects candidates to be familiar with these signs.

After this example, you will find both the corrected copy and an exercise for you to try for yourselves - but before you start it make sure that you have studied the signs.

THE CARE OF THE TYPEWRITER

A typewriter is a finely-adjusted machine, designed for hard use; reasonable care on its owner's part will add years to its life. Its chief enemy is dust. It should always be kept covered when not in use. The typefaces should be cleaned from time to time with a brush to remove dust and ink. Most makers give a list of instructions as to cleaning and oiling, and these should be strictly adhered to.

The Ribbon: Each make of machine has its own special ribbon spools, and many also require a special ribbon. When a ribbon is worn out and no longer makes satisfactory impressions it must be re-placed. Before removing the old ribbon, the operator should examine it carefully to see how it is threaded, the new one is to thread the same way. The operator must take special care when erasing and see that the small pieces of rubber do not penetrate into the interior of the machine.

This saves much time and money.



B Sheffield Esq,
359 Preston Street,
Tunbridge Wells,
KENT
TN2 3AZ

Dear Sir,

Order No 1243

With reference to this order, I must apologise for the inconvenience you have suffered due to the delay in completion. The wall-units which you ordered are made in Belgium and, in all good faith, we informed you at the time that the delivery period would be 6 - 8 weeks.

As you later added another unit, we delayed delivery of the parts which we had received until the whole unit could be assembled at one time.

Unfortunately whilst in the store, the glass shelves were broken but we thought this a minor detail and delivered the remainders of the items to your customers on 20th August 1981.

We do not inspect furniture when received, as we consider that the manufacturers wrapping materials should not be disturbed; therefore, we were unaware of the faulty finish to 2 doors.

Our polishers confirmed these faults and agreed that the doors would be replaced. Since then I regret that we had omitted, to follow up our request for replacements from the manufacturers.

I have, however, today received the following telegram from their English agent:

ORDER 1243 CANCELLED STOP NEW ORDER 1265 DESPATCHED 1 MARCH STOP.

We will deliver the items as soon as they are received by us, after which you should be able to obtain a final payment from your customers.



Yours faithfully

Sales Manager

TEST

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Yours faithfully

Sales Manager

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 25.11.94 9

I now enclose your marked work for lesson 9 and well done - this was another very good result.

Please aim to maintain this good standard during your next and last two lessons.

Please continue to type for at least one hour each day.

I now look forward to receiving lesson 10 in due course.

Regards

Loke

Alphabetizing new index forms is a very quick job.
Alphabetizing new index forms is a very quick job.
Alphabetizing new index forms is a very quick job.
Alphabetizing new index forms is a very quick job.
Alphabetizing new index forms is a very quick job.

234 678 345 578 876 543 876 543 678 383 678 383 474 565
On 27th May at his home 285 London Street, Manchester 4.

121 097 123 097 234 987 345 876 345 876 543 678 876 678
200 year old cottage with 3 double bedrooms for sale now.

101 292 383 474 383 292 101 929 838 747 656 747 838 101
40 ton motor yacht "Saline" for charter from 18th July.

Now write your name, address and date of birth,
Andrew Stretton, No. 10 Milne House Woolwich. 9th February 1967.

Blind people develop their sense of touch to a very high degree
and it is amazing how they put it to such extensive use. The
Braille method of reading is by the feel of raised dots.

This method has brought hours of pleasure and interest to those
who might otherwise never enjoy our great literature. Some blind
people have known to type well at quite high speed.

If you are thinking of going abroad for a holiday it is a good
plan to study the language of the country to which you are going.
There are many excellent books which are helpful like this.

Most of them contain lists of useful everyday words and phrases.
Attend an evening class during the winter preceding your holiday
and you will realise just how much this will help you to learn.

We have been very pleased indeed with the ladies' handbags we
purchased from you just two months ago. The new yellow tan shade
with the zip fastener and the shoulder-strap handle has been very
popular.



Tom ©

NETT TURNOVER FOR 1981

MONTH	DEPARTMENT ONE	DEPARTMENT TWO
	£	£
JANUARY	1 265 590	1 200 010
FEBRUARY	899 980	963 270
MARCH	1 114 760	1 234 760
APRIL	1 119 650	1 122 370
MAY	1 233 650	1 254 670
JUNE	938 780	992 590
JULY	1 213 650	1 224 450
AUGUST	1 322 650	1 217 980
SEPTEMBER	1 298 760	1 276 080
OCTOBER	1 193 270	1 177 760
NOVEMBER	1 501 370	1 421 870
DECEMBER	1 621 320	1 499 760



WINDS OR HOTEL

Buffet - 24 October 19

	40 guests Price per head	60 guests Price per head	80 guests Price per head
MENU 1	£4.00	£3.75	£3.50
MENU 2	£5.00	£4.80	£4.60
MENU 3	£3.95	£3.60	£3.25
MENU 4	£3.20	£3.00	£2.80
Wine	£1.00	£0.90	£0.85

LARGEST LAKES

		Sq. Miles	Km ²
Caspian Sea	Asia	170 000	440 300
Superior	North America	31 800	82 400
Victoria	Africa	26 200	67 900
Sea of Aral	Asia	24 400	67 900
Huron	North America	23 400	59 600
Michigan	North America	22 400	58 000
Chad	Africa	20 000	51 800
Nyasa	Africa	14 200	36 800
Tanganyida	Africa	12 700	32 900
Baidal	Siberia	11 580	30 000
Great Bear	Canada	11 200	29 000
Great Slave	North America	11 170	28 900
Erie	North America	9 960	25 800
Winnipeg	Canada	9 459	24 500
Ontario	North America	7 540	19 500

The largest lake in Great Britain is Loch Lomond which is about 24 miles (38 km) in length and is of varying breadth.

Add together 10.42 7.84 6.20 9.43 and 0.44 and the total will be 34.3.

The wood measures 1.250 cm x 4.810 cm x 2.460 cm; the gross weight is approximately 40.70 kg and the nett weight is 29.104 kg.

Every year many children and even grown-ups die from drowning and many of these needless deaths occur a few feet from safety. Novices take chances which an experienced swimmer never would and yet to be safe in and on the water there are only a few simple rules which you need observe.

In the first place you must learn to swim properly and then you must know when it is safe to swim. The best time is generally the last two hours in the morning and the last two hours in the afternoon. It is dangerous to swim at night unless you are a very strong swimmer and know the local currents well. Moreover, you should never swim immediately after a meal as this may cause cramp.

The safest places where you can swim are those where lifeguards are on duty. You must also not swim too far out as you should remember that you also have to swim back. Many people drown because they suddenly become frightened and begin to struggle when hit by a wave or stranded in deep water. The rule, therefore, is to keep one foot on shore, unless you know the water or it is calm.



MEMORANDUM

To ALL DEPARTMENTS Date 19th March 19
From Finance Manager Ref JAH/BC

ANNUAL HOLIDAYS

Will all employees please note that dates of holidays to be taken this year must be recorded with the Departmental Manager before April. Only two weeks at any one time may be taken and priority will be given in order of seniority should more than two employees in any one department require the same weeks.

✓

I N T E R N A L M E M O R A N D U M

To All Staff From Personnel Manager

3rd September 19..

Annual Dinner and Dance

Arrangements have been made for the company's annual Dinner and Dance to take place on Wednesday, 3rd November at the Portland Hotel.

Complimentary tickets (2 per person) are available from Miss P. Forest in Personnel Department. Please collect your tickets by 8th October at the latest.



MEMORANDUM

To All Staff
From Office Manager

Date 6th September 19..

CHANGE OF TELEPHONE NUMBER

As from 1st October the company's telephone number will be changed to Brighton 61684.

All external company personnel, including branch offices, will be informed by circular letter.

✓

MEMORANDUM

To: Mr Peter Robertson

From:

Colin Frazer

Date:

24th November 1994

Praxiteles Dishwashers - Model 705

Here with the information you asked for:

Built-in Heater The Praxiteles Dishwashers can be connected to hot or cold water supply. (Note. Cold water supply is preferable because it costs less to run. If hot water is used, it should not be hotter than 60°C.

Simple Controls Starting and stopping and selection of programme - all by push button.

Safety Opening The door automatically switches off the machine. The main pump motor has an overload protection cut-out.

Rinse Aid Automatically injected during the final rinse.

✓

Order No.

Date as postmark

Dear Sir/Madam,

Out-of-stock Items


The items listed below are temporarily unavailable because of an unusually high demand. However, we are expecting a further delivery in approximately 7/14 days.

If this delay should prove to be too long perhaps you would let us know whether you wish to select something else from the catalogue, or to have your money refunded.

If we do not hear from you we shall keep your order and despatch the goods as soon as stocks are available. Please accept our apologies for any inconvenience this delay may cause.

Yours faithfully

Consumer Relations Department



Catalogue Page No.	Item No.	Description and Colour of item	Cash Price

A N N U A L S

Guide to Planting

	Colours	Flowering Period	Planting Distance in inches
Antirrhinum	Various, mixed	July - August	9-18
Begonia	Pink, red, white	June -	4-10
Chrysanthemum	Various, mixed	June - September	9-18
Comos	Pink, red, white, orange, mixed	July - September	8-24
Delphinium (Larkspur)	Various, mixed	June - September	8-18
Helianthus	Yellow, mixed	July - September	9-18
Lobelia	Blue, white, carmine, mixed	July - October	6-12
Verbena	Various, mixed	July - October	9'
Zinnia	Various, mixed	July - September	9-18

TEST

MEMORANDUM

To: Mr Peter Robertson From: Colin Frazer
Date: 5th December 1994

Praxiteles Dishwashers - Model 705

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Helianthus	Yellow, mixed	July - September	9-18
Lobelia	Blue, white, carmine, mixed	July - October	✓ 6-12
Verbena	Various, mixed	July - October	9
Zinnia	Various, mixed	July - September	9-18

Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 7.12.94 10

I now enclose your marked work for lesson 10 and this was another excellent result.

Only one lesson left so aim to keep up this good standard of work.

Please forward lesson 11 on its completion.

Regards

Lesk.

Twelve jumping hares quickly fled by the zoo exit.
Twelve jumping hares quickly fled by the zoo exit.
Twelve jumping hares quickly fled by the zoo exit.
Twelve jumping hares quickly fled by the zoo exit.
Twelve jumping hares quickly fled by the zoo exit.

During the recent hot weather the demand for ice cream, fruit lollies and other frozen foods has been difficult to satisfy. The hot spell continued without a break for a much longer period than expected.

Because of this, the retailers were unable to obtain extra supplies from the wholesalers. The men in the wholesale departments were working on full overtime just trying to cope with the situation at that time.

There seems to be a delay in the arrival of the dozen boxes of sweets we ordered from you two weeks ago and this is causing us much loss of business. We were out of stock of many varieties when we sent in the order.

In the meantime, many of our regular customers have been obtaining their supplies from other shops and they will just continue to do so if we cannot give them satisfaction. Perhaps you can explain the reason for the delay.

Swimming is an excellent exercise and sport for all the year round. When it is too cold to bathe or swim in the sea, one may take advantage of the local swimming pools where the water is warm and there is diving equipment.

✓

Tom ②

From ancient times people have attached significance to dreams. Some believe that they foretell the future; others suggest that they are but a recollection of the past. Which view we hold must depend on our own experiences, but we must agree that much depends on the kind of dream and the cause of it. A dream following great mental strain is likely to be due to the fact that the brain remains active after the body sleeps. A nightmare dream, caused perhaps by over-eating before going to bed, may be violent and rather frightening, but in view of the cause, is not likely to have any great significance. The dreams we may have when we are ill, or under the effect of an anaesthetic, can surely mean nothing.

There are dreams which seem to have no connection with any of these things, and these are usually more vivid than frightening and so impress us that we remember them the next day when we try to fit them into our waking thoughts. As this is more difficult with the past than with the future, we conclude that it was forecasting an event yet to happen.



JOYCE & SMITHFIELD LTD.

595 Berigate, Leeds, LS39 4LA

Tel. Leeds 074981

Our ref. JG/PA

12th June 19..

The Sales Manager,
Smith & Co. Ltd.,
Mile End,
BRADFORD,
Yorkshire.

Dear Sir,

Tweed Fabrics

We are enclosing a sample of tweed and should be obliged if you could send us samples of the nearest you can offer in quality and style. We should require about 250 metres, prices between £1.65 and £1.85 per metre.

Please inform us immediately if you have anything similar as we need the goods as soon as possible. In the event of our company placing a firm order, we should require the material within four weeks from the date of order.

Yours faithfully,
JOYCE & SMITHFIELD LTD.

Chief Buyer

Enc.

SMITH & CO. LTD.

MILE END, BRADFORD, YORKSHIRE

Wholesale Fabric Suppliers

Tel: Bradford 19328

Your ref. JG/PA
Our ref. WL/KJ

14th June 19..

The Chief Buyer,
Joyce & Smithfield Ltd.,
595 Berigate,
LEEDS.
LS39 4LA

Dear Sir,

Thank you for your enquiry dated 12th June 19.. We have pleasure in offering:

250 metres of TWEED Grade 1, as per sample 1
enclosed. 140 cm wide £1.55 per metre

250 metres of TWEED Grade 1, as per sample 1
enclosed. 165 cm wide £1.75 per metre

250 metres of TWEED Grade 1A, as per sample 2
enclosed. 140 cm wide £1.80 per metre


250 metres of TWEED Grade 1A, as per sample 2
enclosed. 165 cm wide £1.85 per metre

Delivery: ONE week from receipt of order,
carriage paid

Terms of Net monthly: 10% discount for payment
Payment: within 10 days of invoice

We look forward to receiving your order in due course and trust that quotation meets with your approval.

Yours faithfully,
SMITH & CO. LTD.



Sales Manager

Encl.

JOYCE & SMITHFIELD LTD.
595 Berigate, Leeds, LS39 4LA

Smith & Co. Ltd.
Mile End,
BRADFORD,
Yorkshire.

ORDER NO. 12345

16th June 19..

Please supply			
QUANTITY	DESCRIPTION	PRICE PER UNIT	TOTAL PRICE
250 METRES	TWEED - 1A Colours black and red, 165 cm wide	£1.85 per metre V.A.T @ 15%	£462.50 £69.39
DELIVERY:	Not later than 16th June 19..		<u>£531.87</u>
<p>..... JOYCE & SMITHFIELD LTD. TAILORS</p>			

SMITH & CO. LTD.

MILE END, BRADFORD, YORKSHIRE

Wholesale Fabric Suppliers

Tel: Bradford 19328

JOYCE & SMITHFIELD LTD.,
595 Berigate,
LEEDS.
LS39 4LA

24th June, 19..

Please accept your Order No. 12345 of 16th June, 19.. for:

250 metres TWEED - Grade 1A
 Colours Black and red
 165 cm wide

Method of Despatch: By our own transport

Customer's signature

One copy to be returned to driver.

(signature).....

SMITH & CO LTD.
Wholesale Fabric Suppliers

SMITH & CO. LTD.

MILE END, BRADFORD, YORKSHIRE

Wholesale Fabric Suppliers

Tel: Bradford 19328

JOYCE & SMITHFIELD LTD.,
595 Berigate,
LEEDS.
LS39 4LA

INVOICE NO. 5678

26th June, 19..

YOUR ORDER NO. 12345

ORDER DATED 16th June, 19..

QUANTITY	DESCRIPTION	PRICE PER ITEM	TOTAL AMOUNT
250 metres	TWEED - 1A Colours black and red 165 cm wide	£1.85 per metre	£462.50
	CARRIAGE AND PACKING	NIL	
			V.A.T. £69.37 @ 15%
			<u>£531.87</u>
TERMS OF PAYMENT: Monthly net - or 10% discount for payment within 10 days of invoice date.			

SMITH & CO. LTD.
Wholesale Fabric Suppliers

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MILE END, BRADFORD, YORKSHIRE

Wholesale Fabric Suppliers

Tel: Bradford 19328

To: Joyce & Smithfield Ltd.,
595 Berigate,
LEEDS.
LS39 4LA

Date: 30th June 19..

Fl.

Terms: Net monthly

Date	Ref.		Debit	Credit	Balance
June 16	12345	Invoice No. 5678 of 26th June, 19..			
		Goods Total	£531.87		£531.87
					<u>£531.87</u>

5 Monmouth Avenue,
BROMLEY,
Kent.

3rd September, 19..

The Personnel Manager,
International Airlines Ltd.,
Regent Street,
LONDON.
W1A 3WW

Dear Sir,

POST OF COPY TYPIST ("EVENING STAR" 2nd SEPTEMBER)

I shall be grateful if you will consider my application for this post with the details on the enclosed Record Sheet in mind.

If you wish me to do so, I shall be pleased to come for an interview. I work in a small office, however, from which the three part-time members of staff are away in the afternoons, so it will be helpful if you can arrange a morning appointment.

Yours faithfully,

MARY SWEETING.

Encl.



Miss Mary Sweeting,
5 Monmouth Avenue,
BROMLEY,
Kent.

Age:

23 years

Education:

Finmere Comprehensive School, Orpington, Kent,
from 1970-1975

G.C.E. Ordinary Level in:-

English Language
French
History

N.E. Kent College of further Education, Bromley,
Kent, 1975-1976 to study typing, elementary
account practice and general secretarial duties.

R.S.A. Stage II in:-

Book-keeping
Office Practice
Typing

Previous
Experience:

One year as general office clerk at Grange and
Reeve, Accountants, 215 High Street, Bromley,
Kent. From 1977 to the present date copy-typist
at Vickers & West Ltd., Music Publishers, soho
square, London W.1.

Reference:

H. J. Reeve, Esq., Director, Sales Department,
Vickers & West Ltd., Soho Square, London W.1.

Miss J. B. Bryce, Head of Commerce Department,
N.E. Kent College of Further Education, Bromley,
Kent.

Present Salary:

£65.00 per week.

82 Golden Lane,
ST. ALBANS,
Herts.

10th July 19..

T. O. Laner, Esq
Lindow Manor,
IFFLEY,
Yorks.

Dear Sir,


I have heard from a friend that you are seeking a reliable private secretary who is also able to help you with your library, and I am wondering whether you would consider an application for the post from me.

I was educated at Hertford County School for Girls, where I took the General Certificate Ordinary Level examination and passed in English Language, French, German and History. I then spent eighteen months in Paris to improve my French, and afterwards returned to England to complete my training at the Westminster Secretarial College. On receiving my diploma in May 1976 I started work here at Messrs. W. H. Smith, Booksellers, where I have been for the last five years. I have dealt with all correspondence, interviewed callers and taken verbatim notes at all meetings. I am 24 years of age.

I understand that I have always given complete satisfaction, and my only reason for applying for a new post is that my present principal is retiring, and I should therefore like to make a change myself. I am now receiving £4000 annually.

One of my chief interests is books and reading. I read French as easily as I do English, and also have a good working knowledge of German and Italian. I hope very much that you will give me the opportunity of an interview, and assure you that I would do all in my power to work with you successfully.

Yours faithfully,



MIS^S HELEN BURNS

Encs. 3 copies of testimonials

6 West Way,
Parkstone,
BIRMINGHAM.
HA2 9UX

8th January, 19..

The Personnel Manager,
Armour Machine Co. Ltd.,
Station Road,
BOURNEMOUTH.

Dear Sir,

The Personnel Manager at Frederick Jones & Co. Ltd., Northmoor Lane, Birmingham 10, has given me your address because I am looking for a job in the South of England as a Wages Clerk.

For the past three years my wife has been suffering from severe bronchitis and her doctor has indicated that a move to a different area, preferably in the South and by the sea, is essential. It is for this reason that I approached the Personnel Manager at Frederick Jones & Co. Ltd., my present employers, for advice,

I am aged 25, hold an Ordinary National Certificate in Business Studies and have been in my present job as Wages Clerk for the past four years. My present salary is £3,750 per annum.

Should this letter be of interest to you I will be pleased to supply any further details of education and employment you may require. The Personnel Manager at Frederick Jones & Co. Ltd., has kindly indicated that he will act as a referee.

Yours faithfully,

JAMES FORD



19 Windermere Drive,
MANCHESTER.

14th July, 19..

The Chief Supervisor,
Cunningham Telephone Exchange,
Hale Road,
MANCHESTER 1.

Dear Sir,

Telephone^①st^① ("The Guardian" of 4th July)

As I have already spent just over a year working on the telephone switchboard of a small advertising agency here in Manchester and I would like to gain further experience of this kind of work, I shall be grateful for your consideration of this application.

I have lived most of my life in Exeter where I attended Marlborough High School for Girls from 1973-1979. There I gained a School Leaving Certificate in 1979 in: English Literature, Geography and Typewriting. Two years ago my parents moved to Manchester and since then I have worked in my present job. I am now 19 and earning £45.00 per week.

My present employer, Mr. Frank Gordon, 12 Vine Street, Manchester 1, has given me permission to use his name as a referee. I also enclose a copy of a testimonial from my former employers in Exeter.

Yours faithfully,

Kathleen Holroyd

Encl: 1 copy of testimonial

JONES & ELLISON,
High Street,
EXETER.


26th June, 19..

TO WHOM IT MAY CONCERN:

Miss Kathleen Holroyd has been a member of the sales staff at this Department Store since October of last year. During her employment here she has worked in the hosiery department for six months and the model hat department for three.

During her time here Miss Holroyd has worked conscientiously. She has shown herself willing to learn and able to project a pleasant personality. I consider, therefore, that she is most suitable for any job involving contact with the public.

Miss Mary Turner
PERSONNEL MANAGER



Student Progress Report

Students Name:

Contract No.

Date:

Lesson/Test No.

Andrew Stretton

CC 1000602X 15.12.94 11

Another good result - well done.

You have now successfully completed the typing section of the course.

I would like to take this opportunity to wish you every success with the remainder of your course.

Regards

leda.