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FACILITY DRILL

Phrasing Book 2

Circle

Ses

Sway

Stee

Halving

Doubling

Suffixes

R, L, W, H, M

Based on Phrasing 2 & 3 pages of

<https://www.long-live-pitmans-shorthand.org.uk>

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PHRASING BOOK 2

Circle S = is, his, as, has, us

1

CIRCLE

of his, to his, and his, should his, on his, but his, with his, when his, what his, would his

for us, take us, to give us, let us see, before us, above us

tell us, tells us the, to give us the, send us/sends the, please inform us, please let us have, please let us know

as fast as, against us, just as, missed us, test us

such as it is, in as much as, as near as possible, as many as, as far as

you can say that, we can say that, I would say that, we would say that, asked to say that

2

to say a few words, I am sorry to say that, very sorry to have to say that, to say the least

we should be, we should not be, we should have, we should now, we should never

it should be, it is to be, it has to be, if it should be, if it is to be, if it has to be

at once, upon us, depend upon us, as per, as promised, as permitted, as directed

it is, it is important, please take, please make, speaker, Mr Speaker

certain, to certain, secretary, general secretary, Home Secretary

3

this man, this means, this may have, this must be, these matters

SES

this is, this is the, this is it, this is now, this is no doubt, this is where

this subject, this has been, this is to be, this has to be, this city

state, this state, statement, this statement, enclosed statement, this century

this side, this suggestion, this circumstance, these circumstances, it is certain, it is certainly

which is certainly, there is certainly, there is much, there is something, there is sometimes

4

it must seem, it is simple, because it is sometimes, because it sometimes

it is said, it is no, it is something, it is someone, it is such

it is sufficient, it is suggested, it is satisfactory, it is satisfying, it is supposed

sometimes seems, for his suggestion, for his sake, for the sake of, for the sake of the

it appears they, it appears that, because such, will you please send, yes sir, which is as follows

most serious, most trouble, most satisfactory, almost certain, there is still

5

system, school system, heating system, plumbing system, writing system

chairman's statement, chairman's speech, this is, this satisfactory, this is satisfactory

as soon as, as said, as satisfactory, as suggested, as is, is as

as is the, is as the, as has been, as is being, as is known

SWAY

as we are, as we can, as we cannot be, as we may, as we have, as we have not

as we have said, as we have been, as we have been there, as we have received, as we shall be, as we wish

PHRASING BOOK 2

6

as we know, as we think, as we think there is, as we do, as we generally, as we just

as we do not, as we did not, as we do not think, as we do not have, as we cannot, as we needed

as we trust, as we promised, as we produced, as we permitted, as promised, as produced, as permitted

as well, as well as, as well as possible, as well as can be, as well as most

as will be, as will be seen, as will be appreciated, as will have been

as we can, as soon as we can, as soon as we are able, you may as well

7

as we understand, as we would, as we want, as we considered, as we instructed

as we said, as we stated, as we started, as we suggest, as we supposed

STEE

first, first time, first class, first quality, first thing, first hand

at first, at first hand, at first appearance, October first, February first

first rate, at first sight, very first, from the first, from first to last

Monday next, Wednesday next, October next, February next, best wishes

8

last year, last few years, in the last few days, just now, just in case

state, stated, statement, to state, they state, they stated, I have stated

we state, we stated, stood, stayed, we stood, we stayed

I regret to state, present state, in all states, also state

his own statement, recent statement, in that statement, their statement

bank statement, financial statement, political statement, understatement, overstatement

9

HALVING

it, if it, if it is, if it is not, if it would, as if it was, as if it were

for it, for it is, for it is not, for it was, from it, from its, till it, till it can

I think it was, I thought it was, I wish it was, I wish it was, I wish it were not, depend upon it, make it clear

in which it is, in which it has been, by which it may, under which it would, with which it would, will it, will it not

able to, I am able to, you are able to, we are able to, you were able to, unable to, he is unable to

out, set out, get out, brought out, carried out, ride out

10

inside out, fade out, hide out, hold out, help out, drop out

wipe out, cop out, throughout, point out, pointed out

some time, some time ago, for some time to come, at some time or other, at some time or another

at the same time, at one time, modern times, proper time, appropriate time

reasonable time, extra time, half time, from time to time, from time immemorial

spare time, full time, valuable time, available time, before time, most suitable time

11

considerable time, for some considerable time, very considerable time, for some time past, for some considerable time past

short time ago, second time, third time, last time, hard times, part time

little time, several times, many times, in due time, in daytime

text, my text, words of my text, from my text

afraid, unafraid, we are afraid, we are unafraid, we are not afraid

date, earliest possible date, brought, brought forward, right, right angle

PHRASING BOOK 2

12

DOUBLING

we hope there, we hope there is, I hope there will be, we can be there, we cannot be there,

get there, into there, take out their, in which there, in which there are, in which there is, in which of their

enjoy their, engage their, acknowledge their, acknowledges there is, acknowledges their

take their, make their way, practise their, how can there be

seek their opinion, in connection with their, upon their, been there, above their

out of there, take out of there, get rid of their, achieve their, join their, imagine their

13

bigger than their, we had gone there, carried on their, more than their

if there was, if there is, I do not know if there is, for their was, for there is

some other, by some other means, in other directions, in other ways

one or order, one or another, one of the other

somehow or other, somehow or another, for some reason or other

any other, no other, for any other, for no other, every other way

14

I have their, will have their, over there, from their last letter

whenever there is, whenever there was, whatever there is, whatever there was

Wherever, wherever there is, wherefore, wherefore there is

I think there is, I think there was, we think there may, though there was, though there were

although there has been, although there have been, then there, then there is, through their, through their own

I was there, he was there, she was there, who was there, when he was there

15

I am sure there is, be sure there is, we are sure there is, shall/wish there, shall there be

I know there is, going there, taking their, making their way

including their, sending their, receiving their, writing their

finding their, seeing there, wishing there, knowing there

as a rule there is, until there has been, will there, will there be, while there is

follow their instructions, or there, or there is, hear their, hear and there

16

in their, in their case, in their view, in their interest

in their opinion, in their hands, in their time, in their own way

my dear sir, my dear madam, my dear friends, my very dear friend

I have therefore, we think therefore, will therefore, you will therefore, I must therefore

I was there, I was therefore, I shall therefore, we shall therefore

SUFFIX

ability, best of my ability, best of our ability, best of their ability, in his ability

17

reality, in reality, facing reality, virtual reality, artificial reality

mentality, high mentality, low mentality, superior mentality, criminal mentality

of this mentality, average mentality, of such mentality, of such a mentality

logical, it is logical, it is not logical, it is illogical, take the logical

it may be logical, it may not be the logical, perfectly logical, cannot be logical, we cannot logically

ship, shipment, many ships, abandon the ship, with this shipment, receive the shipment

PHRASING BOOK 2

18

amount, certain amount, fullness, in the fullness of time

R

were, there were, which were, those which were, you were, what you were, how were

who were, as it were, such were, such as were, if he were, if he were not

I wish there were, we were, they were, they were not, these were

if any were, if it were, many were, several were

when were, if they were, if that were, nor were they

19

war, of war, world war, before the war

during the war, throughout the war, civil war, Cold War

wear, evening wear, knitwear, underwear, sportswear

wire, live wire earth wire, electrical wire

or, one or more, two or more, at or about, on or about

one or two, two or three, three or four, four or five, five or six

20

six or seven, seven or eight, eight or nine, nine or ten

yard, two yards, three yards, hundred yards, many yards, several yards, back yard

year, many years, new year, another year

three quarters, one third, two thirds, dare, I dare not, I dare say

Sir, Sir Christopher, Sir Charles, Sir David, Sir James

appear, appeared, it would appear, to appear, he appears, it appears that, they appeared

21

L

longer, any longer, no longer, it is no longer

else, less, anything else, nothing else, anything less, nothing less

something else, someone else, someone

less than, any less than, no less than, not less than

elsewhere, where else, somewhere else

anywhere else, nowhere else, everywhere else

22

like, anything like, nothing like, something like, I would like, I would like to know

let, let us, let us see, let us know, please let us know

let us have, please let us have, let you, let you know, let you have

line, in line, for this line, online, inline skating

your letter, your last letter, your recent letter, this letter, in our last letter

sale, for sale, this sale, old, years old

23

will, he will, she will, they will, you will, I will

who will, it will be, if he will, for it will, if it will, that will not

those will, this will, these will, this will not, as long as will

we will, where will, and will, anything will, something will be

W

with the, with us, with you, with me, with it, with which, with them, with that, with their

when the, when is the, when do, when they, when that, when you, when he, when we, when would

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M