SHORTHAND

DICTATION PRACTICE

2024

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SHORTHAND

DICTATION PRACTICE

COMMERCE DEPARTMENT

PERPUSTAKAAN
POLITEKNIK PORT DICKSON

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STER loop, Suffix, KW, GW WH, tick *h*
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PREFACE

This dictation and transcription textbook comprises 3 sections. Section 1 corresponds with consonants outlines, short forms and phrases that have been learned in the basic shorthand course. Section 2 is designed for students to quickly transcribe the outlines within a period of time. Section 3 is an exercise of speed dictation that to be read with or without recorded material at a various speed of 35 - 60 words per minute.

Words Per Minute denotes the speed that can be attained by a Typist or Stenographer in typing. Similarly, it is in Shorthand for a Stenographer. In addition, there is a transcription speed for Stenographers, i.e. The speed with which they can transcribe their shorthand dictations on to a typewriter or computer.

Provision had been made at the end of each exercise for the reading times to be noted. Any outlines that caused hesitation in the first and second readings should be drilled so that the third and final reading shows a marked increase in the reading rate.

Introduction

Dictation speed is the speed at which a person listening can transcribe words. Dictation is the process of reciting words put into writing by another person. Dictation occurs when people speak and their discourse is transcribed. The person speaking the words is dictating; while another person listens and transcribes them or the words are recorded on a machine for transcription later. The rate at which the person transcribes the words is known as dictation speed. Dictation speed is the number of words transcribed per minute.

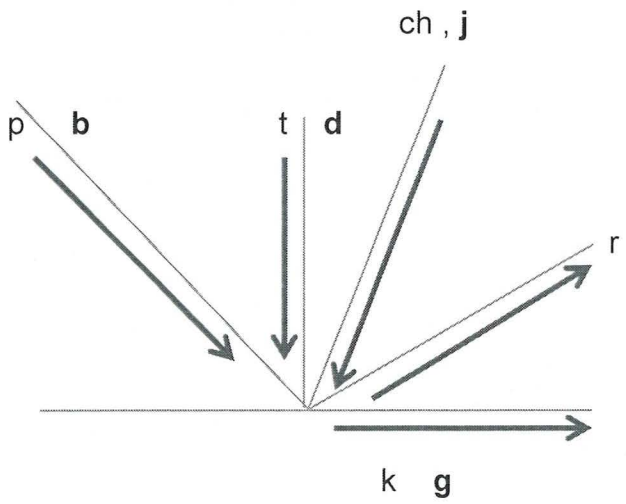
Dictations on shorthand practice, stenography or speed writing, offer dictations ranging from 30 words per minute (wpm) to 120 words per minute (wpm). Words Per Minute (WPM) is a measure of input and output speed of a person punching words, be it on a computer or typewriter. It is one of the commonly used measures Dictations are classified easy, medium and hard and range from 1 minute through to 4 minutes. As you go through the increased speeds, the number of words in each passage will increase and therefore you will be adding new words to your dictation.

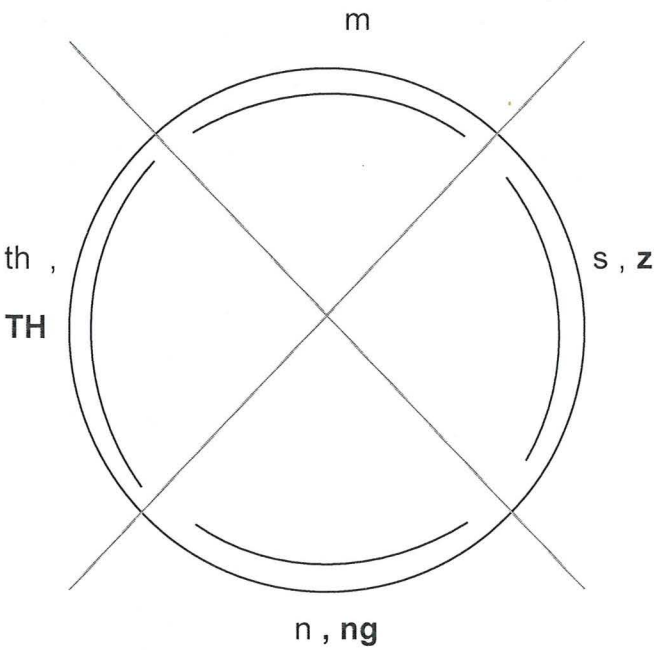
Dictation can be performed live or is recorded on a machine. The average speed is approximately 30 words per minute. Dictation speed for office workers tend to be between 40 and 60. High speed jobs, such as law-related jobs, tend to be higher, between.

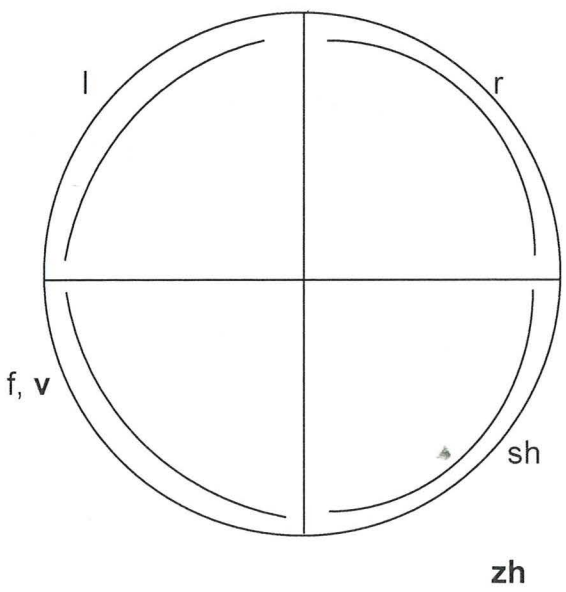
Dictation is used for many reasons, but most commonly in the courtroom setting or medical offices. Many courtroom jobs require workers with a relatively high speed of transcribing dictated words. Court stenographers use a specialized system to enable them to quickly take dictation during court proceedings. Other jobs that use dictation are clerk-typists, clerk-stenographer, data transcriber and office automation clerks.

UNIT 1

The Consonants







A. The shorthand outlines for the following ***consonants*** using Shorthand Rules

Straight Down Strokes (P, **B**, T, **D**, CH, **J**)

p	**b**	t	**d**	ch	**j**

B. The shorthand outlines for the following ***consonants*** using Shorthand Rules

Curve Down Strokes (S, **Z**, F , **V** , downward R, downward L)

s	**z**	f	**v**	r	l

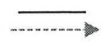
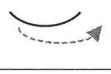
C. The shorthand outlines for the following ***consonants*** using Shorthand Rules

Curve Down Strokes (Sh, **Zh**, Th , **TH**)

sh	**zh**	th	**TH**

D. The shorthand outlines for the following ***consonants*** using Shorthand Rules

Horizontal Strokes (k, g , m, n , ng)

k	g	m	n	ng
				

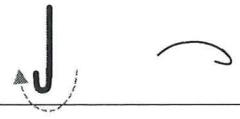
E. The shorthand outlines for the following ***consonants*** using Shorthand Rules.

Upward strokes (upward L, Upward R , Upward h , w , y)

upward L	upward R	upward h	w	y

F. The shorthand outlines for the following ***hook*** using Shorthand Rules

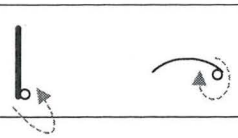
***N* hook, *L* hook, *R* hook, f/v hook to straight strokes**

N hook – to the left	**L hook- to the left**	**R hook- to the right**	**f/v hook- to the right** *no f\v hook to curve stroke*
			
wi***n***	***pl***ease	***pr***ice	wa***v***e

ma***n***	batt***l***e	***dr***op	acti***v***e
even		***fr***ee	pa***v***e

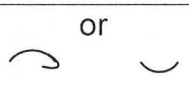
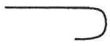
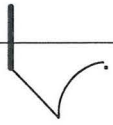
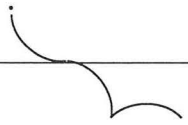
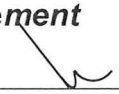
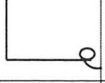
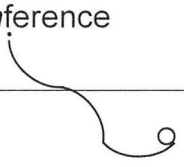
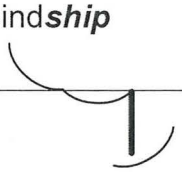
G. The shorthand outlines for the following ***circle/ loop*** using Shorthand Rules.

circle s, circle ses/sez/zes/, st loop, ster loop

circle **s-** *small circle*	circle **ses/sez/zes** - *big circle*	**st** *loop- half size*	**Ster** *loop - ¾ size*
			
bo***x***	bo***xes***	be***st***	po***ster***
mi***s***s	mis***ses***	te***st***	ma***ster***
ma***s***s	mas***ses***	mo***st***	mi***ster***
fa***c***e	fa***ces***	***st***op	roo***ster***

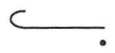
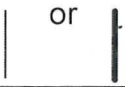
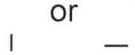
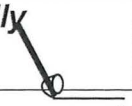
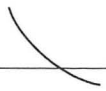
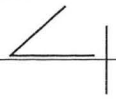
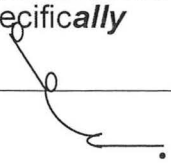
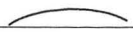
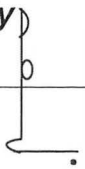
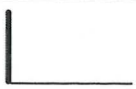
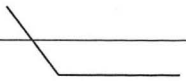
H. The shorthand outlines for the following ***sound*** using Shorthand Rules.

Shun hook, Suffix -ment, Suffix -LY, Con/Com/Cum/Cog, Suffix -ship

SHUN hook *large /small hook*	Suffix ***MENT*** *--half-length N*	suffix ***LY*** *stroke L with dot*	con/com/cum/cog *light dot*	suffix ***SHIP*** -Stroke SH
	or 			
na***tion***				
solu***tion***				
ac***tion*** 				
Shun hook follows by ***circle s/ns***	adjust***ment***	deep***ly*** 	***con***firm 	leader***ship***
po**s**ition	pave***ment*** 	dai***ly***	***com***pany	fellow***ship***
rece**s**sion	amend***ment***	main***ly***	***com***mon	member***ship***
ta**x**ation 	enviro***ment***	late***ly***	***con***ference 	freind***ship*** 

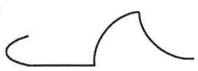
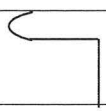
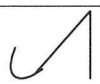
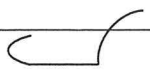
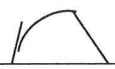
I. The shorthand outlines for the following ***sound*** using Shorthand Rules.

Suffix ALLY, Doubling, Past tense, dot ing, dash INGS

Suffix ALLY -write the hook L and add the vowel	Doubling – a sound of **ter/der/ther/ture /tor** stroke is double in length	Past tense- **t, d or ed** at the end of the word. disjoined stroke T or D	Dot ing - A dot at the end of an outline	Dash INGS - A dash at the end of the outline
		or 		or 
basic***ally*** 	af***ter*** 	check***ed*** 	do***ing***	do***ings***
specific***ally*** 	mo***ther*** 	dat***ed***	giv***ing***	giv***ings***
statistic***ally*** 	*doc**tor*** 	show***ed***	fac***ing***	fac***ings***
	pic***ture*** 	pa*id*	sitt***ing***	sitt***ings***

J. The shorthand outlines for the following ***sound*** using Shorthand Rules

KW, **GW,** WH strokes, tick h

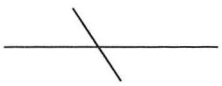
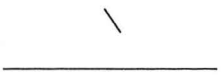
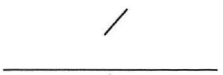
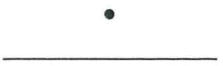
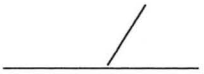
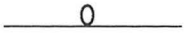
KW - A large hook added to stroke k	**GW** - A large hook added to stroke **g**	WH - A large hook added to stroke w	tick h -used *before stroke m, l and d/w r*
quality		***wh***en	home
qualify 		***wh***ere	hill
quote 	disting***uish***	***wh***at 	her
e***qua***lly 	lan***gua***ge	***wh***y	help 

UNIT 2

Short form Practice 1

Lecturer will read this shortform

Dictate the shorthand

1. put 
2. be
3. too/two
4. of 
5. do
6. it
7. and 
8. the
9. a/an 
10. today
11. to
12. to be
13. which 
14. had/dollar
15. all
16. together
17. altogether
18. as/has
19. is/his 
20. Mrs

Short form Practice 2

Lecturer will read this shortform

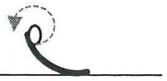
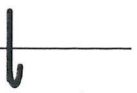
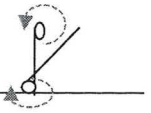
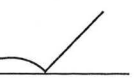
Dictate the shorthand

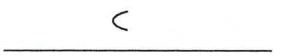
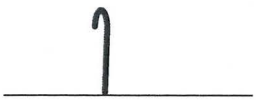
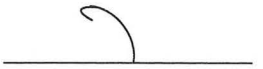
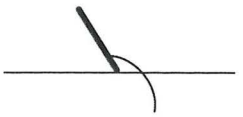
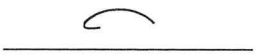
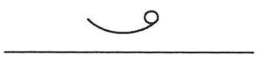
1. almost
2. first
3. who
4. but
5. on
6. we
7. yesterday
8. ought
9. although
10. always
11. shall
12. should
13. think
14. this
15 I
16. you
17. for
18. have
19. how
20. would

Short form Practice 3

Lecturer will read this short form

Dictate the shorthand

1. thank
2. several 
3. largest
4. difficult 
5. difficulty
6. are
7. satisfactory 
8. your
9. year
10. tomorrow 

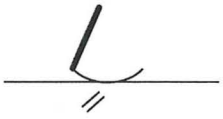
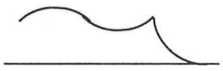
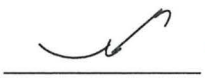
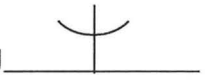
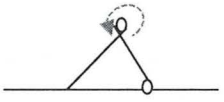
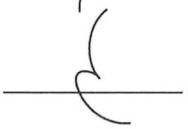
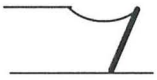
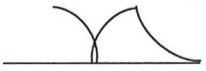
11. with 
12. dear 
13. from 
14. before 
15 more 
16. their/there
17. very
18. larger
19. in/any
20. influence 

00030709

Short form Practice 4

Lecturer will read this short form

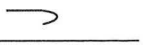
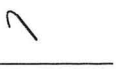
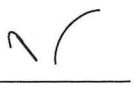
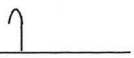
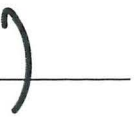
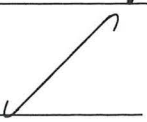
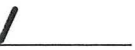
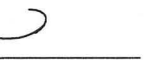
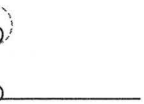
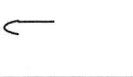
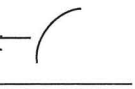
Dictate the shorthand

1. thing
2. something
3. anything
4. January 
5. manufacture 
6. manufacture
7. anyone 
8. nevertheless
9. notwithstanding 
10. responsible/ responsibility 
11. also
12. will
13. thankful 
14. knowledge
15 acknowledge 
16. enlarge
17. largely
18. yourself 
19. subject
20. influential

Short form Practice 5

Lecturer will read this short form

Dictate the shorthand

1. immediate
2. immediately
3. could
4. that
5. able to
6. cannot 
7. particular 
8. particularly 
9. trade/toward 
10. therefore 
11. acknowledgement
12. wonderful/ wonderfully 
13. gentleman
14. gentlemen 
15. without
16. anybody
17. anyhow
18. nothing
19. information 
20. satisfaction 
21. enlargement
22. accordingly accord/according/ according to 
23. accordingly 
24. large

UNIT 3

Phrases Practice 1

Lecturer will read this phrases

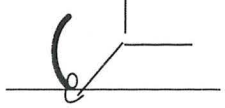
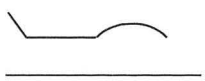
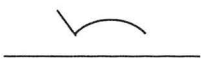
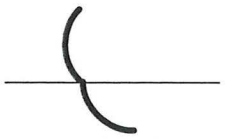
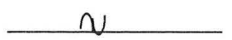
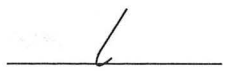
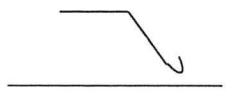
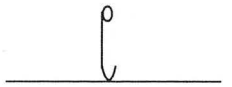
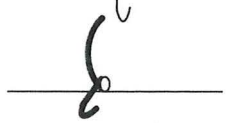
Dictate the shorthand

1. to do
2. of it
3. of each
4. pay the
5. to the
6. of the
7. and the
8. it is the
9. is it
10. to his/to us
11. as the/has the
12. as to the
13. of his/of us
14. which is
15. first aid
16. at first
17. we think the
18. always be
19. we shall be
20. should be

Phrases Practice 2

Lecturer will read this phrases:

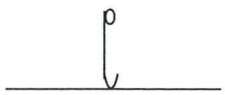
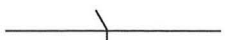
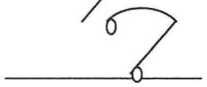
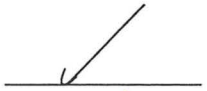
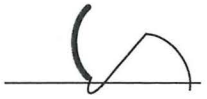
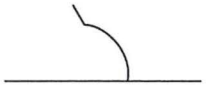
Dictate the shorthand

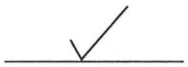
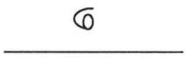
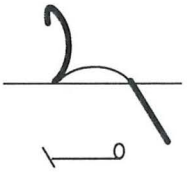
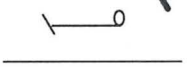
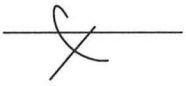
1. this is/ this has
2. it is suggest
3. this city
4. this week 
5. I came 
6. I am 
7. I go
8. I may
9. I have
10. we have
11. they have 
12. may have
13. you have 
14. which have 
15 who have
16. copy of 
17. set of 
18. state of
19. out of
20. those who have 

Phrases Practice 3

Lecturer will read this phrases:

Dictate the shorthand

1. set off 
2. to take off 
3. so much
4. too much
5. how much
6. as much as 
7. we are 
8. they are
9. they were 
10. of your 

11. to our 
12. I am sorry
13. with us 
14. Dear Sir
15. very much
16. there is
17. there are
18. they may be 
19. of course 
20. free of charge 

Phrases Practice 4

Lecturer will read this phrases:

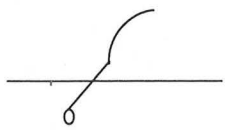
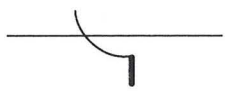
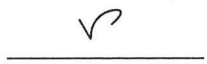
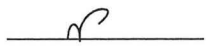
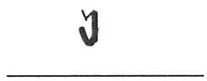
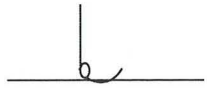
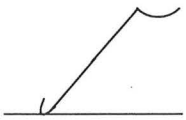
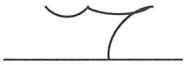
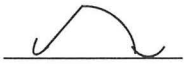
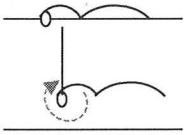
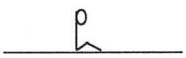
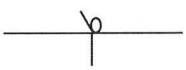
Dictate the shorthand

1. I agree
2. I trust
3. I gather
4. very satisfactory
5. yours faithfully
6. if it is
7. in which it is
8. if it is possible
9. I would be
10. we would be
11. he would
12. it would be
13. this would
14. would you
15. you will be able to
16. I am able to
17. unable to
18. you are able to
19. I am unable to
20. he is

Phrases Practice 5

Lecturer will read this phrases:

Dictate the shorthand

1. he will 
2. if he 
3. I am not
4. I will not 
5. you will not 
6. I had not 
7. I do not know
8. I did not know
9. it is not 
10. this is not
11. we are not 
12. not only 
13. were not 
14. sometime
15. at some time 
16. from time to time
17. set out 
18. get out
19. to state 
20. ought to have

Phrases Practice 6

Lecturer will read this phrases:

Dictate the shorthand

1. if he will
2. if he can
3. if he is
4. in their/in their
5. in their opinion
6. I know there is
7. I think there is
8. I believe there is
9. if there is
10. some other
11. in other ways
12. in order that
13. in fact
14. as a matter of fact
15. of the fact that
16. to the fact that
17. that he
18. that he is
19. I hope you will
20. I hope you will be able to

Phrases Practice 7

Lecturer will read this phrases:

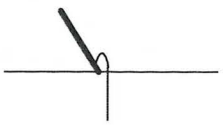
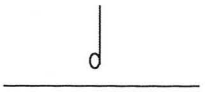
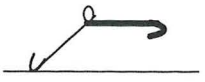
Dictate the shorthand

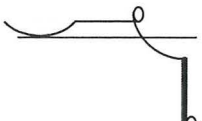
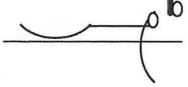
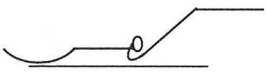
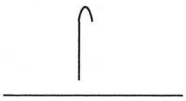
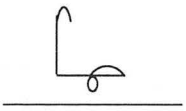
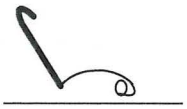
1. we hope that you will
2. I have been
3. I had been
4. already been
5. there has been
6. it has been
7. receptionist
8. reception
9. income tax
10. in control
11. by contrast
12. your association
13. medical association
14. on committees
15. to commit
16. to complete
17. all concerned
18. the committee
19. a committee
20. Atlantic Ocean

Phrases Practice 8

Lecturer will read this phrases:

Dictate the shorthand

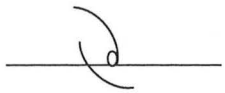
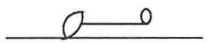
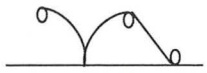
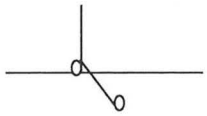
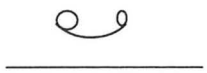
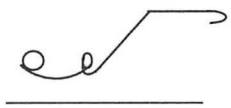
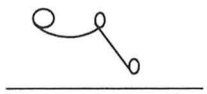
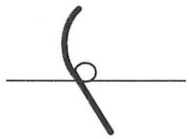
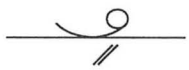
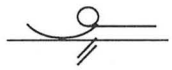
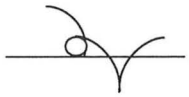
1. better than 
2. more than
3. rather than
4. bigger than
5. larger than
6. your own
7. our own
8. their own
9. at once 
10. once again 

11. next few days 
12. next month 
13. next week 
14. at all 
15. at all costs 
16. by all
17. by all means 
18. if only
19. it will only
20. I have only

Phrases Practice 9

Lecturer will read this phrases:

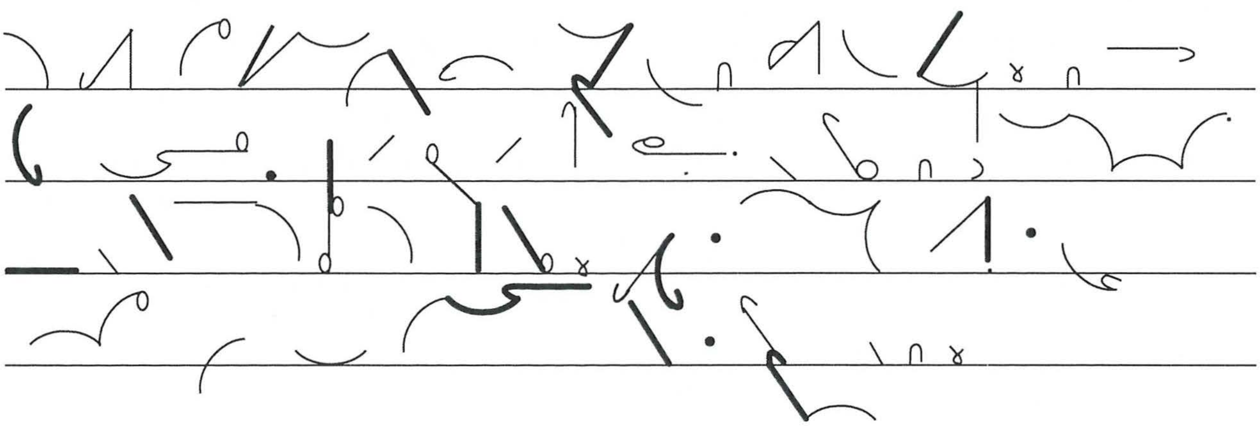
Dictate the shorthand

1. Yours faithfully 
2. it will be
3. you will be
4. I will be
5. first class 
6. as early as possible 
7. it is possible 
8. as soon as 
9. as soon as we can 
10. as soon as possible 
11. this subject 
12. United States 
13. recent statement
14. United States of America 
15. I think it is necessary
16. Yours sincerely 

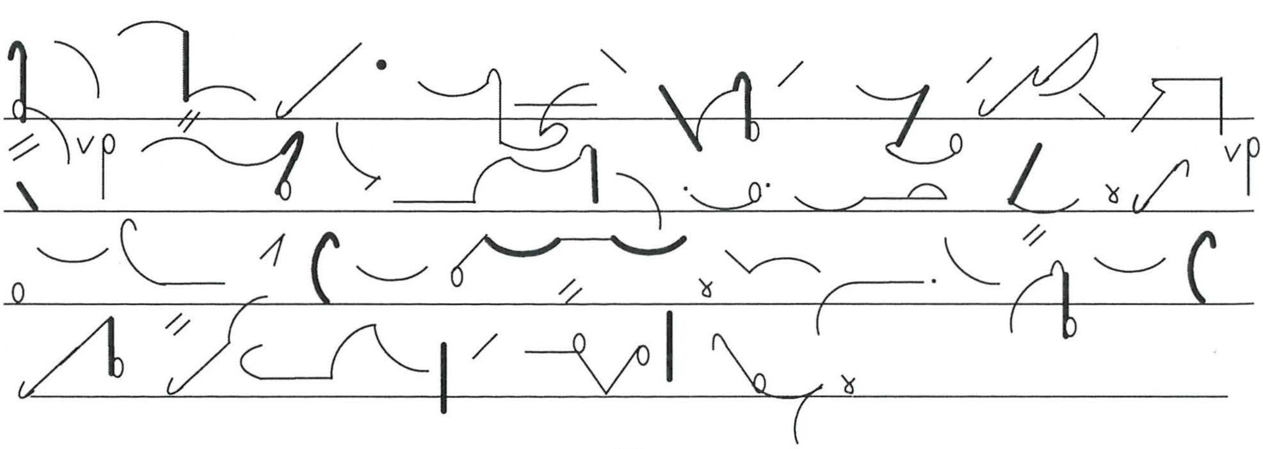
UNIT 4

Transcribe the following shorthand outlines into words

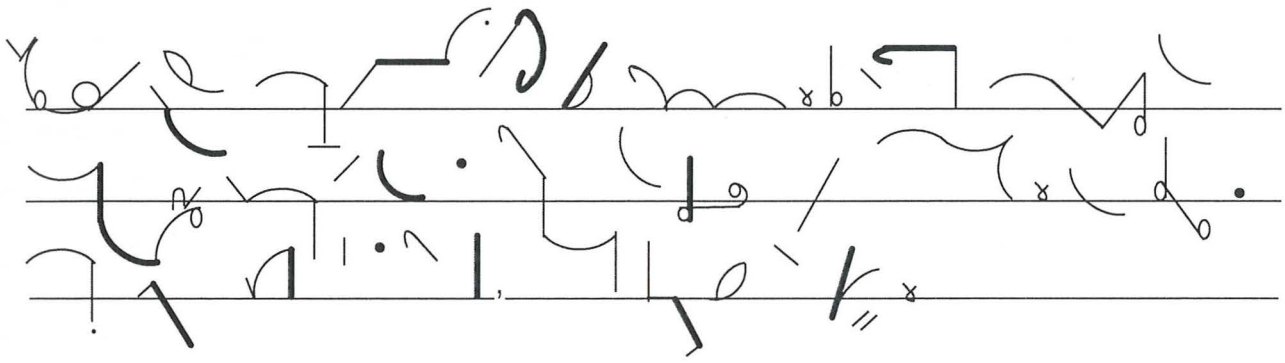
Passage 1



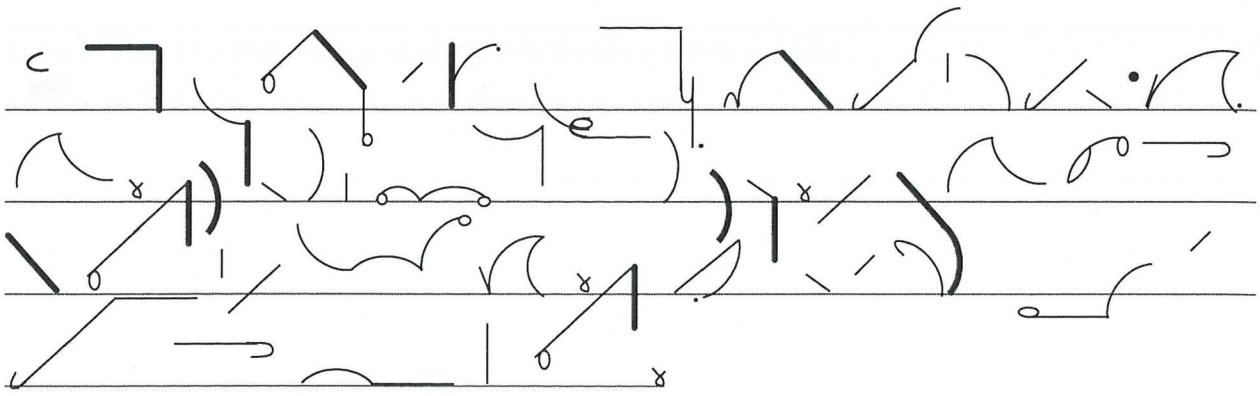
Passage 2



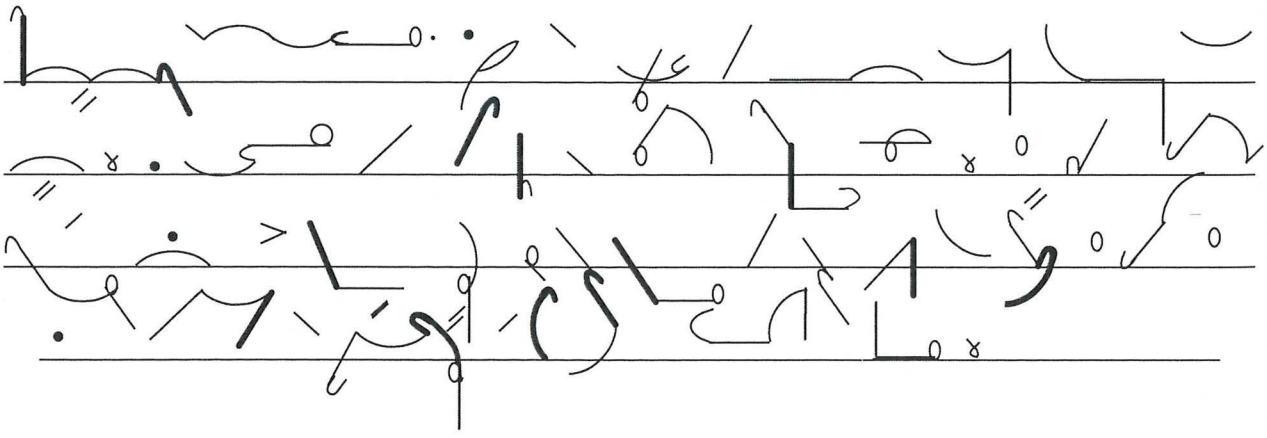
Passage 3



Passage 4



Passage 5



Write the following text into shorthand outlines according to shorthand rules.

Passage 6

We bought some works of art at the market yesterday, and we shall be taking them to the shop at Long Road to sell them to our customers. We expect to make a large sum in cash on some of the things we purchased such as watches and gold necklaces.

Passage 7

It is expected that the changes that we shall make in your methods of manufacture will save you a large sum and will raise your sales to your customers. Our research shows that they will have the effect of raising your sales, too. This is a result of the changes in the exchange rates that are going our way.

Passage 8

It may well be the cheapest in the long run to buy articles of the highest quality you can afford. They look better, they last much longer, and they are better for the purpose. A quick bargain may often turn out to be not a bargain at all. Shoes are a case in point. When you require new shoes, then make up your mind to buy the best.

Passage 9

You are due to pay the first instalment on your hire purchase of a washing machine on the first day of June. The last payment will be made on the first day of May, the total period being two years with one payment each month. We suggest that you should insure your purchase at once and we enclose a proposal form for you to fill in.

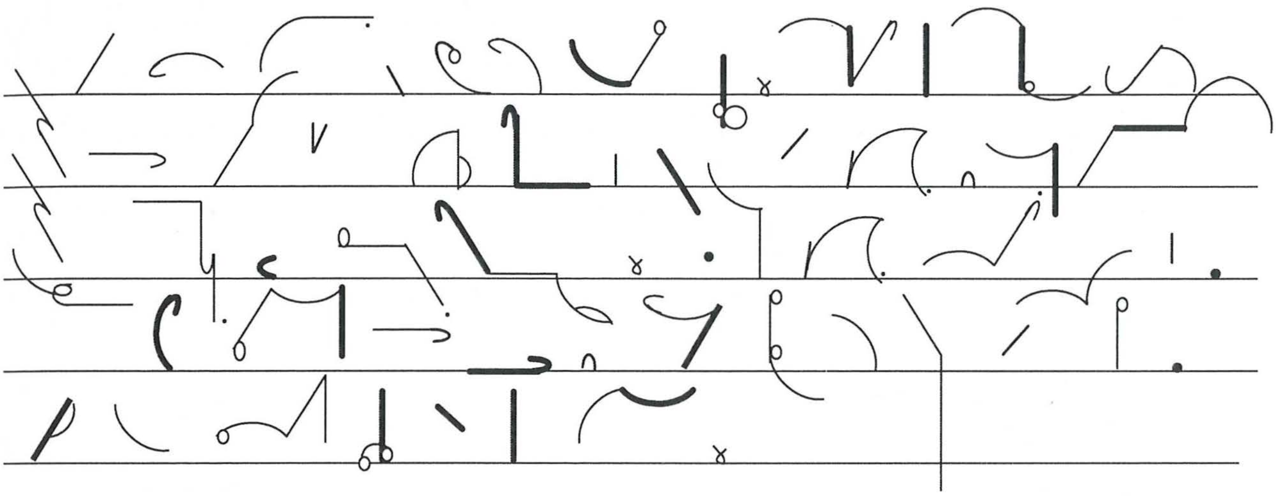
Passage 10

Smart watch is the smartest replacement for your regular watch. Some have very classy outlook and all of them come with smart features that is not available in a regular watch. The price is affordable, there are bunch of extra features and most importantly, for keeping pace with the technology trend.

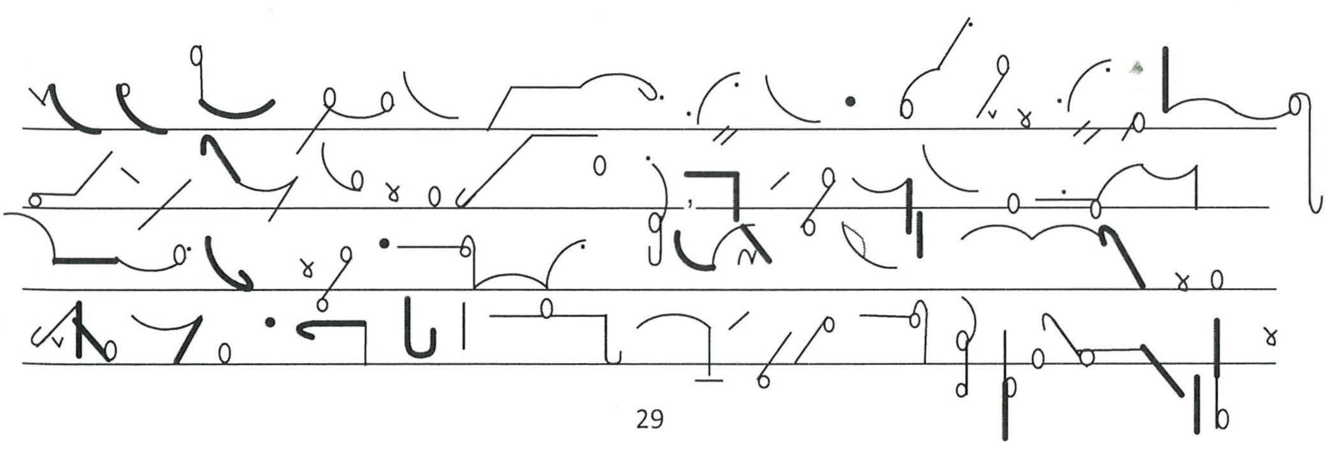
UNIT 5

Transcribe the following shorthand outlines into words

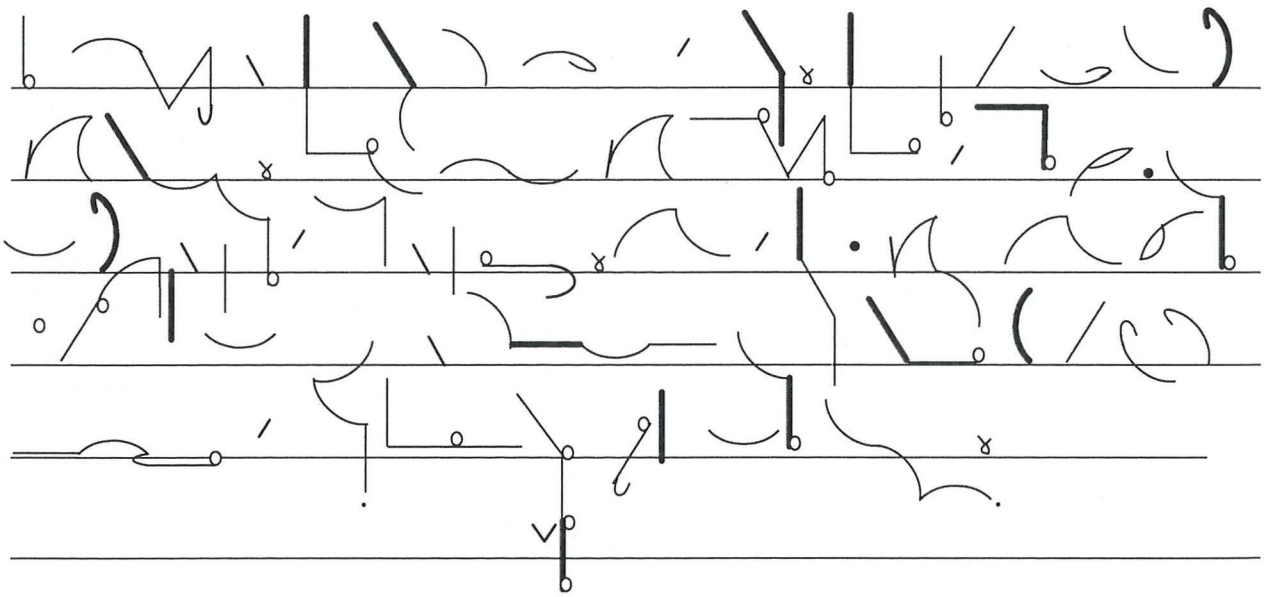
Passage 1



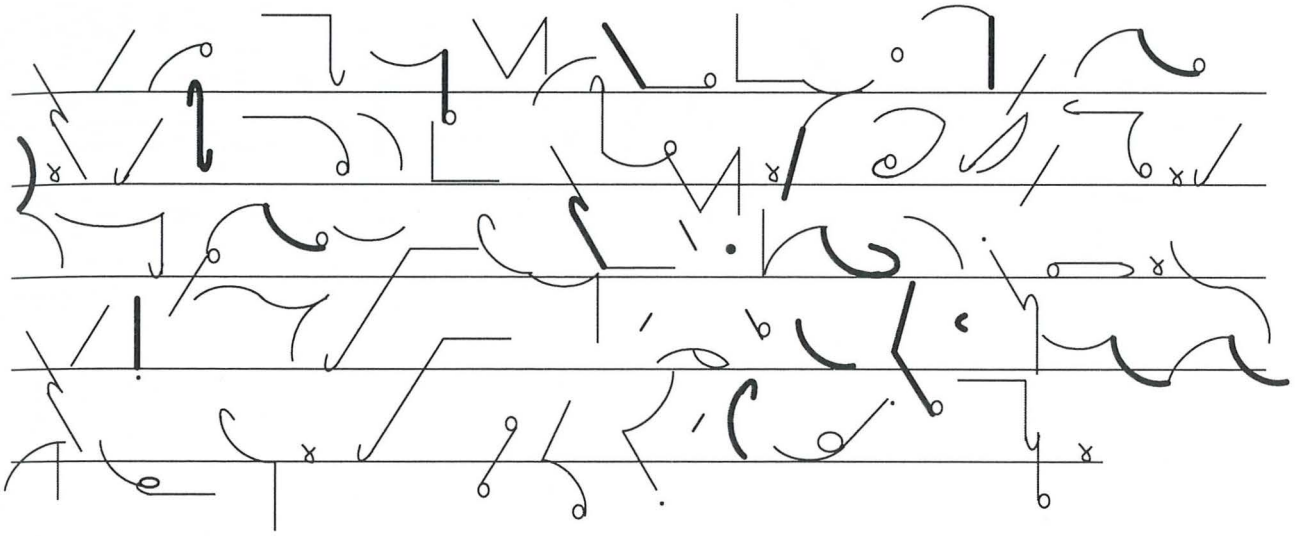
Passage 2



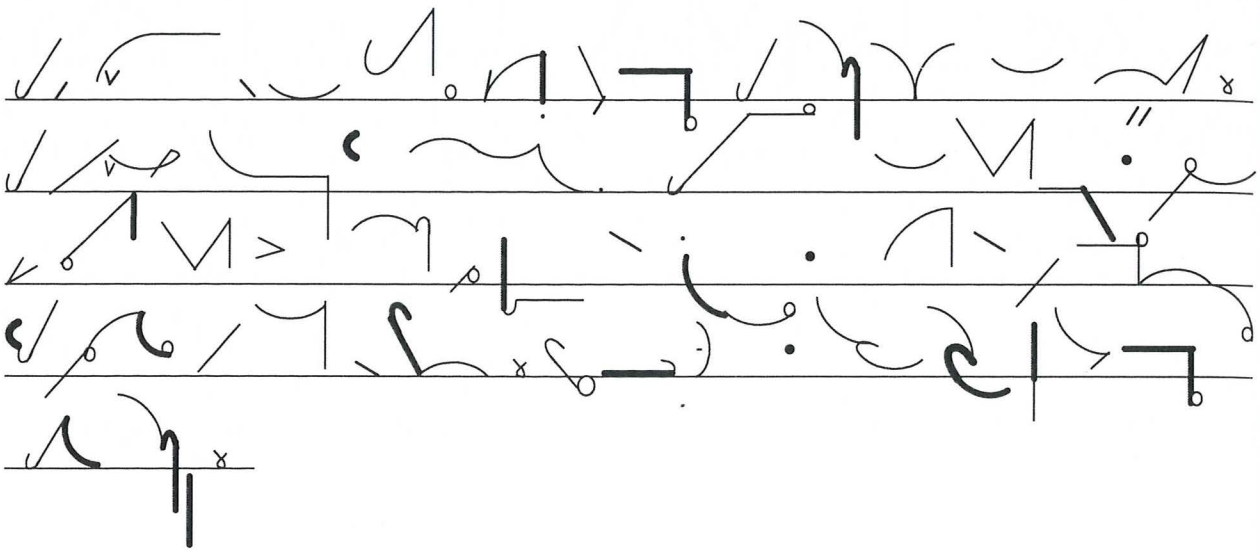
Passage 3



Passage 4



Passage 5



Write the following text into shorthand outlines according to shorthand rules.

Passage 6

It may seem that there's nothing you can do about stress. The bills won't stop coming, there will never be more hours in the day, and your career and family responsibilities will always be demanding. But you have more control than you might think. In fact, the simple realization that you're in control of your life is the foundation of stress management.

Passage 7

To stay healthy, adults should try to be active daily and aim to achieve at least hundred and fifty minutes of physical activity over a week through a variety of activities. For most people, the easiest way to get moving is to make activity part of everyday life, like walking or cycling instead of using the car to get around.

Passage 8

An office is a place in which you may have to work for a long time each week. For that reason it should be a pleasant place with plenty of light and air, and good seating adapted to the needs of its users. Some business firms have seen clearly that it is a mistake to save money on office fittings and they have succeeded in creating offices that are almost ideal for those who work in them.

Passage 9

Reading reduce stress and provide comfort. If you are facing problems in your life you can escape reality by reading an interesting novel. Reading can make your imagination

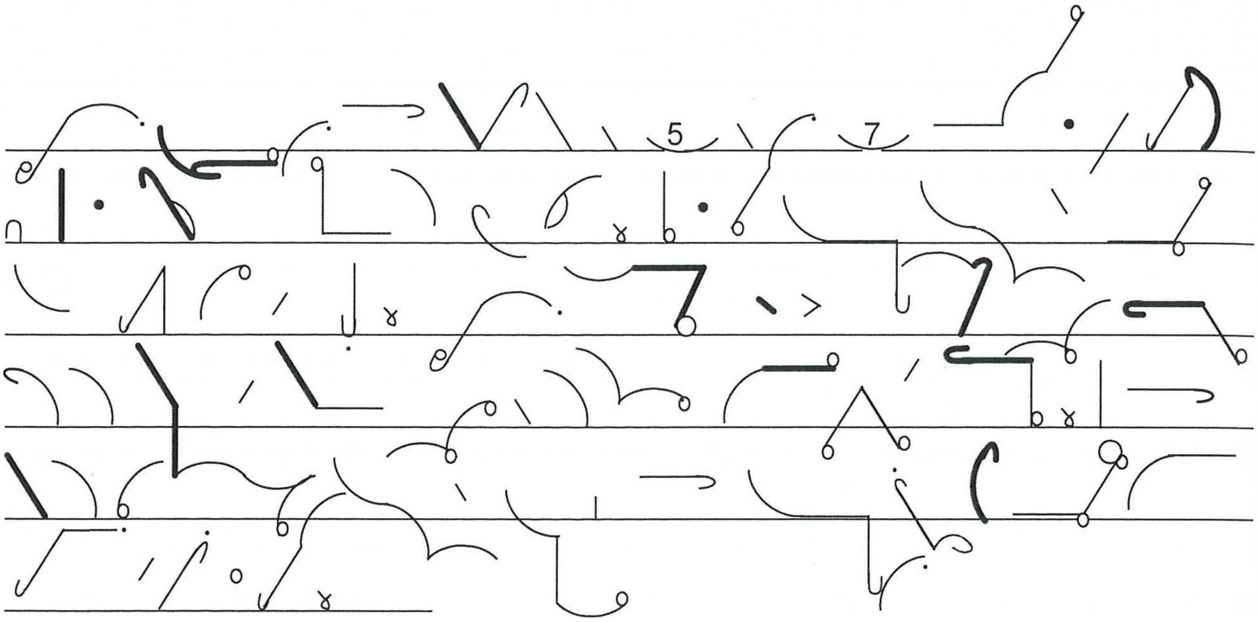
run wild and put you in a world of your own. It is your alone time where you can relax and forget about your troubles for a while. Sometimes you need a break from reality.

Passage 10

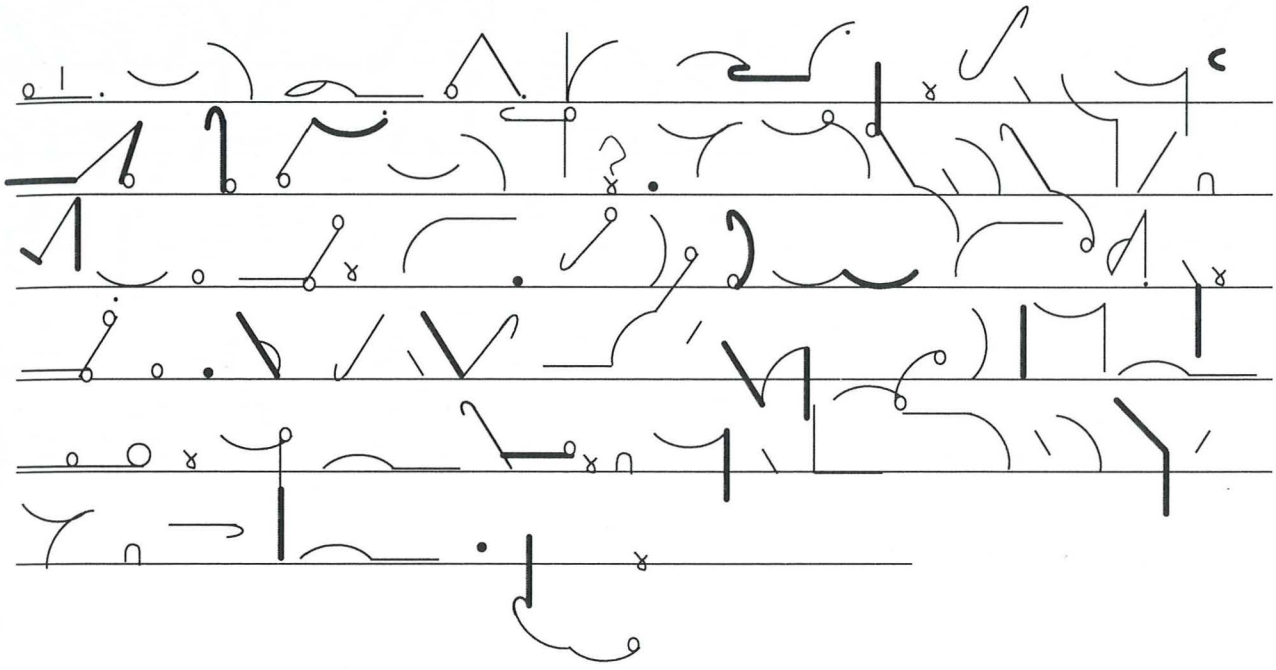
No matter how much **stress** you have at work, in your personal relationships, or countless other issues faced in daily life, it all just slips away when you lose yourself in a great story. A well-written novel can transport you to other realms, while an engaging article will distract you and keep you in the present moment, letting tensions drain away and allowing you to relax.

Transcribe the following shorthand outlines into words.

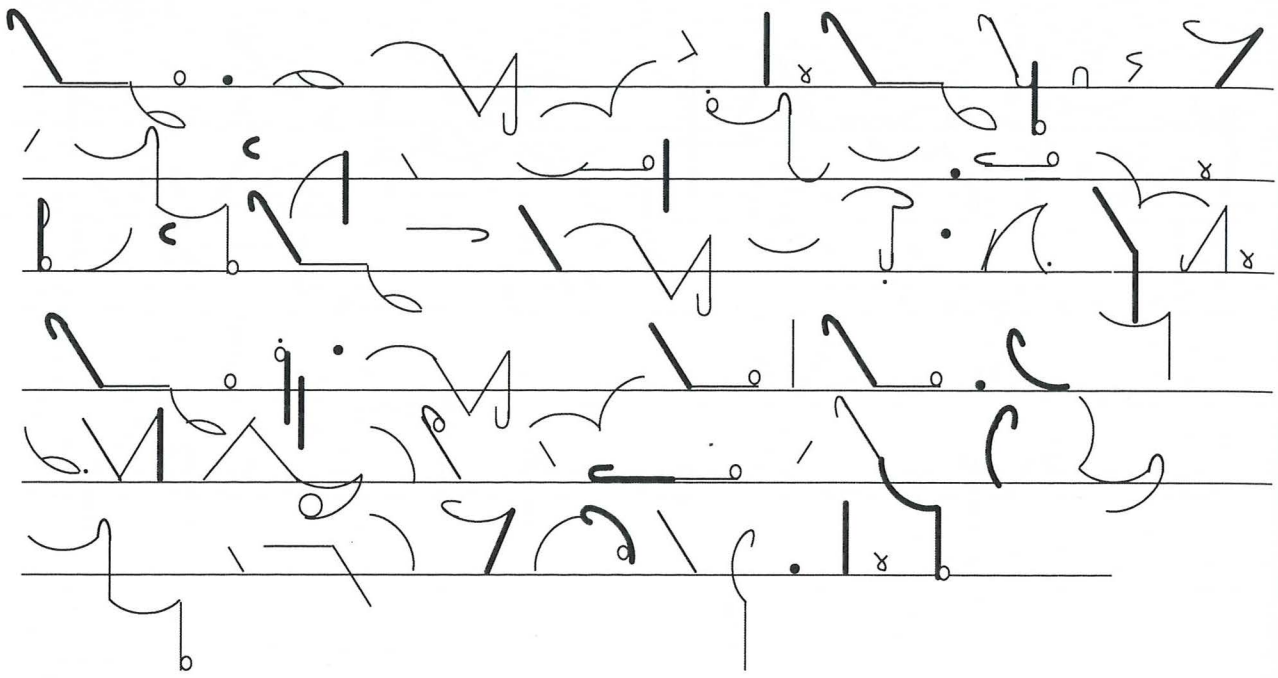
Passage 1



Passage 2



Passage 3



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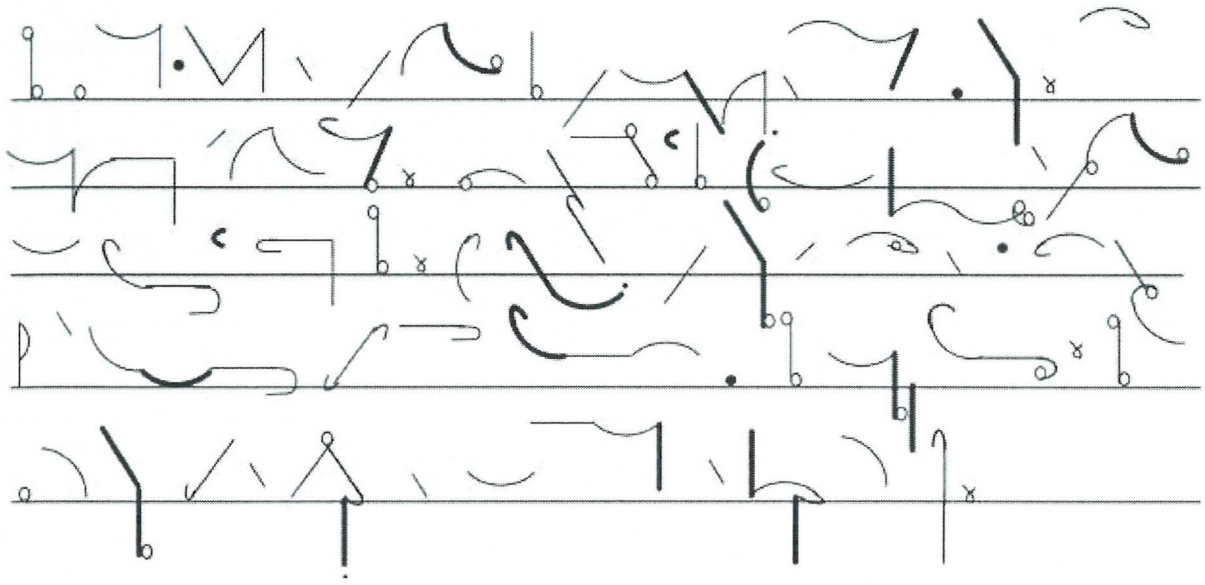
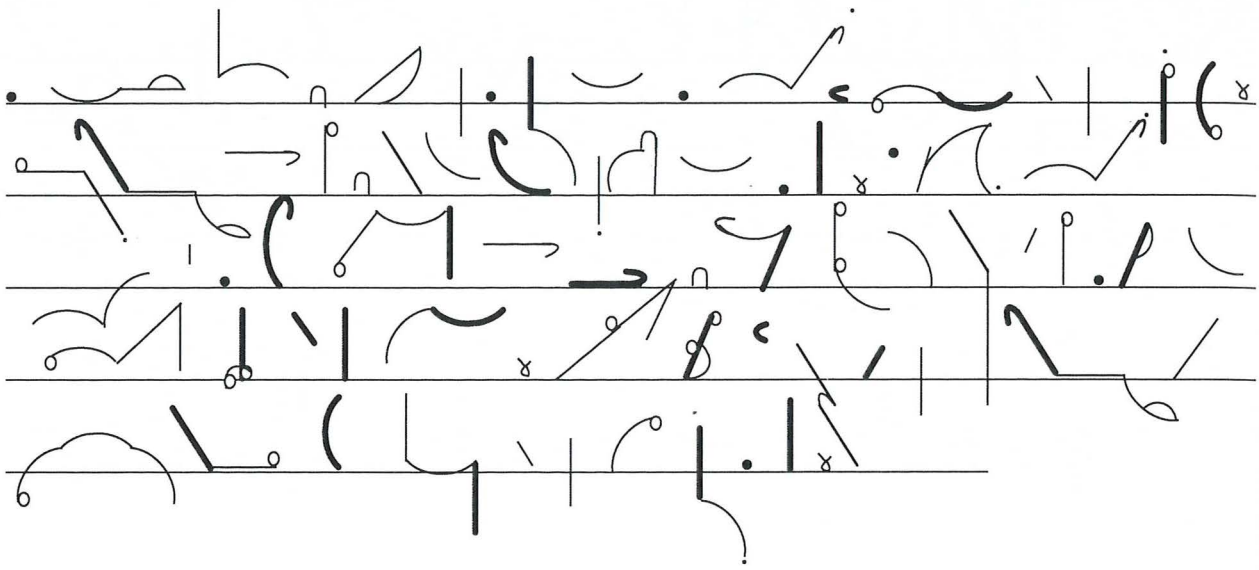


Passage 5



Write shorthand outlines for the following passage according to shorthand rules.

Passage 6

Dear Sir, We shall require by the end of June a large quantity of insect killer both in liquid and in powder form made up in metal aerosols. Can you meet these requirements? If so, will you please quote prices to include packing in wooden cases and transport to have to our warehouse for quantities of a hundred cans per week. The cases must be strong enough to qualify for the shipping rules for cargoes anywhere in the Middle East. Yours truly,

Passage 7

Practicing writing helps to improve your writing skill however reading gives you a blueprint. Reading shows you how to write so you can follow and develop your skills. If you know a great writer, then you should read their works and try to emulate their writing

style. Writing is an art, and you study it by reading. Reading is not about entertainment as there are unseen benefits such as improved memory, focus, and concentration.

Passage 8

The more you read, the more words you gain exposure to, and they'll inevitably make their way into your everyday vocabulary. Being articulate and well-spoken is of great help in any profession and knowing that you can speak to higher-ups with self-confidence can be an enormous boost to your self-esteem. It could even aid in your career, as those who are well-read, well-spoken, and knowledgeable on a variety of topics tend to get promotions more quickly.

Passage 9

Swimming allows you to burn more calories than other physical work out. It is indeed a full body work out. You also will experience less injury in comparison to other exercises. If you don't like sweating when you work out, then you can just swim and burn calories. You can burn 500 to 900 calories depending on how fast and slow you swim. It also depends on the length of time as well.

Passage 10

Swimming is not only a great hobby, but it provides an alternative way to exercise. Swimming provides a full body workout. Your whole body is engaged in the activity. Every muscle from your head to toes. There are health benefits associated with swimming. You keep fit and healthy and monitor your body weight. It is also good for your

psychological wellbeing as it reduces stress. Let us look at five amazing benefits of swimming.

UNIT 6

Dictation to be at the speed of 35 wpm.

Passage 1

No matter how much stress you have at work, in your personal relationships, or countless other issues faced in daily life, it all just slips away when you lose yourself in a great story. A ***(1 minute)*** well-written novel can transport you to other realms, while an engaging article will distract you and keep you in the present moment, letting tensions drain away and allowing you to relax with new bits ***(2 minutes)*** of information.

Drilling words

stress	*personal*	*countless*	*transport*
realms	*article*	*distract*	*drain*

Passage 2

Everyone dreams. You spend about two hours each night dreaming but may not remember most of your dreams. Its exact purpose is not known, but dreaming may help you process your emotions. Events from the ***(1 minute)*** day often invade your thoughts during sleep, and people suffering from stress or anxiety are more likely to have frightening dreams. Some people dream in color, while others only recall dreams in black and white***. (2 minutes)***

Drilling words

dream	*exact*	*emotions*	*invade*
suffering	*anxiety*	*frightening*	*recall*

Passage 3

Blood pressure is the measure of the force of blood pushing against blood vessel walls. The heart pumps blood into blood vessels, which carry the blood throughout the body. High blood pressure, also called hypertension, ***(1 minute)*** is dangerous because it makes the heart work harder to pump blood out to the body and contributes to hardening of the arteries, which likely can cause to stroke, kidney disease, and to heart failure. ***(2 minutes)***

Drilling words

pressure	*vessel*	*throughout*	*hypertension*
dangerous	*contributes*	*arteries*	*failure*

Passage 4

Dear Mrs. Ravi, Thank you for calling us. I am sorry that I was not in the office at the time but I am writing immediately to let you know that the results of this ***(1 minute)*** year's trading will be better than last year's. You should receive a cheque in a week and I can tell you that it will be much larger sum than you received last year. Yours sincerely, ***(2 minutes)***

Drilling words

office	*results*	*writing*	*trading*
receive	*sum*	*better*	*week*

Passage 5

Keep a note of what you put on your plate. Eat fresh fruits, greens, sufficient protein and vitamins. A diet rich in vitamin and low in fats and sugar promotes radiant skin. Consider a low-sugar ***(1 minute)*** diet, which can keep insulin levels down, allowing cells to maintain a healthy balance. Don't: eat spicy and fermented foods, salt, citrus fruits, fried food. Instead favour blander foods such as rice, oatmeal and applesauce***. (2 minutes)***

Drilling words

sufficient	*radiant*	*insulin*	*maintain*
fermented	*favour*	*blander*	*applesauce*

Passage 6

Facebook is where people connect, and more people have been using it to connect in another way: buying and selling with each other. This activity started in Facebook Groups. People visit buy and sell groups ***(1 minute)*** each month from families in a local neighbourhood to collectors around the world. To help people make more of these connections, marketplace is a destination to buy and sell items with people in your community. ***(2 minutes)***

Drilling words

facebook	*connect*	*activity*	*families*
neighborhood	*collectors*	*destination*	*community*

Passage 7

We all love to eat. And whenever we are free, we munch on junk. This probably has become our favorite pastime. When we are young, we hardly care about which foods cause harm to our ***(1 minute)*** body and which are beneficial. But, as we grow older, we begin to monitor what we eat and we should change our eating habits. This happens because with age, various issues begin plaguing our health. ***(2 minutes)***

Drilling words

munch	*junk*	*favorite*	*beneficial*
monitor	*habits*	*issues*	*plaguing*

Passage 8

The world is full of festivals, special events, championships, or cultural high points. It is always best to inform yourselves about the best time to go to whatever destination it is you may consider. With ***(1 minute)*** the help of climate tables, weather information, and what the seasons look like, ultimately help you decide for yourself when you would want to go. It will be a piece of cake browsing through all ***(2 minutes)*** the information.

Drilling words

championships	*cultural*	*climate*	*weather*
ultimately	*festivals*	*browsing*	*high*

Passage 9

You have to figure out the kind of image you want for yourself in photos, videos, or even in the mirror. It is about acknowledging your age. You can dress with a little more freedom ***(1minute)*** and yet, people will still pigeonhole you based on age. Since we all need to feel like we belong in our community, it makes sense to base our wardrobe options on these expectations for different ***(2 minutes)*** age groups.

Drilling words

figure	*image*	*photos*	*mirror*
freedom	*pigeonhole*	*sense*	*wardrobe*

Passage10

Playing video games can reduce stress, lighten depression, increase vision, improve the ability to multi-task and improve decision-making skills. Online gaming also lead to obesity, depression, poor grades, addictive and aggressive behavior. Parents ***(1 minute)*** need to be informed about the games their children are playing, the safety settings and features of the devices they are playing games on, and then apply common sense to their kids' online gaming opportunities. ***(2 minutes)***

Drilling words

video	*vision*	*online*	*addictive*
aggressive	*behavior*	*features*	*apply*

Dictation to be at a speed of 40 wpm

Passage 1

Dear Mr. Ali, please accept my sincere apology for being absent to attend my interview with you today. I apologize for any inconvenience caused due to by me. The interview was very important for me and I am very excited **(*1 minute*)** to get associated with your organization. If there is a possibility of my re-appearance, I would like to request you to reschedule this meeting at a time that is convenient for you. I apologize and thank you for your time ***(2 minutes)*** and consideration.

Drilling words

interview	*inconvenience*	*excited*	*re-appearance*
request	*re-schedule*	*caused*	*consideration*

Passage 2

Dear Mr. Stewart, please accept this letter of resignation from my position as a secretary. My last day of employment will be June 1st. It has been a pleasure working with you and the team for the past two years. ***(1 minute)*** I'm very appreciative for the opportunities to develop my skills in the field and want to thank you for all your guidance and insight. I wish your company much success. Please let me know if you need any assistance with ***(2 minutes)*** the transition.

Drilling words

secretary	*employment*	*pleasure*	*appreciative*
guidance	*insight*	*assistance*	*transition*

Passage 3

Dear Mr. Smith, I would like to inform you that I am resigning from my position as a secretary effective December 1st. I appreciate the opportunities for professional development that you have provided me over the past two years. ***(1 minute)*** I have enjoyed my tenure at your company and in particular feel honored to have been apart of such a supportive team. I will ensure all my reports are updated before my last day of work. I wish you all ***(2 minutes)*** the best.

Drilling words

resigning	*secretary*	*appreciate*	*opportunities*
professional	*development*	*honored*	*supportive*

Passage 4

Dear Mr. Jack, if this matter is not resolved by the time specified above, I reserve the right to commence legal proceedings to recover the debt without further notice to you and this letter may be tendered in court (***1 minute***) as evidence of your failure to pay. Legal action may result in you having to pay legal costs, interest and could impact on your credit history. Should you wish to contact me to discuss, my telephone number is 0126662244

Yours sincerely, ***(2 minutes)***

Drilling words

resolved	*specified*	*tendered*	*court*
evidence	*impact*	*history*	*discuss*

Passage 5

Everyone needs sleep, but its biological purpose remains a mystery. Sleep affects almost every type of tissue and system in the body, from the brain, heart, and lungs to metabolism, immune function, mood, and disease resistance. Research shows that a ***(1 minute)*** chronic lack of sleep, or getting poor quality sleep, increases the risk of disorders including high blood pressure, diabetes, depression, and obesity. Sleep is a complex and dynamic process that affects how you function in ways scientists are now beginning ***(2 minutes)*** to understand.

Drilling words

biological	*mystery*	*system*	*immune*
resistance	*research*	*chronic*	*scientists*

Passage 6

Everyone knows that fruits are healthy, they are real, whole foods. Some people call them nature's fast food because they are so easy to carry and prepare. However, fruits are relatively high in sugar compared to other whole foods. Many ***(1 minute)*** people now believe that because added sugars are bad, the same must apply to fruits, which also contain fructose. However, this is a misconception. Fructose is only harmful in large amounts, and it is almost impossible to overeat fructose by ***(2 minutes)*** eating fruit.

Drilling words

whole	*nature*	*relatively*	*compared*
fructose	*misconception*	*harmful*	*impossible*

Passage 7

People can learn to manage stress and lead happier lives. It may seem that there's nothing you can do about your stress level. But you have a lot more control than you might think. The simple realization that you are ***(1 minute)*** in control of your life is the foundation of stress management. It is all about taking charge of your emotions, your schedule, and your environment. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun. ***(2 minutes)***

Drilling words

manage	*level*	*control*	*realization*
schedule	*environment*	*ultimate*	*relaxation*

Passage 8

If you have missed a class or an important session, then you must write an apology letter stating the reason for absence from the class. The whole and sole purpose of writing such a letter is to put across the ***(1 minute)*** reason because of which you were absent from the class. Take responsibility of your actions. This shows your sincerity towards attending the class and your teacher is happy to help you with what you have missed in that particular ***(2 minutes)*** session.

Drilling words

important	*apology*	*absence*	*absent*
sincerity	*attending*	*particular*	*session*

Passage 9

When you buy and sell stocks online, you are using an online broker that largely takes the place of a human broker. You still use real money, you decide which stocks to buy and sell, and you request your trades ***(1 minute)*** yourself. Some online brokerages offer advice from live brokers and broker-assisted trades as part of their service. If you need a broker to help you with your trades, you will need to choose a firm that offers that service. ***(2 minutes***)

Drilling words

broker	*human*	*yourself*	*brokerages*
advice	*trades*	*need*	*offers*

Passage 10

Drinking a cup of coffee in the morning may seem like the best time for an energy boost, but a new study suggests morning coffees do not necessarily make you more productive. Some reports have found that the amount of ***(1 minute)*** coffee the average person drinks suggest three to four cups a day could be beneficial. And while it is not available to the public just yet it does give researchers a good idea of how caffeine can affect our performance***. (2 minutes)***

Drilling words

Drinking	*coffee*	*study*	*necessarily*
Reports	*beneficial*	*public*	*performance*

Dictation to be at a speed of 50 wpm.

Passage 1

Teaching is one of the most complicated jobs today. It demands broad knowledge of subject matter, a caring attitude, knowledge of discipline and classroom management techniques; and a desire to make a difference in the lives of young people. With all these qualities required, no wonder that it is hard ***(1 minute)*** to find great teachers. Effective teachers have lesson plans that give students a clear idea of what they will be learning, what the assignments are and what the grading policy is. They are in their classrooms early and ready to teach. They present lessons in a clear and structured way***. (2 minutes)***

Drilling words

teaching	*complicated*	*attitude*	*discipline*
techniques	*assignments*	*policy*	*structured*

Passage 2

Dear Sir, I bought the enclosed red dress from your city store two weeks ago. I wore it twice and then washed it ready for a family party last Sunday. To my surprise, I found that not only had part of a layer come unfinished, but the waist was no ***(1 minute)*** longer big enough and the dye had run. While I realize that sometimes a faulty article can get into the shops. This was not a cheap dress. This is most unsatisfactory, and I should be grateful if you *would refund the money I spent. The receipt is enclosed.*

Yours faithfully ***(2 minutes)***

Drilling words

bought	*enclosed*	*surprise*	*waist*
realize	*faulty*	*refund*	*receipt*

Passage 3

Dear Mrs. Cathy, this is to bring to your kind attention that we have recently cancelled our order regarding the purchase of television from your store. We have already made the payment in advance and now would appreciate it if you could arrange for the refund of the same. The payment ***(1 minute)*** has been made via telegraphic transfer and would be very grateful to you if you could do the needful at the earliest as it is more than two months

that we have not received our payment back. I would be obliged if you look into the matter personally and arrange ***(2 minutes)*** my refund at the earliest.

Drilling words

cancelled	*advance*	*telegraphic*	*transfer*
grateful	*obliged*	*personally*	*matter*

Passage 4

Dear Mark, I am writing to advise you that it appears from my records that your rent is currently overdue. I therefore kindly request that the outstanding balance be paid immediately and that you ensure that all future rental payments be made in full on the due date. I ***(1 minute)*** advise you that unpaid arrears could result in court action being taken against you. If the arrears are not cleared, an application could be made for possession of the property, for which you may become liable for legal costs. If you would like to discuss this matter, please contact me. ***(2 minutes)***

Drilling words

currently	*request*	*arrears*	*result*
possession	*property*	*liable*	*legal*

Passage 5

On July 2nd I ordered a rice cooker. Instead of the ordered product, I received a multipurpose deep fryer. I am not interested in this product therefore I will send it back to you. I claim delivery of the product I ordered within five to seven working days at the ***(1***

minute) latest. Furthermore, I claim compensation for the freight costs I had to send back the wrongfully delivered product. Should I not receive the ordered product within the above-mentioned time period, I cancel the contract and demand reimbursement of the amount that I have paid to you. Thank you. Sincerely ***(2 minutes)***

Drilling words

cooker	*product*	*latest*	*compensation*
freight	*contract*	*cancel*	*reimbursement*

Passage 6

Learning a second language opens up a ton of career opportunities. Freelancing or working location-independently is just excellent. There are lots of other ways that speaking two or more languages can improve your employment prospects. The world is changing fast. More companies than ever are doing business in several (***1 minute)*** often dozens of-countries around the world, but they cannot do it without hiring globally-minded people who can speak at least one foreign language. Ever wanted to be like those people you see in the airport travelling to foreign countries "on business" all the time? Well, that can be ***(2 minutes****) you.*

Drilling words

language	*career*	*independently*	*excellent*
employment	*globally*	*foreign*	*prospects*

Passage 7

Sometimes, a few drops of coconut oil are all you need to get super soft skin. Simply warm the oil in your hands and gently massage it into your face. It will leave your skin feeling soft and smelling great. Be warned, though coconut oil can be comedogenic, it may ***(1 minute)*** not be best for you if you have acne-prone skin. If that is the case, you may want to look into other alternatives, such as jojoba oil. Coconut oil can also be used as a decadent body moisturizer, massage it into any part of your body that needs a moisture ***(2 minutes)*** boost.

Drilling words

coconut	*massage*	*warned*	*comedogenic*
prone	*decadent*	*moisture*	*boost*

Passage 8

I think it is up to the manufacturer to let you know that the ropes and buckets will be late. We are going to take all the manufactures, but this delay could result in less exports. I know you wrote to them, but you will have to wait days for ***(1 minute)*** any results and the customers will be faced with delays. I know they were supposed to come this month and that today is the expected date. Is it too late to expect anything to come today? We were making reports yesterday and I think it may well be a case ***(2 minutes)*** of waiting, and we may have to make it up to our customers in some way.

Drilling words

buckets	*delay*	*supposed*	*export*
expected	*wrote*	*reports*	*customer*

Passage 9

Sleep is an important part of your daily routine. Quality sleep and getting enough of it at the right times is as essential to survival as food and water. Without sleep you cannot form or maintain the pathways in your brain that let you learn and create new memories. ***(1 minute)*** Sleep is important to a number of brain functions, including how nerve cells communicate with each other. In fact, your brain and body stay remarkably active while you sleep. Recent findings suggest that sleep plays a housekeeping role that removes toxins in your brain that build up while you are ***(2 minutes)*** awake.

Drilling words

routine	*survival*	*pathways*	*cells*
remarkably	*removes*	*toxins*	*awake*

Passage 10

Dear Sir, On October the 1st, I bought a small stand fan from your company outlet which you delivered to me on the next day. Unfortunately, the product is defective. I demand that you exchange the product and send me a new one, without any costs for me. Please inform ***(1 minute)*** me if you have a certain routine for sending back products. Otherwise, I will send the goods back to you by ordinary mail, and demand that you repay the postage. I look forward to receiving your reply within seven days from the receipt of this letter. Thank you. Yours faithfully ***(2 minutes)***

Drilling words

outlet	*delivered*	*defective*	*unfortunately*
exchange	*otherwise*	*ordinary*	*postage*

Dictation to be at a speed of 60 wpm.

Passage 1

A businessman has to be efficient if he is to succeed., but it will not take him long to realize that even this is not sufficient. He must have good men and women working with him and it is the strength of his manpower which will produce first-class results. I am sure you will not be surprised to be told that many a businessman has failed because his work force was not a team and, in any business, this is absolutely vital. According to a recent report it will not be possible for a businessman to survive for long without union support. A firm has to make arrangements so that management and workers do form a team, and this arrangement has to be successful. ***(2 minutes)***

Drilling words

efficient	*succeed*	*strength*	*force*
absolutely	*union*	*management*	*survive*

Passage 2

Did you know that travelling can make your life better and happier in several ways? If you travel, you will not only learn about foreign cultures, but about your own as well. You will notice the cultural differences and will find out what makes your culture unique. After returning from a long journey, you will see your country with new ***(1 minute)*** eyes. You can observe how you feel being far from your country. You will find out how you feel about your homeland. You will realize how you really feel about foreign people. You will find out how much you know and do not know about the world. You will be able to observe how you react in completely new situations. ***(2 minutes)***

Drilling words

cultures	*differences*	*unique*	*observe*
country	*foreign*	*world*	*completely*

Passage 3

I hope that he will be able to take a holiday soon because I know he is working hard and if he carries on like this, he will harm his health. I think he will benefit by having some sun and I know that he will enjoy himself just resting on the beach. Being in business in this city does ***(1 minute)*** tire him and I hope that he will do something about it. I know that he will listen to you, and I hope you will help by talking to him. According to my diary he will have some time for a holiday towards the end of next month and this is the first time such an opportunity has come along***. (2 minutes)***

Drilling words

holiday	*resting*	*harm*	*benefit*
beach	*listen*	*diary*	*opportunity*

Passage 4

Which do you prefer, running or jogging? Jogging or running is a popular form of physical activity. Running is an appealing exercise because it does not cost a lot to take part and you can run at any time that suits you. Some runners choose to participate in fun runs, athletics races or marathons. The difference between running and jogging ***(1 minute)*** is intensity. Running is faster and demands more effort from the heart, lungs and muscles than jogging. Running requires a higher level of overall fitness than jogging. Both running

and jogging are forms of aerobic exercise. Aerobic means 'with oxygen' – the term 'aerobic exercise' means any physical activity that produces energy by combining oxygen with blood glucose or body fat. ***(2 minutes)***

Drilling words

jogging	*appealing*	*choose*	*marathons*
intensity	*fitness*	*energy*	*oxygen*

Passage 5

Jogging is a form of trotting or running at a slow or leisurely pace. The intention is to increase physical fitness with less stress on the body than from faster running but more than walking, or to maintain a steady speed for longer periods of time. It is a high-impact exercise that places strain on the body, notably the joints ***(1 minute)*** of the knee. This is one of the basic reasons for doing the exercise, as the impact drives growth processes in the areas of the body stressed by that impact. Some people drop jogging in order to take up lower-impact exercises such as swimming or cycling. Jogging is often used by serious runners as a means of active recovery ***(2 minutes)*** during interval training.

Drilling words

trotting	*leisurely*	*notably*	*growth*
swimming	*cycling*	*serious*	*recovery*

Passage 6

Child abuse usually happens behind closed doors. The aftermath of child abuse can be devastating. Children can suffer short and long term physical injury and sometimes even death as a result. Children often suffer severe lifelong emotional and psychological trauma as a result of abuse. Children are never responsible for the harm inflicted upon them by any adult, caregiver, or ***(1 minute)*** parent. Anyone who suspects child abuse is taking place has a responsibility to report it for investigation and ensure that the child receives proper medical and psychiatric care as soon as possible. These suspicions are to be reported to the local child protection unit in your area. The failure to report of child abuse will result in penalty up ***(2 minutes)*** to six months jail.

Drilling words

usually	*abuse*	*devastating*	*trauma*
investigation	*suspicions*	*protection*	*penalty*

Passage 7

Poor people do not have enough clothing, food, education and healthcare. One of the better ways to help the poor is to give them moral support, showing heartfelt humility and respect makes them aware that someone really does care about them and trying to improve their condition. By providing them with the opportunities to improve their condition on their own ***(1 minute)*** would increase their self-esteem and help them in overcoming barriers they face everyday. Work with the poor and help them discover their own capabilities and capacity and put them to use at the right place at the right time. Support

them and let them know that they have something of value which can be used for meeting their basic requirements. ***(2 minutes)***

Drilling words

education	*humility*	*respect*	*improve*
barriers	*capacity*	*support*	*basic*

Passage 8

Marketing is the process of getting consumers interested in your company's product or service. Marketing is based on thinking about the business in terms of customer needs and their satisfaction. Marketing differs from selling. Selling concerns itself with the tricks and techniques of getting people to exchange their cash for your product. It is not concerned with the values that ***(1 minute)*** the exchange is all about. And it does not, as marketing invariable does, view the entire business process as consisting of a tightly integrated effort to discover, create, arouse and satisfy customer needs. In other words, marketing has less to do with getting customers to pay for your product as it does developing a demand for that product and fulfilling ***(2 minutes***) the customer's needs.

Drilling words

consumers	*marketing*	*tricks*	*techniques*
tightly	*effort*	*developing*	*fulfilling*

Passage 9

Handwashing is an easy, cheap, and effective way to prevent the spread of germs. When your family is healthy, you do not have to worry about missing school, work, or other activities. Washing hands with soap and water is the best way to get rid of germs. Young children learn by imitating the behaviors of adults in their lives. When ***(1 minute)*** you make handwashing part of your routine, you are setting an example for your children to follow. If soap and water are not available, use an alcohol-based hand sanitizer that has at least sixty percent or seventy percent alcohol, and wash your hands with soap and water as soon as you can. Handwashing can become a lifelong fun healthy habit.

(2 minutes)

Drilling words

prevent	*spread*	*imitating*	*behaviors*
alcohol	*sanitizer*	*lifelong*	*habit*

Passage 10

Skipping is no new age trendy exercise. In fact, it has been there for years now. Unfortunately, as we grew up, the rope got lost somewhere in our storeroom. For a beautiful skin, one of the secrets is to exercise. Not all of us may find the time to head to the gym amidst our busy schedule, but that ***(1 minute)*** definitely should not be the reason to not sweat it out and it is easier to do it if gorgeous skin is one of the benefits of skipping rope. Skipping is the most convenient way to ensure that you workout, even if it is for

fifteen minutes daily. Exercise increases blood circulation in the body, providing nutrients to the skin. ***(2 minutes)***

Drilling words

trendy	*beautiful*	*amidst*	*definitely*
gorgeous	*convenient*	*circulation*	*skin*

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