Shorthand

DICTATION PRACTICE

Dayang Dijah A. Weng
Liza M. Salleh

HF5547 .D39 2019

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Dayang Dijah A. Weng
Shorthand dictation practice / Dayang Dijah A.Weng, Liza M. Salleh.

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Shorthand

DICTATION PRACTICE

Dayang Dijah A. Weng
Liza M. Salleh

PERPUSTAKAAN
POLITEKNIK PORT DICKSON

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PEMBEKAL	POLITEKNIK PORT DICKSON
NO. PANGGILAN	HF5547 .D29 2019

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PORT DICKSON

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DICTATION PRACTICE

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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, shortforms 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.

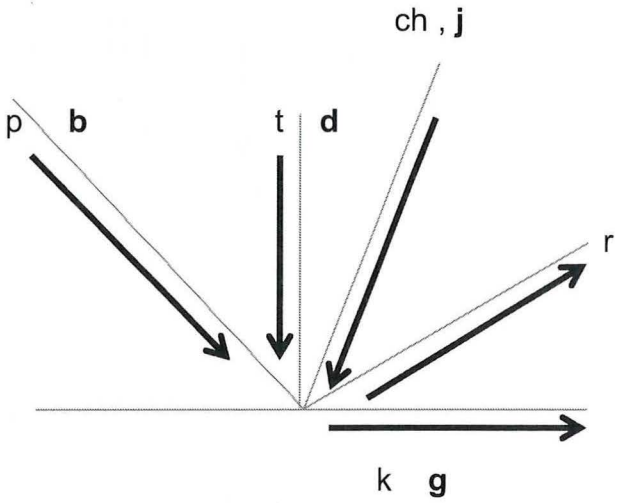
Dictations on shorthand practice , stenography or speed writing, offer dictations ranging from 30 words per minute (wpm) to 120 words per minute (wpm). Words Per Minute (WPM) is a measure of input and output speed of a person punching words, be it on a computer or typewriter. It is one of the commonly 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.

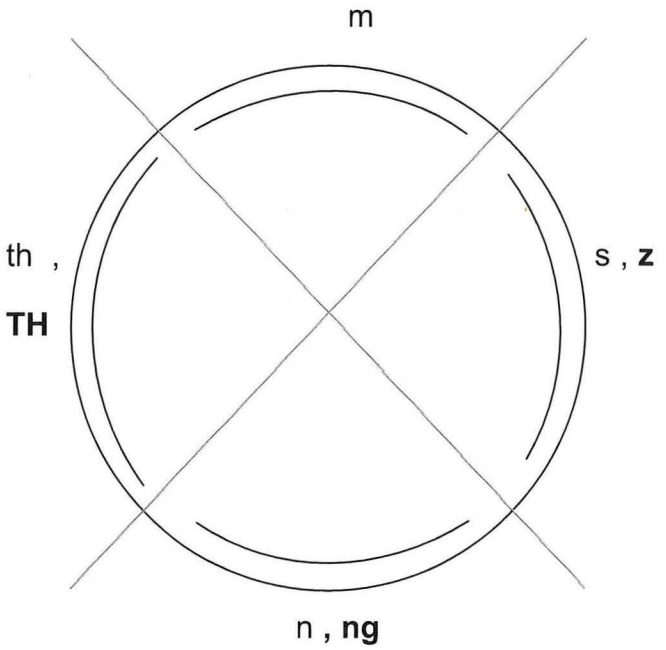
Dictation can be performed live or is recorded on a machine. The average speed is approximately 30 words per minute. Dictation speed for office workers tend to be between 40 and 60. High speed jobs, such as law-related jobs, tend to be higher, between.

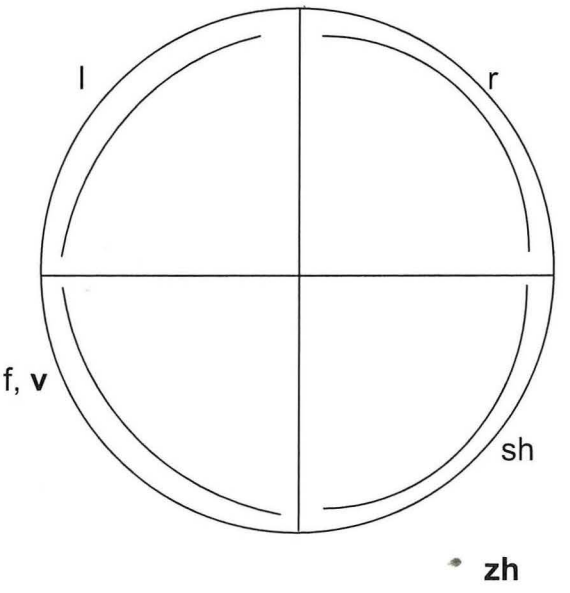
Dictation is used for many reasons, but most commonly in the courtroom setting or medical offices. Many courtroom jobs require workers with a relatively high speed of transcribing dictated words. Court stenographers use a specialized system to enable them to quickly take dictation during court proceedings. 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**

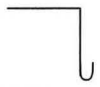
E. The shorthand outlines for the following ***consonants*** using Shorthand Rules.

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

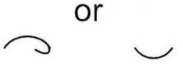
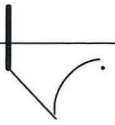
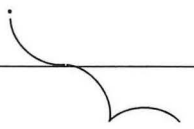
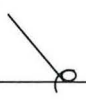
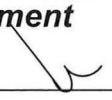
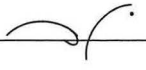
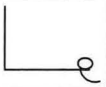
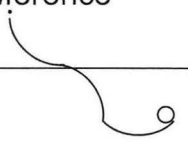
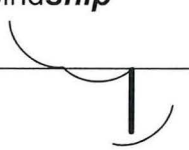
G. The shorthand outlines for the following ***circle/ loop*** using Shorthand Rules.

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***

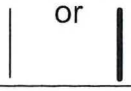
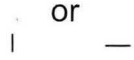
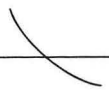
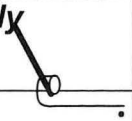
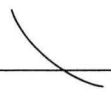
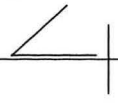
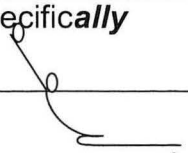
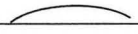
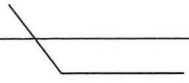
H. The shorthand outlines for the following ***sound*** using Shorthand Rules.

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*** 

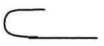
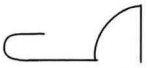
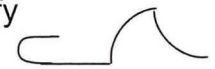
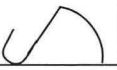
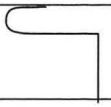
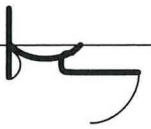
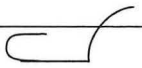
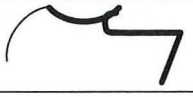
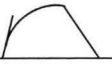
I. The shorthand outlines for the following ***sound*** using Shorthand Rules.

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
				
				
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

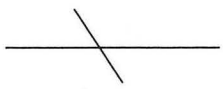
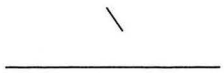
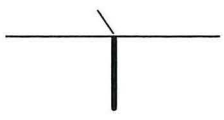
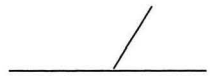
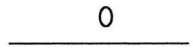
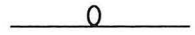
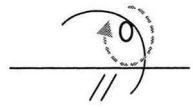
KW - A large hook added to stroke k	**GW** - A large hook added to stroke **g**	WH - A large hook added to stroke w	tick h -used *before stroke m, l and d/w r*
			
quality 		***wh***en	home
qualify 		***wh***ere 	hill
quote 	distin***guish*** 	***wh***at	her
e***qua***lly 	lan***gua***ge 	***wh***y	help 

UNIT 2

Shortform Practice

Lecturer will read this shortform

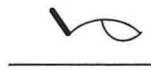
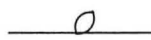
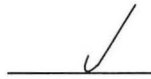
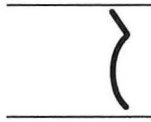
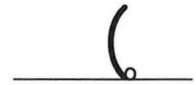
Dictate the shorthand

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 

Shortform Practice

Lecturer will read this shortform

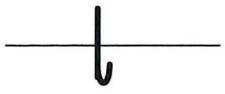
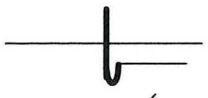
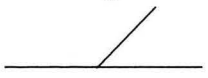
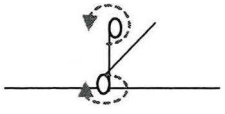
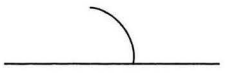
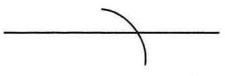
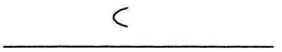
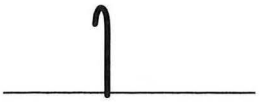
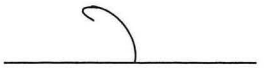
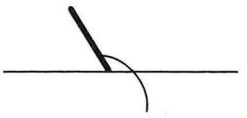
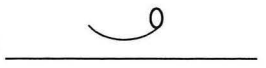
Dictate the shorthand

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

Shortform Practice

Lecturer will read this shortform

Dictate the shorthand

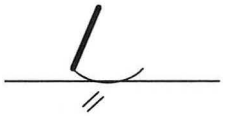
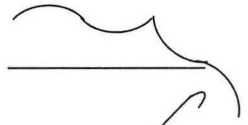
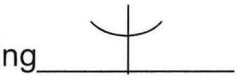
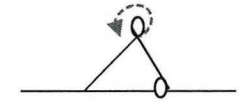
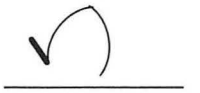
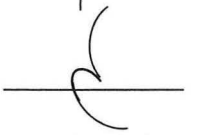
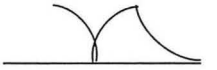
1. thank
2. several
3. largest
4. difficult 
5. difficulty 
6. are 
7. satisfactory 
8. your 
9. year 
10. tomorrow
11. with 
12. dear 
13. from 
14. before 
15 more
16. their/there
17. very
18. larger
19. in/any
20. influence 

00029283

Shortform Practice

Lecturer will read this shortform

Dictate the shorthand

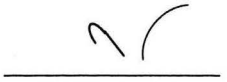
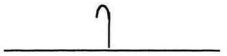
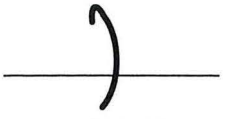
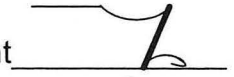
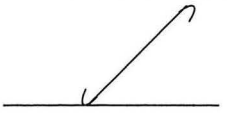
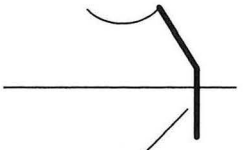
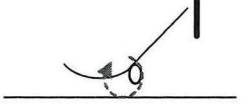
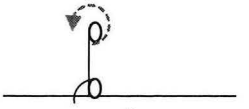
1. thing
2. something
3. anything
4. January 
5. manufacture
6. manufacture 
7. anyone
8. nevertheless
9. notwithstanding 
10. responsible/ responsibility 
11. also 
12. will
13. thankful 
14. knowledge
15. acknowledge
16. enlarge
17. largely
18. yourself 
19. subject
20. influential

Perpustakaan Politeknik Port Dickson

Shortform Practice

Lecturer will read this shortform

Dictate the shorthand

1. immediate
2. immediatly
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

Lecturer will read this phrases

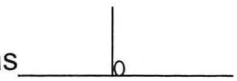
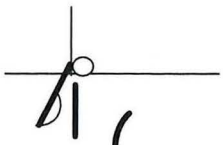
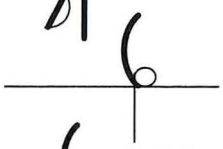
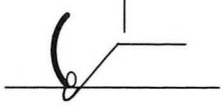
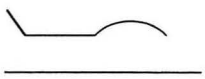
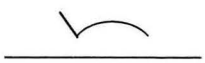
Dictate the shorthand

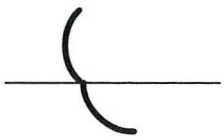
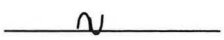
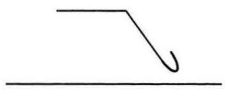
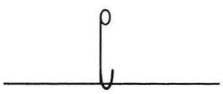
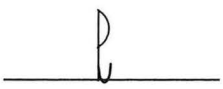
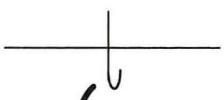
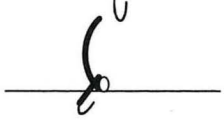
1. to do
2. of it
3. of each
4. pay the
5. to the
6. of the
7. and the
8. it is the
9. is it
10. to his/to us
11. as the/has the
12. as to the
13. of his/of us
14. which is
15. first aid
16. at first
17. we think the
18. always be
19. we shall be
20. should be

Phrases Practice

Lecturer will read this phrases:

Dictate the shorthand

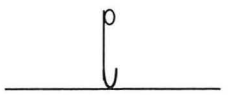
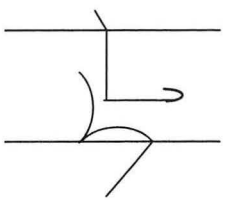
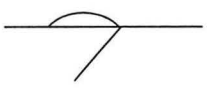
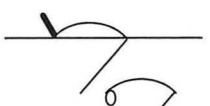
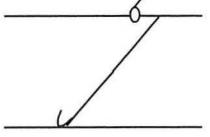
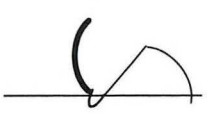
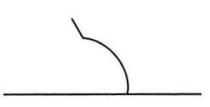
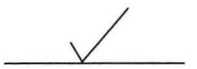
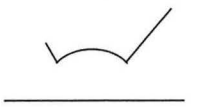
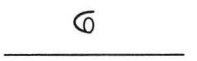
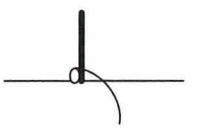
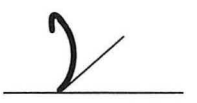
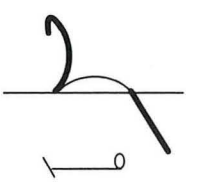
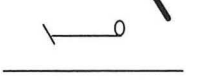
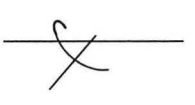
1. this is/ this has 
2. it is suggest 
3. this city 
4. this week 
5. i came 
6. i am 
7. i go
8. i may
9. i have
10. we have

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

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

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

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

Lecturer will read this phrases:

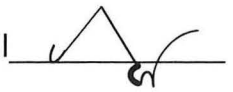
Dictate the shorthand

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. to the fact that
16. of 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

Lecturer will read this phrases:

Dictate the shorthand

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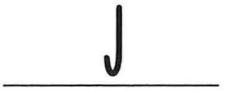
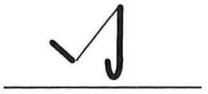
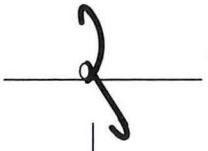
3. I had been 
4. already been 
5. there has been 
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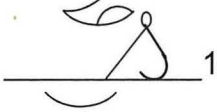
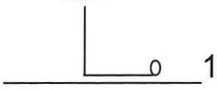
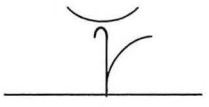
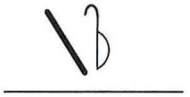
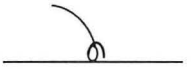
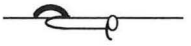
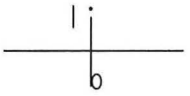
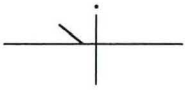
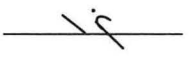
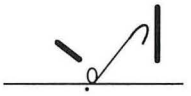
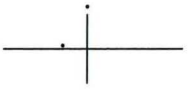
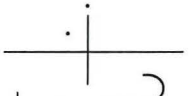
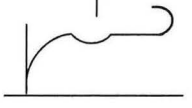
7. receptionist
8. reception 
9. income tax 
10. in control 
11. by contrast 
12. your association 
13. medical association 
14. on committees 
15. to commit 
16. to complete 
17. all concerned 
18. the committee 
19. a committee 
20. Atlantic Ocean 

Phrases Practice

Lecturer will read this phrases:

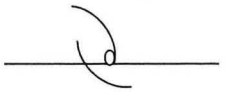
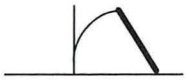
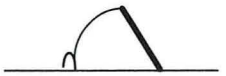
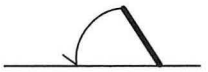
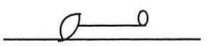
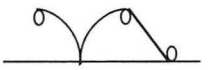
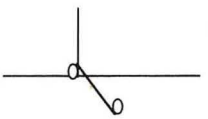
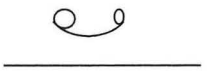
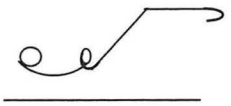
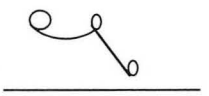
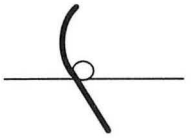
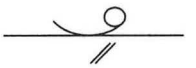
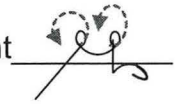
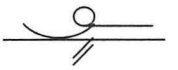
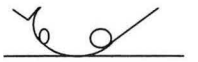
Dictate the shorthand

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

Lecturer will read this phrases:

Dictate the shorthand

1. yours sincerely 
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 

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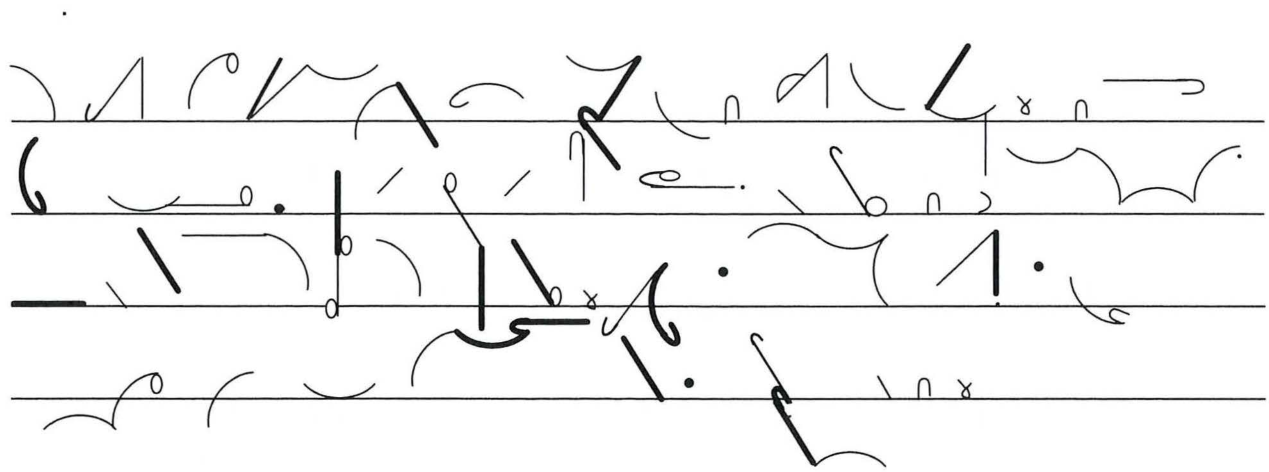
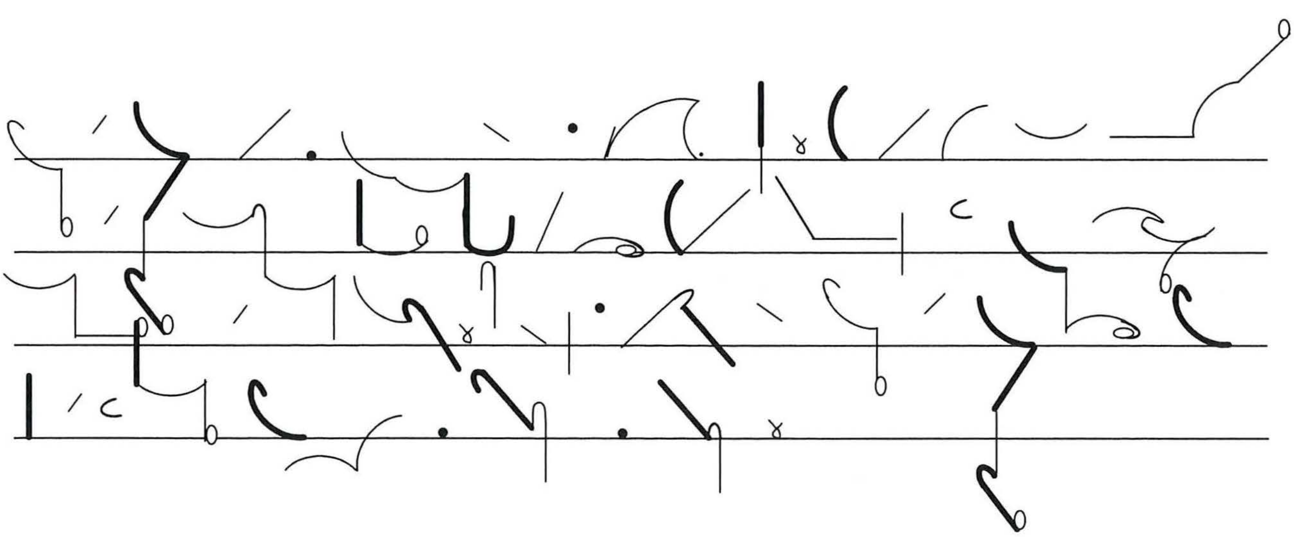
UNIT 4

Transcribe the following shorthand outlines into words



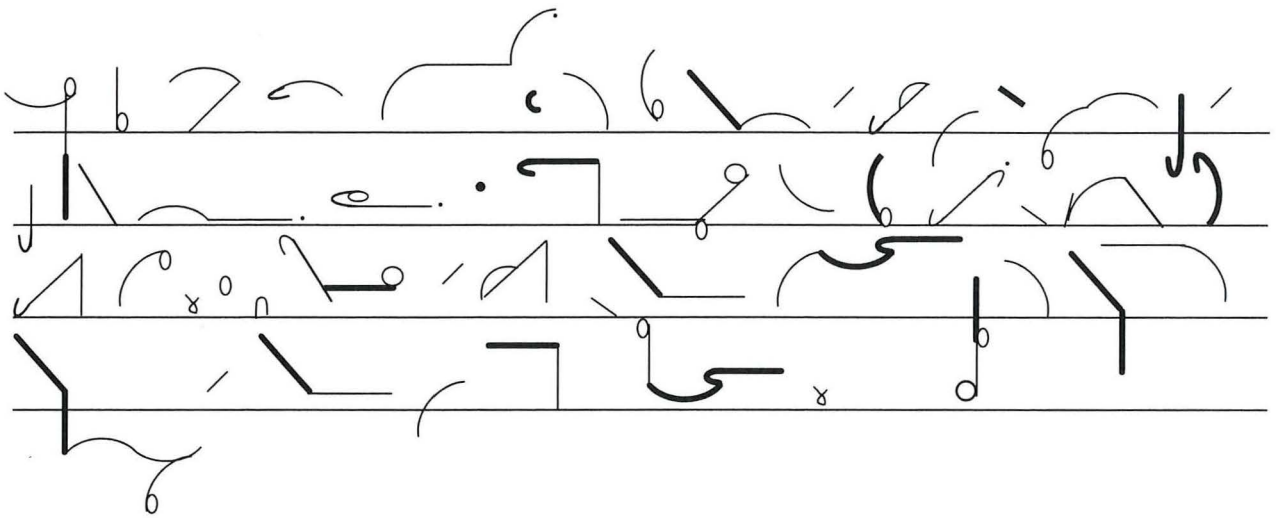
Passage 1

Your weight loss journey will be more enjoyable if you start off gently. You can then increase the distance and speed and try cycling to places you would normally go to by car or bus. Within a month riding a few miles will no longer be a problem to you.



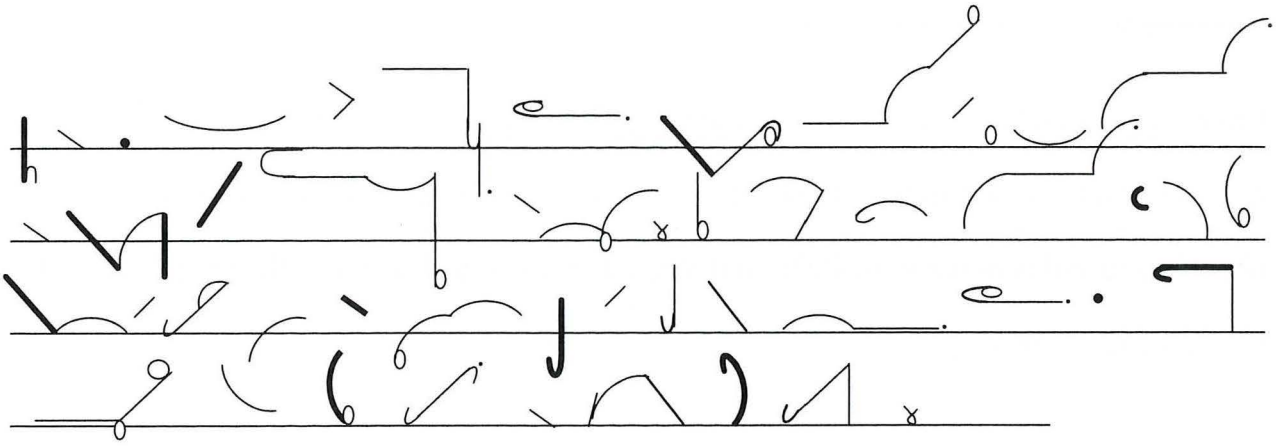
Passage 2

Fruits and vegetables are the foundation of a healthy diet. They are low in calories and nutrient dense, which means they are packed with vitamins, minerals, antioxidants, and fiber. Try to eat a rainbow of fruits and vegetables every day and with every meal—the brighter the better.



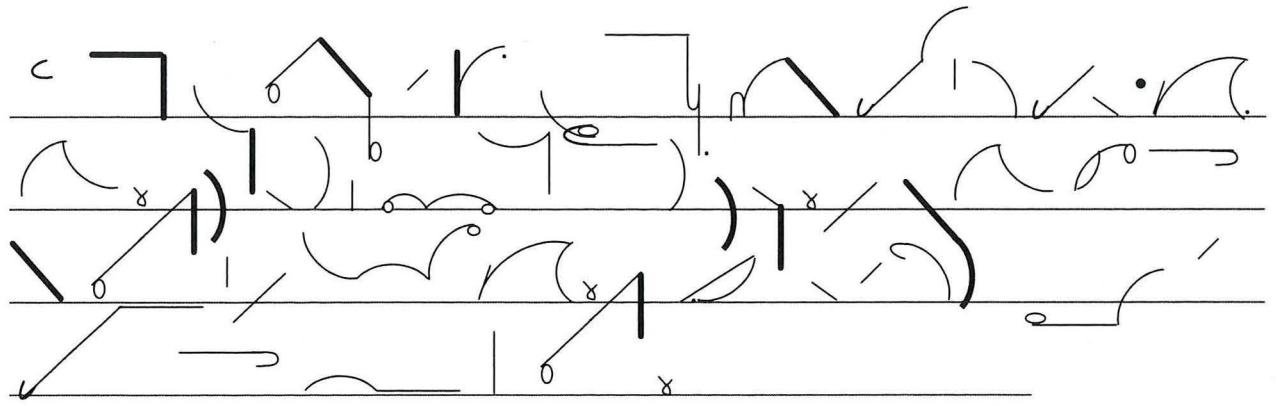
Passage 3

Instead it is much more likely that your thighs, bum and waist will all slim down and tone up, making cycling a great exercise for those wanting to help their weight loss. As you progress and start to bike longer distances your body core, abdominals and back will get stronger.



Passage 4

Due to the nature of the activity, cycling burns calories and is unlikely to build large quantities of muscle. It is much more likely that your thighs, bum and waist will all slim down and tone up, making cycling a great exercise for those wanting to help their weight.



Passage 5

With good food habits and daily physical activity you will be well on your way to a healthy life. Easy to say, but sometimes not so easy to do. Our busy lifestyles can be hard on our family's health. Rushing to and from school and work can make it hard.

Transcribe the following words into shorthand outlines according to shorthand rules.

Passage 6

With today's way of life, people are more likely exposed to various diseases. Modern day medicine has evolved such that people can rely on the latest drugs. Riding your bicycle anywhere, at anytime without spending a fortune is one of the best ways to reduce your risk of health problems

Passage 7

At least a quarter of our casts go to our distributors, and enter large percentage of the machine operators and printers. A further increase in casts takes place in the winter for extra heating. This gives you the general picture. I wonder if the directors have taken these factors into account.

Passage 8

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.

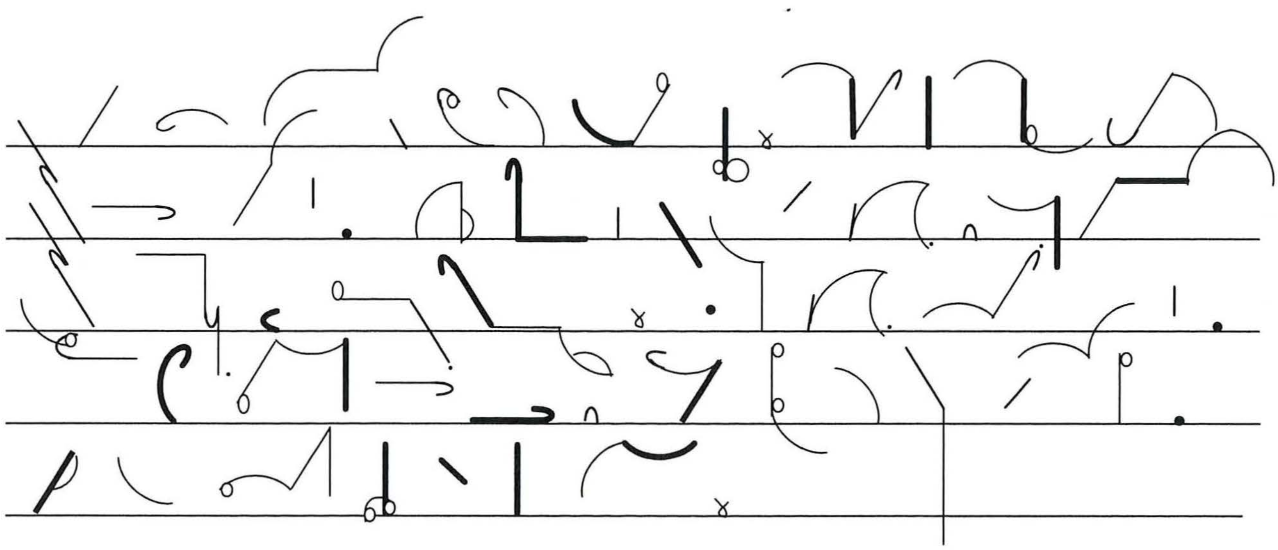
Passage 9

People are less active nowadays, partly because technology has made our lives easier. We drive cars or take public transport. Machines wash our clothes. We entertain ourselves in front of a television or computer screen. Fewer people are doing manual work, and most of us have jobs that involve little physical effort.

Passage 10

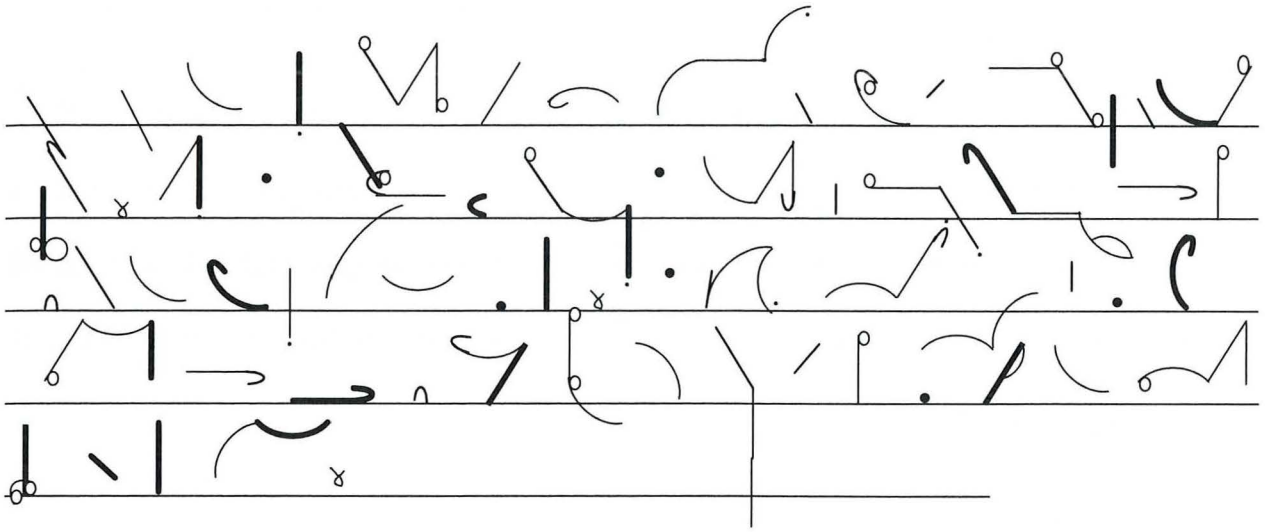
Reading bedtime stories is a great way to spend quality time with your child or children. During these bonding moments, you are teaching your child how to read. When your child learns to read then they will be able to read the stories to you. They can enjoy the benefits of reading and develop their cognitive skills.

Transcribe the following shorthand outlines into words



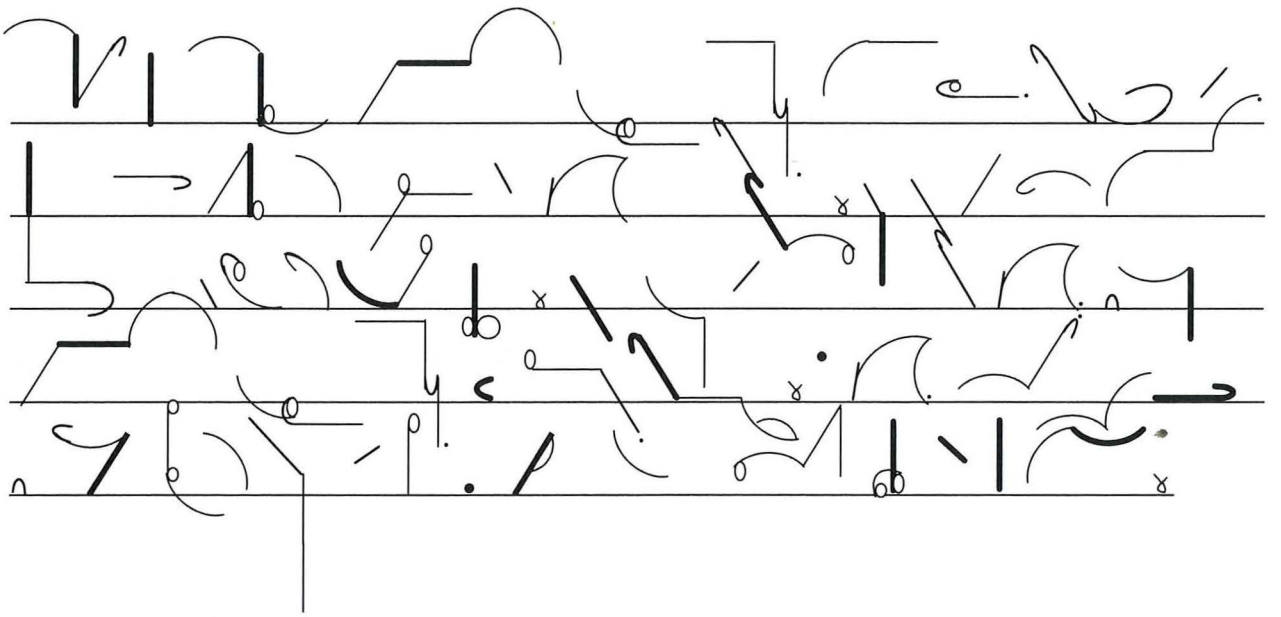
Passage 1

People are more likely to suffer from various diseases . Modern day medicine where people can rely on the latest drug but to be fit and healthy you need regular physical activity without skipping breakfast. A healthy morning meal on the other hand can give you energy, satisfy your appetite and set the stage for smart decisions all day long



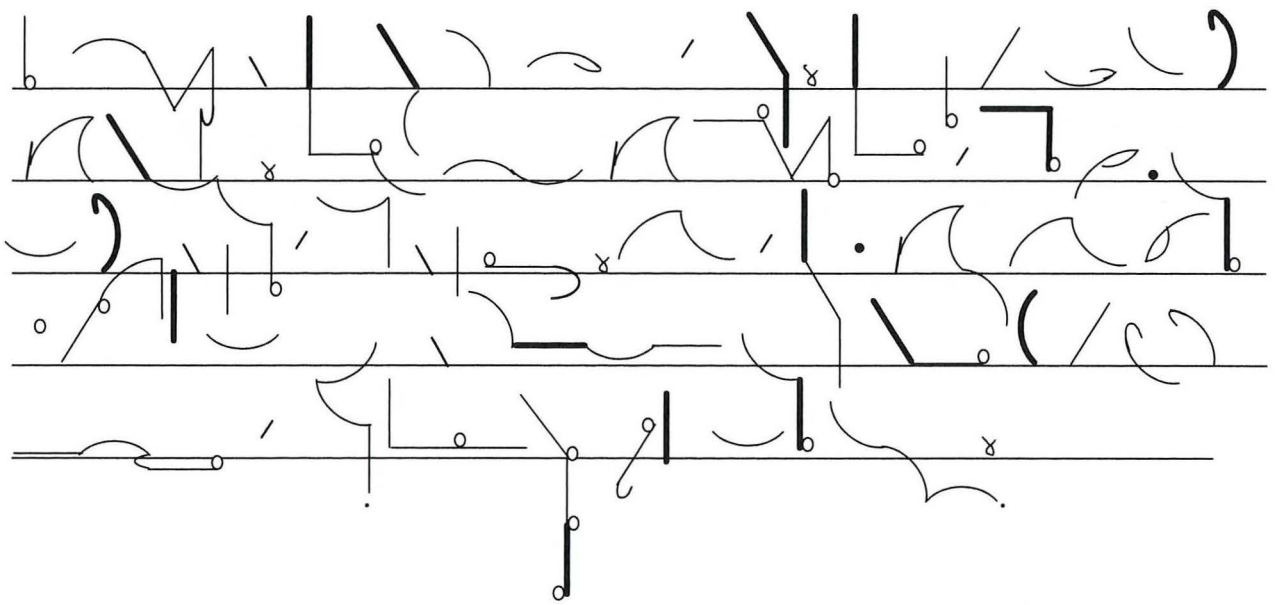
Passage 2

People put off doing sports are more likely to suffer and exposed to various diseases. Riding a bicycle without spending a fortune but skipping breakfast can set you up for overeating later in the day. A healthy morning meal, on the otherhand, can give you energy, satisfy your appetite, and set the stage for smart decisions all day long.



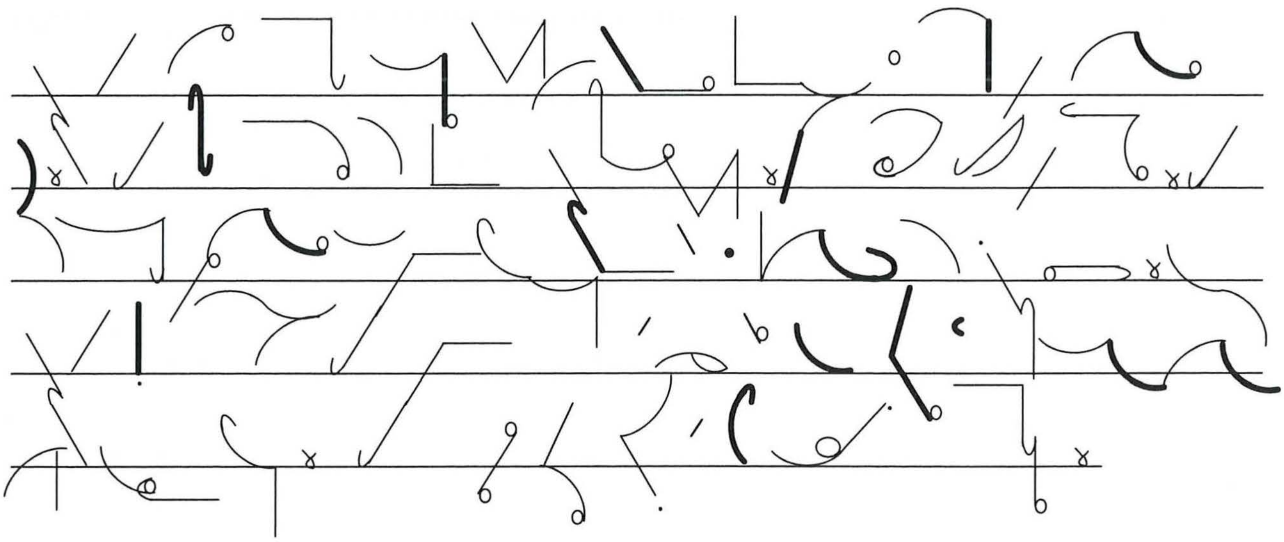
Passage 3

Modern day medicine, regular physical activity like cycling, prevention and detection can reduce your risk of health problems. Today, people are more likely to suffer from various diseases. To be fit and healthy you need regular physical activity without skipping breakfast. A healthy morning meal give you energy, satisfy your appetite and set the stage for smart decisions all day long.



Passage 4

It is important to detoxify both your mind and body. Detox teas are known for their health benefits. Many health experts and guides list the foods in their 'to eat' and 'not to eat' section. Live and adopt a healthier lifestyle has resulted in shifting to organic foods, because they are free from chemicals and toxic pesticides used in farming.



Passage 5

People are less active nowadays, partly because technology has made our lives easier. We drive cars or take public transport. Machines wash our clothes. We entertain ourselves in front of a television or computer screen. Fewer people are doing manual work, and most of us have jobs that involve little physical effort. Work, house chores, shopping and other necessary activities.

Transcribe the following words 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

Nutrition can be very confusing to many people. While it may seem to be straightforward about total calories input, fats, protein, carbohydrates and exercise, the reality is that we may be blinded by smart marketing campaigns by food companies. Many health experts and guides list the following foods in their 'to eat' section when they should actually be consigned in their 'not to eat' section.

Passage 8

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.

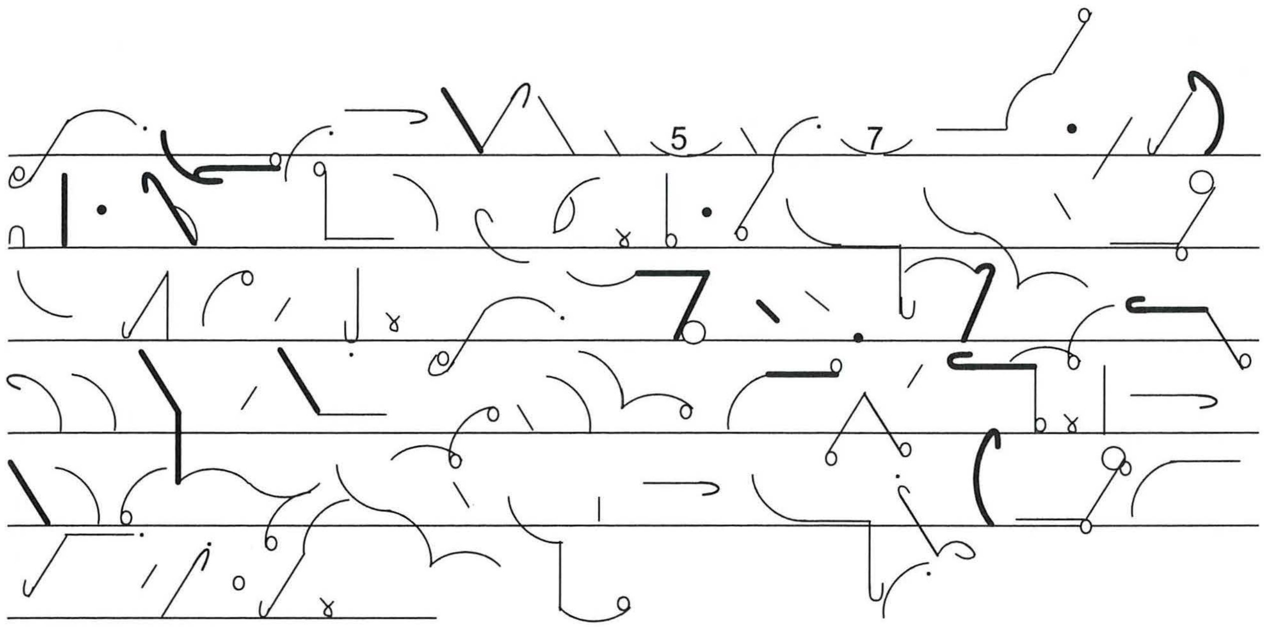
Passage 9

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

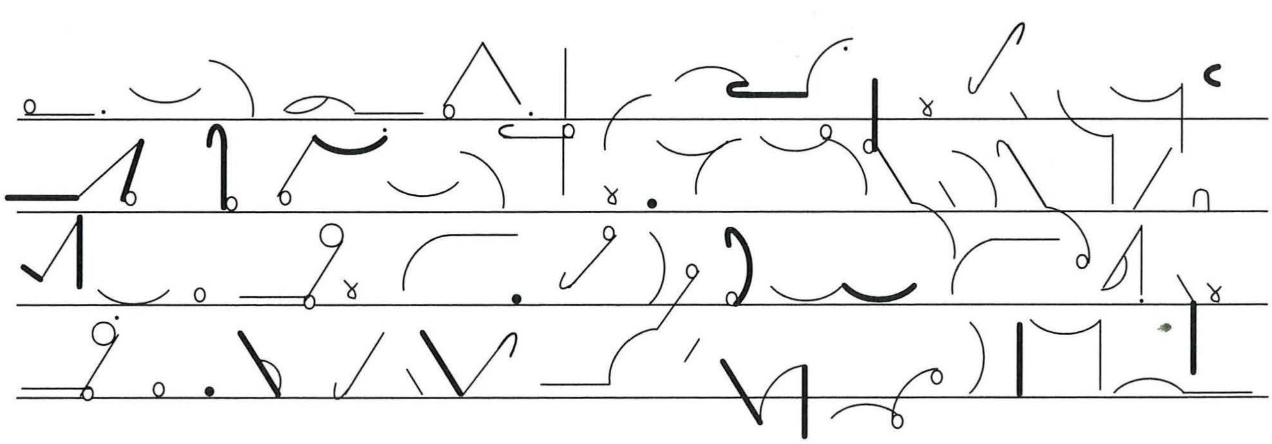
No matter how much stress you have at work, in your personal relationships, or countless other issues faced in daily life, it all just slips away when you lose yourself in a great story. A well-written novel can transport you to other realms, while an engaging article will distract you and keep you in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

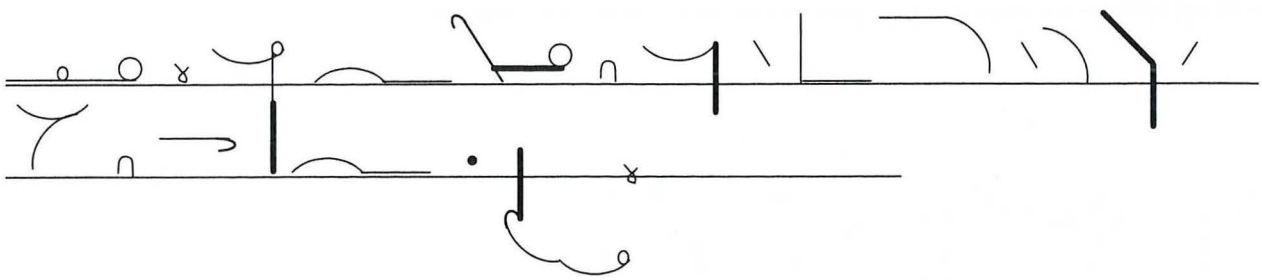
Transcribe the following shorthand outlines into words



Passsage 1

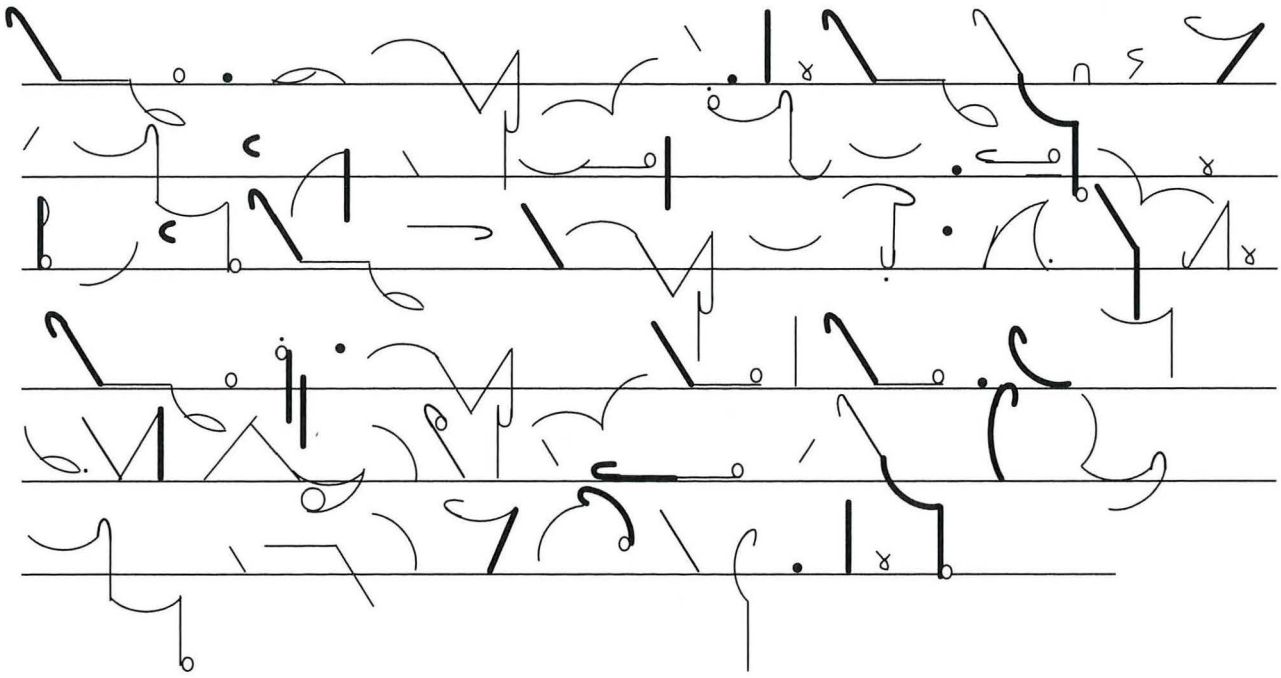
Swimming vigorously can burn up to 500-700 calories an hour, whether you do a breaststroke or freestyle. It's a highly effective form of exercise for weight loss and toning. Swimming engages all of the major muscle groups, from your abdominals and back muscles to your arms, legs, hips and glutes. It can be your sole form of fitness but can effectively compliment other exercises like walking and running as well.





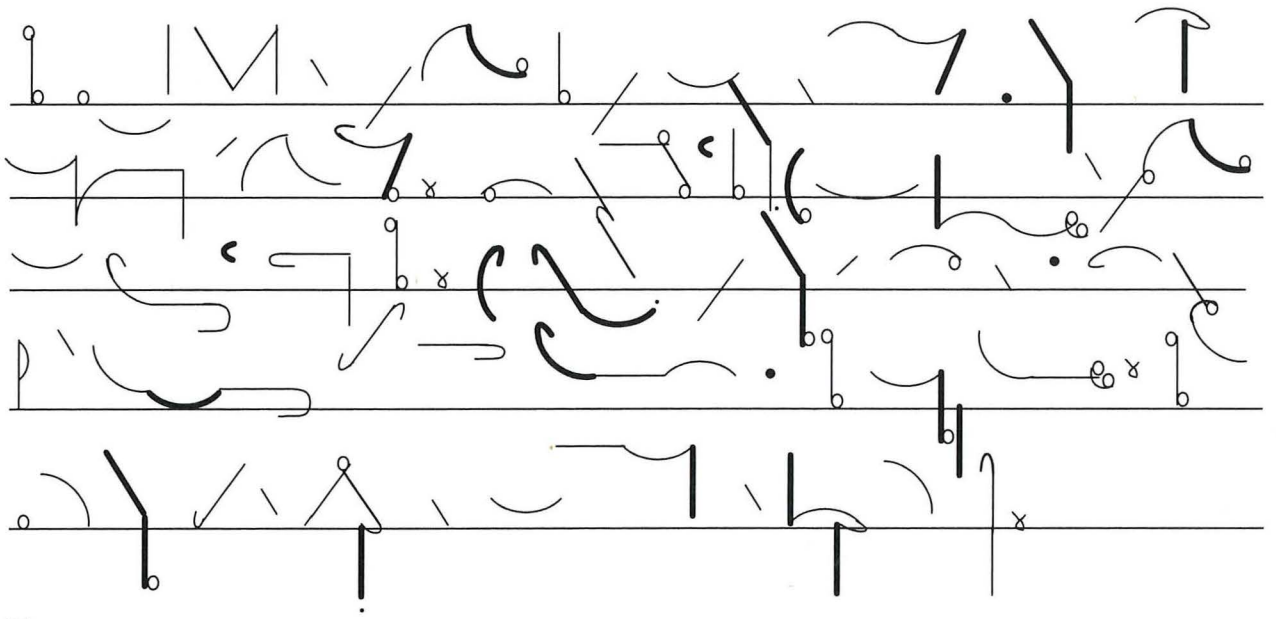
Passage 2

Sucking in your stomach hoping it will magically disappear? Want to fit into that gorgeous dress hanging in your closet? The only answer to your prayers, which you already know, is exercise. Like the wise say, there's nothing like starting today. Exercising is the best way to burn calories and build muscles, so do not make excuses. Instead, make progress. You need to take care of your body, and only you can make a difference..



Passage 3

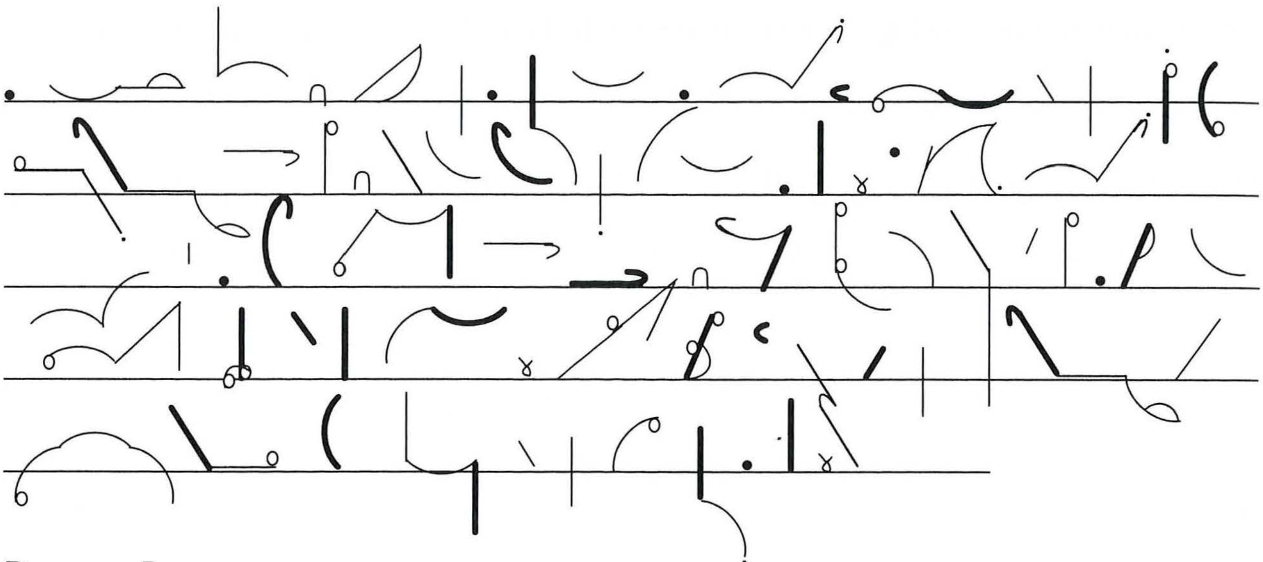
Breakfast is the most important meal of the day. Breakfast provides you with the energy and nutrients that lead to increased concentration in the classroom. Studies show that breakfast can be important in maintaining a healthy body weight. Breakfast is considered an important meal because it breaks the overnight fasting period, replenishes your supply of glucose and provides other essential nutrients to keep your energy levels up throughout the day.



Passage 4

Stress is not a part of our lives – it is our inability to manage the body, mind, intellect, and life energies. Some people explains that it is these inner dimensions of ourselves in friction that create stress. Through bringing our bodies and minds to a more peaceful

state of function, one can overcome the stress-induced afflictions. Stress is your body's way of responding to any kind of demand or threat.



Passage 5

The next time you rush out the door in the morning without something to eat, consider this: Skipping breakfast can set you up for overeating later in the day. A healthy morning meal, on the other hand, can give you energy, satisfy your appetite, and set the stage for smart decisions all day long. Research suggests that people who eat breakfast are slimmer because they tend to eat less during the day.

Transcribe the following words into shorthand outlines according to shorthand rules.

Passage 6

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 7

Practicing to write help 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

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 well being as it reduces stress. Let us look at five amazing benefits of swimming.

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

A good night's sleep is incredibly important for your health. In fact, it's just as important as eating healthy and exercising. Sleep is important for various aspects of brain function. This includes cognition, concentration, productivity and performance. Study found that short sleep can negatively impact some aspects of brain function to a similar degree as alcohol intoxication. On the other hand, good sleep has been shown to

improve problem-solving skills and enhance memory performance of both children and adults

UNIT 5

Dictation to be at a speed of 35wpm

Passage 1

Eating disorders frequently appear during the teen years or young adulthood but may also develop during childhood or later in life. These disorders affect both genders, although rates among women are higher than among men. ***(1 minute)*** Like women who have eating disorders, men also have a distorted sense of body image. For example, men may have muscle dysmorphia, a type of disorder marked by an extreme concern with becoming more muscular. ***(2 minutes)***

Drilling words

disorders	*frequently*	*adulthood*	*distorted*
image	*muscle*	*extreme*	*muscular*

Passage 2

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 neighborhood 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 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

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 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

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 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 considering. 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

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*

Passage10

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 ***(2minutes)*** age groups.

Drilling words

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

Dictation to be at a speed of 40 wpm

Passage 1

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

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

Drilling words

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

Passage 2

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 3

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

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

Passage 4

Dear Mr. Brock, 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 re-schedule 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 5

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 the 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 6

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 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

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 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

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 2

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 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 3

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 can not 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 4

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 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

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 realise 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 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 into your face. It will leave your skin feeling soft and smelling great. Be warned, though coconut oil can be comedogenic, so 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

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 can not 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 9

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*

Passage 10

Smartphones and mobile applications allow quick searches for products and services across different retailers and firms, so shopping becomes very easy for customers. These devices also allow retailers to target customers with attractive offers, coupons and deals while they are on the go. All these conveniences have made customers heavier ***(1 minute)*** shoppers than ever before. Even if they are loyal to some retailers, they easily switch to competitors when inundated with attractive offers. These trends are not easy to fight, but it also means retailers need to fight for a share of customers' attention early in the purchase funnel as customers ***(2 minutes***) shop around.

Drilling words

mobile	*quick*	*devices*	*loyal*
competitors	*share*	*purchase*	*funnel*

Dictation to be at a speed of 60 wpm

Passage 1

When a packaged food is touted as "Sugar Free," that oftentimes means the real sugar has been left behind and replaced with an artificial sweetener. This is yet another reason why it is so important to always read ingredient labels. Did you know that artificial sweeteners were literally invented in a lab by food scientists

and that some of those ***(1 minute)*** sweeteners only entered our food system as recently as a few decades ago? The Sugar Association says these artificial replacements are "chemically manufactured molecules – molecules that do not exist in nature.That is practically brand new in a world where people have been eating for tens of thousands of years and in my book the opposite of the real, traditional foods. ***(2 minutes)***

Drilling words

artificial	*ingredient*	*literally*	*chemically*
molecules	*practically*	*opposite*	*traditional*

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 returrning from a long journey, you will see your country with new ***(1minute)*** eyes. You can observe how you feel being far from your country. You will find out how you feel about your homeland. You will realise 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

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 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 actually 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

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 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 putting 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

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 store room. 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*

Passage 9

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 to ***(2 minutes)*** six months jail.

Drilling words

behind	*aftermath*	*devastating*	*emotional*
abuse	*adult*	*receives*	*failure*

Passage 10

Gold is respected throughout the world for its value and rich history, which has been interwoven into cultures for thousands of years. There are various reasons why people, invest in gold to meet their financial goals. Unlike paper currency, coins or other assets, gold has maintained its value throughout the ages. People see gold as a way to pass on ***(1 minute)*** and preserve their wealth from one generation to the next. When inflation rises, the value of currency goes down. Over the long term, almost all major currencies have depreciated in value relative to gold. Therefore, people tend to hold money in the form of gold. Gold cannot go bankrupt. Its price tends to rise when the cost of living increases***.(2 minutes***)

Drilling words

gold	*rich*	*various*	*currency*
preserve	*inflation*	*depreciated*	*bankrupt*

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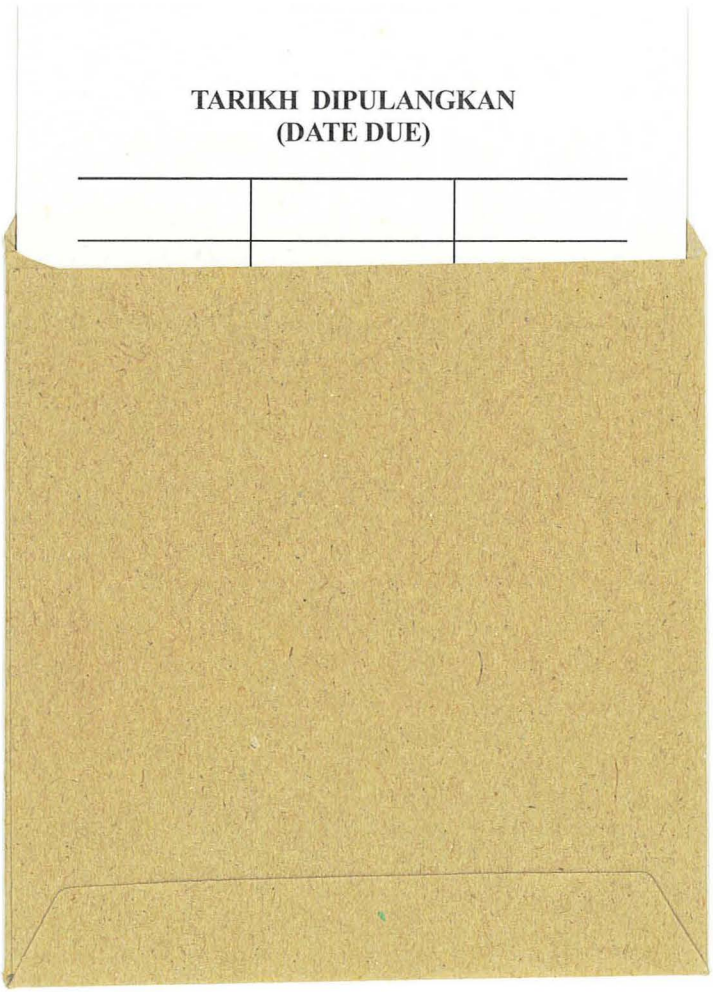
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