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SPEED UPS - 10-WORD SENTENCES - (C) Omission Phrases

These are edited versions of blogs on the Reading site. Omission phrases are underlined but consult those blogs for further notes:

p1-6 Omission Phrases (Blog June 2014)
p7-10 Omission Phrases 2 (Blog Dec 2019)

Write one sentence at the top of the notepad page and another halfway down. To drill, fill in all the blank lines for one sentence, before moving on to the next, making an effort to write smoothly and evenly. Always say the words to yourself (whether out loud or mentally) so that you are not just mindlessly writing shapes.

It is helpful to write the example line in a different colour ink or run a high-lighter over it. Prepare pages in advance, so you always have practise material ready to go.

Timing your speed

Write one sentence at the top of the pad page and leave the remaining 20 lines blank. Against a stopwatch-type timer, repeat the sentence on all 20 lines and record the number of seconds taken. You will have written 200 words in the 20 lines.

Do a few practise runs by writing over the top of the sample outlines in faint pencil, so that you can remember the text and get familiar with the outlines. Then when you do your timed run, you will not need to look at the sample line.

Your speeds on different sentences will vary a noticeable amount, as some have more of the longer outlines. You can also do this drill against a countdown timer for one minute, stopping exactly when the timer sounds, to see how many words you can write in that time.

Stopwatch timings for 20 x 10-word sentences:

60 sec = 200 wpm	110 sec = 109 wpm	160 sec = 75 wpm
70 sec = 171 wpm	120 sec = 100 wpm	170 sec = 70 wpm
80 sec = 150 wpm	130 sec = 92 wpm	180 sec = 66 wpm
90 sec = 133 wpm	140 sec = 85 wpm	190 sec = 63 wpm
100 sec = 120 wpm	150 sec = 80 wpm	200 sec = 60 wpm

Dictations

Dictated at 60 wpm (1 word per second). You can edit these in Audacity by clipboarding one sentence (10 seconds) and pasting it multiple times into a new file. With each paste, use Effect/Edit Tempo to reduce the duration of each one successively by half a second. The last one at 5 seconds will be a speed of 120 wpm. The new file can then be output to MP3.

Last page Print your own notepad practice sheets, with lines numbered 1 to 20.

1 Last week I was very busy writing my new book.

Handwritten shorthand for "Last week" in red ink on lined paper.

I am sure next week will be very much busier.

Handwritten shorthand for "next week" in red ink on lined paper.

I was resting at home for a time last month.

Handwritten shorthand for "at home" and "last month" in red ink on lined paper.

I realised I had more and more things to do.

Handwritten shorthand for "more and more" in red ink on lined paper.

I was at a loss as to how to proceed.

Handwritten shorthand for "at a loss" in red ink on lined paper.

As a rule I find making a list very helpful.

Handwritten shorthand for "As a rule" in red ink on lined paper.

First and foremost I always write the most important thing.

Handwritten shorthand for "First and foremost" and "most important" in red ink on lined paper.

Within one or two hours I have everything written down.

Handwritten shorthand for "one or two" in red ink on lined paper.

After a few hours, the list grows larger and larger.

Handwritten shorthand for "larger and larger" in red ink on lined paper.

The time taken always seems to become longer and longer.

Handwritten shorthand for "longer and longer" in red ink on lined paper.

Now and then I have to stop for a break.

Handwritten shorthand for "Now and then" in red ink on lined paper.

I generally make a few necessary alterations here and there.

Handwritten shorthand for "here and there" in red ink on lined paper.

It helps if I put similar things side by side.

Handwritten shorthand for "side by side" in red ink on lined paper.

Then they can be done all at the same time.

Handwritten shorthand for "at the same time" in red ink on lined paper.

There is not much between them to help me decide.

Handwritten shorthand for "between them" in red ink on lined paper.

I have to bear in mind that time is limited.

Handwritten shorthand for "bear in mind" in red ink on lined paper.

2 Doing all that this month is out of the question.

Handwritten shorthand for "Doing all that this month is out of the question."

All that will have to be done next month instead.

Handwritten shorthand for "All that will have to be done next month instead."

Everything would have been so much simpler with more information.

Handwritten shorthand for "Everything would have been so much simpler with more information."

I had to take into account their point of view.

Handwritten shorthand for "I had to take into account their point of view."

They want to know whether or not it is satisfactory.

Handwritten shorthand for "They want to know whether or not it is satisfactory."

I have taken into account all their wishes and viewpoints.

Handwritten shorthand for "I have taken into account all their wishes and viewpoints."

Fortunately there is no great difference of opinion between us.

Handwritten shorthand for "Fortunately there is no great difference of opinion between us."

Some of them have now improved their standard of living.

Handwritten shorthand for "Some of them have now improved their standard of living."

It is a sign of the times that this happened.

Handwritten shorthand for "It is a sign of the times that this happened."

They will all benefit from my work directly or indirectly.

Handwritten shorthand for "They will all benefit from my work directly or indirectly."

I write with regard to the information in our hands.

Handwritten shorthand for "I write with regard to the information in our hands."

We cannot tell at first sight if it is working.

Handwritten shorthand for "We cannot tell at first sight if it is working."

We are now wondering whether it is right or wrong.

Handwritten shorthand for "We are now wondering whether it is right or wrong."

Up to the present we have improved year by year.

Handwritten shorthand for "Up to the present we have improved year by year."

It is more or less in line with our plans.

Handwritten shorthand for "It is more or less in line with our plans."

This result is neither more nor less than a miracle.

Handwritten shorthand for "This result is neither more nor less than a miracle."

3 I spoke in connection with conditions at the technical college.

ከግንኙነት ጋር በተያያዘ ቴክኒካል ኮሌጅ ላይ ያለውን ሁኔታዎች አወያዘኝ።

The technical college is located in the City of London.

ቴክኒካል ኮሌጁ በሎንደን ከተማ ይገኛል።

We are considering opening a new store in the town.

የአዲስ መደብ ለከተማው ክፍለ-ከተማ ለመክፈት እየተገባን ነው።

I have now come to the conclusion it was wrong.

አሁን እየተገኘኝ ይህ ስራ ስህተት ነው።

This job is not like it was in the past.

ይህ ስራ አሁን የቀዳሞው ስራ አይደለም።

I will be considering all the new financial information immediately.

የሁሉንም አዲስ የፋይናንስ መረጃ እየተገባኝ ነው።

As regards my new employment, I shall be starting soon.

ለድንበዬ አዲስ ስራ ስለሚመለከት፣ እጅግ ለጊዜ ስለሚጀምር ነው።

I was happy to help up to the present time.

እስከ አሁን ድረስ ለሌሎች ለመቻላት ግዴታ አለኝ።

It is certainly one of the most difficult jobs here.

ይህ ስራ በደንበኞች ስራዎች መካከል አንዱን የሚያደርግ ስራ ነው።

The staff representative will often call attention to the matter.

የሰራተኛው ተወካይ ስራውን ለማሳወቅ ብዙ ጊዜ ይሰራል።

For the sake of my health I am considering retiring.

የሰው ጤናዬ ለማስጠበቅ፣ እየተገባኝ ለመገባደግ ነው።

This is one of the most important things to consider.

ይህ ስራ የሚያስፈልገውን ግንኙነት ለመጠቀም አስፈላጊ ነው።

At first I was unsure whether or not to go.

በመጀመሪያ ስለሚመለከተው ስራ ለመሄድ ግዴታ አለኝ።

I felt that in the circumstances I should decide soon.

በአሁኑ ሁኔታዎች ስራውን ለመሄድ ለመገባደግ አስፈላጊ ነው።

I made a decision after taking into account their advice.

የሌሎች ምክላት ለመጠቀም ስራውን ለመሄድ ለመገባደግ አስፈላጊ ነው።

It has been considered far too risky under the circumstances.

በአሁኑ ሁኔታዎች ስራውን ለመሄድ ለመገባደግ አስፈላጊ ነው።

4 I have now come to the conclusion I should go.

Handwritten shorthand for "I have now come to the conclusion I should go."

No other way would produce such satisfactory results for us.

Handwritten shorthand for "No other way would produce such satisfactory results for us."

We have concluded that we should now follow this advice.

Handwritten shorthand for "We have concluded that we should now follow this advice."

I will be extremely sorry to say goodbye to everyone.

Handwritten shorthand for "I will be extremely sorry to say goodbye to everyone."

There is no other thing that will fit our needs.

Handwritten shorthand for "There is no other thing that will fit our needs."

I have borne in mind everything that they told us.

Handwritten shorthand for "I have borne in mind everything that they told us."

In regard to health, I am sixty years of age.

Handwritten shorthand for "In regard to health, I am sixty years of age."

From my point of view this is a satisfactory conclusion.

Handwritten shorthand for "From my point of view this is a satisfactory conclusion."

They made it perfectly clear that this was very important.

Handwritten shorthand for "They made it perfectly clear that this was very important."

It is all perfectly satisfactory and very much more convenient.

Handwritten shorthand for "It is all perfectly satisfactory and very much more convenient."

In a few weeks we can avoid the heavy expenses.

Handwritten shorthand for "In a few weeks we can avoid the heavy expenses."

There are no other great expenses to take into consideration.

Handwritten shorthand for "There are no other great expenses to take into consideration."

We have listed all the necessary expenses of family life.

Handwritten shorthand for "We have listed all the necessary expenses of family life."

In fact a short time ago we received financial information.

Handwritten shorthand for "In fact a short time ago we received financial information."

He has decided he will arrive as early as possible.

Handwritten shorthand for "He has decided he will arrive as early as possible."

I will stay for several weeks in order to finish.

Handwritten shorthand for "I will stay for several weeks in order to finish."

5 We enjoy seeing the animal life on all the farms.

✓ 77 24 ~~~~~ ' > ~~~~~ 8

We have visited towns in all parts of the country.

✓ 4 4 d1 ~~~~~ 8

We enjoy our holiday times both at home and abroad.

✓ 77 / 11 6 7 h 8

As regards the future, it gets more and more interesting.

8 7 1 7 6 7 4 8

I will be taking up shorthand writing for a hobby.

✓ 7 1 2 1 1 1 1 8

If possible I will discuss business matters in this country.

7 ✓ 1 1 1 1 1 8

I remember life on the other side of the country.

7 7 7 7 7 8

I was teaching business matters in a small local school.

7 1 1 1 1 1 1 1 8

Generally speaking, I am glad all this has taken place.

7 7 6 6 7 8

I am pleased my future is going in this direction.

7 7 1 1 1 1 7 8

There are so many other things that we must do.

7 7 7 7 1 8

We believe that there is very much more to see.

✓ 7 7 7 1 1 8

I am sure we look forward to our times together.

7 ✓ 7 7 7 1 8

I no longer go backwards and forwards to my work.

✓ 7 - 7 7 7 7 8

The students are looking forward to attending the technical college.

7 7 / 7 7 7 7 7 8

The current Prime Minister was educated there for some years.

7 7 7 7 7 7 8

6 For the most part we are very happy with everything.

Handwritten shorthand for "For the most part we are very happy with everything."

Changes have been made in order to improve the situation.

Handwritten shorthand for "Changes have been made in order to improve the situation."

We have now left behind our old way of life.

Handwritten shorthand for "We have now left behind our old way of life."

Once again we confirm that a decision has been made.

Handwritten shorthand for "Once again we confirm that a decision has been made."

We received first rate advice from the firm this week.

Handwritten shorthand for "We received first rate advice from the firm this week."

We think it is most important to not forget them.

Handwritten shorthand for "We think it is most important to not forget them."

We shall in the course of time return to visit.

Handwritten shorthand for "We shall in the course of time return to visit."

They sent us a new book full of worthwhile advice.

Handwritten shorthand for "They sent us a new book full of worthwhile advice."

In our opinion it is most important to get advice.

Handwritten shorthand for "In our opinion it is most important to get advice."

I hope to have some extra time for other activities.

Handwritten shorthand for "I hope to have some extra time for other activities."

I shall plan all the trips from beginning to end.

Handwritten shorthand for "I shall plan all the trips from beginning to end."

I am very pleased indeed with how things have gone.

Handwritten shorthand for "I am very pleased indeed with how things have gone."

This new project cannot be done satisfactorily any other way.

Handwritten shorthand for "This new project cannot be done satisfactorily any other way."

We have organised everything to the best of our ability.

Handwritten shorthand for "We have organised everything to the best of our ability."

You did your work to the best of your ability.

Handwritten shorthand for "You did your work to the best of your ability."

Travelling used to be a major part of our lives.

Handwritten shorthand for "Travelling used to be a major part of our lives."

7 I hope you have obtained better results in your studies.

Over the past year we learned what is most important.

The students have spent the past year improving their performance.

The older class were very pleased indeed with their successes.

They are very pleased indeed with their first rate passes.

In fact they worked hard over the past few months.

It is almost impossible to get better results without practising.

It is almost certainly going to be a worthwhile project.

I was very concerned to hear of your accident yesterday.

I saw in your last letter you got the job.

I was for the most part happy with the outcome.

It is only a short time till they finish school.

This week we are learning the basics of this subject.

They said next week they will take a short test.

As a matter of fact we have some tests tomorrow.

We think we will do much better by next month.

8 The next business meeting will now be held next month.

We are looking forward to our writing lessons this week.

We passed, owing to the fact that we had revised.

They will do as well as they did last time.

She will be very pleased indeed with the new book.

We have become much more confident in our shorthand writing.

We can write very much more clearly on this paper.

We are very well prepared and look forward to starting.

You have done so well by going in this direction.

Once again they all agreed to carry forward the plan.

They will be carrying forward their education all next year.

On the other side of the exam is more practice.

It is almost certainly going to be an easy job.

They will divide most of the writing work between them.

On the other hand they are, generally speaking, quite friendly.

For this reason an arrangement has been made to help.

9 Any other plan will not lead to very satisfactory results.

Handwritten shorthand for "Any other plan will not lead to very satisfactory results."

There is only one thing that needs to be done.

Handwritten shorthand for "There is only one thing that needs to be done."

One way to improve learning is to help one another.

Handwritten shorthand for "One way to improve learning is to help one another."

We have concluded that this method is the best one.

Handwritten shorthand for "We have concluded that this method is the best one."

This new staff rota is much more helpful for everyone.

Handwritten shorthand for "This new staff rota is much more helpful for everyone."

This was a very satisfactory conclusion to the whole matter.

Handwritten shorthand for "This was a very satisfactory conclusion to the whole matter."

In conclusion I think they enjoyed the past few months.

Handwritten shorthand for "In conclusion I think they enjoyed the past few months."

I am asking our guest speakers to consider coming again.

Handwritten shorthand for "I am asking our guest speakers to consider coming again."

My desk is on the other side of the office.

Handwritten shorthand for "My desk is on the other side of the office."

I will be sending you the information for your consideration.

Handwritten shorthand for "I will be sending you the information for your consideration."

I am concerned that work will be affected next week.

Handwritten shorthand for "I am concerned that work will be affected next week."

At this time we are concerned that delays will occur.

Handwritten shorthand for "At this time we are concerned that delays will occur."

The new trainees have incurred great expense on this course.

Handwritten shorthand for "The new trainees have incurred great expense on this course."

They cannot be expected to accept any more heavy expenses.

Handwritten shorthand for "They cannot be expected to accept any more heavy expenses."

My personal experience is that I should do more reading.

Handwritten shorthand for "My personal experience is that I should do more reading."

Recent experiences in the capital city were reported to us.

Handwritten shorthand for "Recent experiences in the capital city were reported to us."

10 Please let me know soon, if possible by this month.

Handwritten shorthand for "Please let me know soon, if possible by this month."

They want to know if it is possible to come.

Handwritten shorthand for "They want to know if it is possible to come."

They revise as much as possible in order to pass.

Handwritten shorthand for "They revise as much as possible in order to pass."

They have all done the work as well as possible.

Handwritten shorthand for "They have all done the work as well as possible."

We are extremely sorry that all the items were delayed.

Handwritten shorthand for "We are extremely sorry that all the items were delayed."

I have received a full refund from them for this.

Handwritten shorthand for "I have received a full refund from them for this."

Their time at the business school last week went well.

Handwritten shorthand for "Their time at the business school last week went well."

The students learned all the technical terms for this subject.

Handwritten shorthand for "The students learned all the technical terms for this subject."

We have received the information about the new shorthand classes.

Handwritten shorthand for "We have received the information about the new shorthand classes."

I have received an invitation to speak at the lecture.

Handwritten shorthand for "I have received an invitation to speak at the lecture."

In reply to your enquiry, we have received the payment.

Handwritten shorthand for "In reply to your enquiry, we have received the payment."

I have received confirmation that I can start next week.

Handwritten shorthand for "I have received confirmation that I can start next week."

I am writing in reply to your enquiry about jobs.

Handwritten shorthand for "I am writing in reply to your enquiry about jobs."

As a result of the ad, we received many enquiries.

Handwritten shorthand for "As a result of the ad, we received many enquiries."

As regards the job interviews, they will take place shortly.

Handwritten shorthand for "As regards the job interviews, they will take place shortly."

We are concerned about their visit to the new premises.

Handwritten shorthand for "We are concerned about their visit to the new premises."

