www.long-live-pitmans-shorthand-lessons.org.uk
www.long-live-pitmans-shorthand-reading.org.uk
www.long-live-pitmans-shorthand.org.uk $\qquad$

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## FACILITY DRILL

$\qquad$

Phrasing Book 3
Omit Sound
Omit Syllable
Omit Word

Based on Phrasing $4 \& 5$ pages of
https://www.long-live-pitmans-shorthand.org.uk
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## PHRASING BOOK 3

## 1

## OMIT SOUND

past year, past few years, past experience, post office, I trust that, I trust you will
next door, next time, last time, your last letter, at the last minute
best time, best terms, best quality, best price, West End, West Indies
must say, must have, must not, must never, must receive, must also
must take, mistake, mistaken, most probably, most likely
in most cases, most excellent, most desirable, most undoubtedly, most necessary

## 2

take steps, necessary steps, at cost price lowest price, better still medical student, shorthand student, college student, critical stage, use to be, used to have
at the earliest moment, at the earliest part, at the earliest possible time
to be, to begin, to behave, to belong
to being, to behold, to beware, to be aware
few weeks, past few weeks, several weeks, many weeks

3
in fact, in effect, well known fact, it is a well-known fact
as a matter of fact, in spite of the fact, in spite of the fact that the, notwithstanding the fact
of the fact, because of the fact, to the fact that, due to the fact, in view of the fact
lose sight of the fact, owing to the fact, significant fact, significance of the fact, in the light of the fact
in point of fact, that is a fact, fact of the matter, facts and figures, from the fact that
yours sincerely, yours most sincerely, foreign affairs, Foreign Secretary

## 4

has been considered, has been made, has been mentioned
has been received, has been said, has to be said, is to be said
between them, between these, between themselves, between which, between now
one more, once more, once again, one thing, one hand
one question, one another, on one side, one way, one instance
one more, one fourth, one fifth, one sixth, one tenth
5
one point, one of my, one of our, one of us/his, one of them, one and all
we understand, we knew, we needed, we went
human mind, humankind, human character, human life, home life
take place, taken place, takes place, took place, first place, feel sure
much more, any other, no other, many ther, than the other
from the other, and other conclusions, on the other, on the other side of the, on the other hand, in the other, for the other

## 6

some other, some of them, many other, many of them, any of them, another of them
square, square feet, square yards, square inches, square miles
square metres, square deal, square meals, school meals
square root, over, take over, take cover ast week, last weekend, this week, next week, previous week
six weeks, six weeks' time, in other respects, hardly possible, hardly likely

## PHRASING BOOK 3

## 7

animal life, social life personal life, family life, long life

## OMIT SYLLABLE

generally speaking, general secretary annual general meeting, extraordinary general meeting, annual report and accounts, general election, election
prime minister, some measure, upside down, take exception, make exception, making exceptions
little longer, still longer, Atlantic coast, Pacific coast, Baltic coast
satisfactory reply, satisfactory record satisfactory response, satisfactory reason, satisfactory results, better results
poor results, acceptable results, reliable results, get results, will result, it will result

8
personal knowledge, personal injury, final analysis, machine shop, machine gun, zero rated
technical terms technical phrases, technical college, technical difficulty, technical problem
bigger and bigger, better and better, deeper and deeper, higher and higher, later and later
more and more, larger and larger, lower and lower, faster and faster, nearer and nearer
quicker and quicker, worse and worse years and years, such and such, round and round, around and around
directly or indirectly, correctly or incorrectly, real or unreal, true or untrue 9
known or unknown, willing or unwilling, sold or unsold, claimed or unclaimed additional costs, additional expense additional experience, additional work, additional information
British, British Isles, British people, British Museum, income tax, income and expenditure
business letter, businessman, businesswoman, business experience business school, business matters business terms business relations, businesslike manner, line of business, lines of business
your concern, I am concerned, I was concerned, they are concerned, we are concerned, you are concerned

## 10

I will consider, you may consider, to consider the, we have considered, it is considered, cannot be considered
carefully considered, very considered, very considerate, for consideration, for your consideration, great deal of consideration
we have concluded, I concluded, come to the conclusion, came to the conclusion and in conclusion
satisfactory conclusion, other conclusions, my own conclusion, necessary conclusion, logical conclusion
as soon as convenient, unexpected consequence, necessary consequence, unforeseen consequences
personal expense, necessary expense, great expense, heavy expenses, medical expenses

## 11

college examinations, medical
examination, medical exam
personal experience, work experience, in our experience, recent experience
to a great extent, to a certain extent, to a large extent, favourable circumstances, more favourable, inspector general
honourable member, honourable senator, honourable gentleman, honourable gentlemen, right honourable gentleman, building inspector, hospital inspector, government inspector, railway inspector I am instructing, I have been instructed, you will instruct, we are instructed

## PHRASING BOOK 3

12
your instructions, further instructions, musical instrument, optical instrument, surgical instrument
extremely pleased, extremely concerned, extremely sorry, I am extremely sorry distinctly, distinctly understood, strictly speaking, broadly speaking, generally speaking
abundantly clear, absolutely certain, absolutely sure, absolutely necessary perfectly sure, perfectly clear, perfectly satisfactory, perfectly understandable
high pressure, low pressure, water pressure, steam pressure, blood pressure 13
your majesty, her majesty, his majesty, their majesties
in this manner, satisfactory manner, reasonable manner, and in like manner all manner, all manner of ways, such a manner, in such a manner as to
this month, end of the month, end of this month, next month, during the month six months, six months' time, six months ago, some months ago
many months, twelve months, three months, two months,
14
I have no objection, there are no objections, we have another objection it is possible, it is not possible, it was not possible, it is just possible, as soon as possible, as long as possible
as much as possible, as early as possible as quickly as possible, as good as possible, all we possibly can for this reason, there is no reason why, very good reason, every reasonable
what is the reason, what was the reason, what were the reasons, good sense, good reasons
personal property, private property, freehold property, lost property

I have received, we have received, has been received, not yet received, I shall be glad to receive, you will have received expect to receive I am in receipt of, we are in receipt of your letter, I acknowledge receipt of the
with reference to, with reference to the, with reference to your enquiry, in reference, in reference to the
as regards the, with regard to the, in regard to the, in regard to these matters, as far as regards
I relation to the, business relations, industrial relations, normal relations, friendly relations
in reply (to), in reply to the, in reply to your letter, your reply, I have replied, we will reply
16
in my report, in our report, annual report, school report, medical report
I am requested to send you, I have been requested to send you, you are requested to inform us
you will be requested, I am requesting, very successful, most successful
upward movement, downward movement, sideways movement, registered letter, existing circumstances
standing order, postal order, governor general, catholic religion, passenger train

## OMIT WORD

all of a sudden, for the year under review, during the year under review, at the end of the year under review, period under review
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## PHRASING BOOK 3

## 17

Great Britain, be that as it may, vice versa, viva voce, headquarters
rules and regulations, trade regulations, social security, social security system
as a rule, as a general rule, as a result, at a glance, at a lost, just a few
in such a way, in such ways, in such a matter, in such matters
for a moment, for the moment, for a minute, for a few days, in a few days
for a long time, for a time, after a time, at a time, at times

## 18

there are a great many, we have a great number of, to a great degree, that is a question
words a minute, words per minute, miles an hour, miles per hour
miles per gallon, kilometres per hour, kilometres per litre
black and white, board and lodging, body and soul, heart and soul, boys and girls back and forth, backwards and forward, land a sea, cause and effect
church and state, done and dusted, England and Wales, now and then, every now and then
19
here and there, fair and reasonable, first and foremost, give and take, grace and favour,
heaven and earth, ladies and gentlemen, men and women, Mr and Mrs
over and above, over and over, over and over again, again and again, part and parcel, signed sealed and delivered profit and loss, present and future, pure and simple, pen and ink, terms and conditions
rough and ready, report and accounts, right and left, safe and sound, spick and span, up and down
trials and tribulations, stocks and bonds, stocks and shares, ways and means, time and motion
20
there and then, hither and thither, then and now, north and south, east and west far and wide, hard and fast, husband and wife, by and by, by the by
last but not least, step by step, side by side, year by year, word for word bear in mind, borne in mind, keep in mind, cash in hand, stock-in-trade
take into consideration, took into consideration, taken into consideration, taking into consideration, take under consideration,
take into consideration the fact, take into account, took into account, taken into account, taking into account

## 21

in course of time, in the course of time, in the course of the year
course of events, normal course of events, in the ordinary course of events as a matter of urgency, as a matter of course, some other course
as a matter of principle, as a matter of opinion, next of kin, years of age, loss of life
short space of time, length of time, end of next week, end of next month, first of all
difference of opinion, expression of opinion, to give an expression of opinion, terms of contract, word of mouth

## PHRASING BOOK 3

standard of living, standards of living, cost of living, cost of wages
cost of production, costs of production, burden of proof, parcel of land
best of my belief, out of place, point of view, points of view, point in view
waste of time, waste of time and effort, waste of time and energy
waste of time and money, waste of money, waste of life
some of you, some of them, all sorts of, all sorts of difficulties, all sorts of trouble 23
right of way, statement of account, Church of England, Word of God, Kingdom of God
House of Representatives, Houses of Parliament, House of Commons, House of Lords, in the House of Commons, in the House of Lords
Act of Parliament, member of Parliament, members of Parliament, Court of Appeal, courts of law
City of London, City of Melbourne, City of Berlin, City of New York, City of Delhi, City of Tokyo
secretary of state, in consequence of, in place of, early part of, in the form of in the manner (of), in the matter, on account of, on account of the, I account of your

## 24

in the presence of, for the sake of, by reason of, at the request of
in the name of, in the hands of, in the event of, one of the most, one of the most important
end of the world, some other part of the world, in all parts of the world, in all parts of the country
many parts of the globe, history of the world, in the history of the world out of the question, freedom of the press, freedom of the people, law of the land at the end of the year, anything of the sort, nothing of the sort, something of the sort

## 25

sign of the times, signs of the times, ladies and gentlemen of the jury, justice of the peace, chancellor of the exchequer Leader of the House, President of the United States, Constitution of the United States
in one form or another, one way or another, of one kind or another
sooner or later, right or wrong, rightly or wrongly
whether or not, yes or no, more or less, word or two, once or twice
neither this nor that, neither more nor less, in the world

## 26

what in the world, all over the world, all over the place
on the present occasion, for the present time, at the present time, at present
from the present time, at the present moment, at the moment, from the moment
for the first time, it is not the first time, in the first instance, from the first, cross the line, in the shape of
on the subject, during the year, during the week, during the war, during the month, during the time
at the earliest opportunity, on the contrary, in the past, in the past few months, in past months

## PHRASING BOOK 3

27
what is the matter, what was the matter, how the matter, about the matter
under the circumstances, in the circumstances, in all circumstances, in all the circumstances
what is the result, what was the result, as to the question
in the first place, in the second place, in the third place, that is to say, bound to say
do you mean to say, needless to say, I am very sorry to say that, I am sorry to see that
I am pleased to find, I am pleased to know, you will be pleased to know that, I am pleased that, I am very pleased that

## 28

it is satisfactory to know, I will be glad to know, we are glad to know, it stands to reason
reason to suppose, so to speak, from bad
to worse, it appears to me, it appears to him

I have been given to understand, led to believe, ought to have, ought to have been, ought to have known, ought to have seen
door to door, generation to generation, face to face, house to house, from year to year
speak to you, we shall speak to you, we wish to speak to you, write to you, write you
according (to), according to the, accordingly, in accordance (with), in accordance with the
up to the present, up to the present time, up to the minute, up to the time of writing
as compared with, as compared with the, as compared with last year, as compared to the, as compared to last year
if you please, yes if you please, will you please, will you
in addition to the, in conformity with the
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