

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 12 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**12.1 WORD PRACTICE**

NEW LETTERS: FINAL -CH = -FP and FINAL -SH = -RB

- |     |        |        |         |          |        |          |        |         |
|-----|--------|--------|---------|----------|--------|----------|--------|---------|
| 1.  | teach  | TAEFP  | reach   | RAEFP    | rich   | REUFP    | patch  | PAFP    |
| 2.  | botch  | PWOFP  | touch   | TUFP     | peach  | PAEFP    | fetch  | TPEFP   |
| 3.  | beach  | PWAEFP | beech   | PWAOEFP  | ditch  | TKEUFP   | bitch  | PWEUFP  |
| 4.  | stitch | STEUFP | batch   | PWAFP    | latch  | HRAFP    | match  | PHAFP   |
| 5.  | catch  | KAFP   | breach  | PWRAEFP  | breech | PWRAOEFP | speech | SPAOEFP |
| 6.  | such   | SUFP   | hooch   | HAOFP    | poach  | POEFP    | roach  | ROEFP   |
| 7.  | touch  | TUFP   | broach  | PWROEFP  | leech  | HRAOEFP  | leach  | HRAEFP  |
| 8.  | preach | PRSEFP | screech | SKRAOEFP | ouch   | OUFP     | pouch  | POUFP   |
| 9.  | stash  | STARB  | rush    | RURB     | fish   | TPEURB   | josh   | SKWRORB |
| 10. | posh   | PORB   | sash    | SARB     | rash   | RARB     | push   | PURB    |
| 11. | slush  | SLURB  | dish    | TKEURB   | flash  | TPHRARB  | brash  | PWRARB  |
| 12. | smash  | SPHARB | clash   | KLARB    | mash   | PHARB    | hash   | HARB    |
| 13. | plush  | PLURB  | blush   | PWHRURB  | swish  | SWEURB   | bash   | PWARB   |
| 14. | gnash  | TPHARB | wish    | WEURB    | dish   | TKEURB   | shush  | SHURB   |
| 15. | lash   | HRARB  | splash  | SPHRARB  | bush   | PWURB    | hush   | HURB    |
| 16. | wash   | WAURB  | cash    | KARB     | trash  | TRARB    | fresh  | TPRERB  |
| 17. | crash  | KRARB  | brush   | PWRURB   | flesh  | TPHRERB  | crush  | KRURB   |
| 18. | leash  | HRAERB | slash   | SHRARB   | trash  | TRARB    |        |         |

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**12.2 WRITING DRILL**

- |    |       |        |       |       |
|----|-------|--------|-------|-------|
| 1. | bash  | batch  | lash  | latch |
| 2. | mash  | match  | dish  | ditch |
| 3. | bush  | butch  | cash  | catch |
| 4. | wash  | watch  | hush  | hutch |
| 5. | swish | switch | leash | leach |
| 6. | crush | crutch | hash  | hatch |

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**12.3 SENTENCE DRILL**

- |  |   |
|--|---|
| 1. Make a new batch.                             | <u>We will have a</u> bash.                           |
| 2. <u>Is the</u> latch open?                     | The cat will lash at you.                             |
| 3. Mash <u>it up</u> .                           | Match me <u>for the</u> bill.                         |
| 4. Pick up your dish.                            | The ditch is deep.                                    |
| 5. This bush has a red bud.                      | His hair was cut <u>in a</u> butch.                   |
| 6. Cash in your stock.                           | Catch some fish to eat.                               |
| 7. Teach her to knit.                            | She is <u>in a</u> rush to get home.                  |
| 8. Patch up your coat.                           | Tie the sash.   |
| 9. He has a lot of trash.                        | The dog will fetch the bone.                          |
| 10. Push for a new job.                          | He <u>did not</u> touch the hot pan.                  |
| 11. Pick the peach <u>off the</u> tree.          | I wish you <u>had the</u> cash.                       |
| 12. Try to catch him.                            | <u>It is</u> a fresh rash.                            |
| 13. Stitch <u>up the</u> rip <u>in the</u> robe. | The fish is <u>in the</u> dish.                       |
| 14. He <u>did not</u> botch the job.             | Mash the fresh peach.                                 |
| 15. Take a stitch in time.                       | The dog will lash at you <u>if you</u> reach for him. |

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**12.4 SPELLING RULE: AO for OO WORDS**

- |     |       |         |       |        |       |         |       |            |
|-----|-------|---------|-------|--------|-------|---------|-------|------------|
| 1.  | spoon | SPAOPB  | soon  | SAOPB  | doom  | TKAOPL  | loom  | HRAOPL     |
| 2.  | soot  | SAOT    | boon  | PWAOPB | cool  | KAOL    | wool  | WAOL       |
| 3.  | room  | RAOPL   | boom  | PWAOPL | too   | TAO     | stood | STAOD      |
| 4.  | fool  | TPAOL   | door  | TKAOR  | book  | PWAOBG  | look  | HRAOBG     |
| 5.  | shoot | SHAOT   | foot  | TPAOT  | ooze  | AOZ     | stoop | STAOP      |
| 6.  | boot  | PWAOT   | coop  | KAOP   | loop  | HRAOP   | poor  | PAOR       |
| 7.  | troop | TRAOP   | stool | STAOL  | wood  | WAOD    | moon  | PHAOPB     |
| 8.  | food  | TPAOD   | scoop | SKAOP  | hoot  | HAOT    | proof | PRAOF      |
| 9.  | cool  | KAOL    | loot  | HRAOT  | root  | RAOT    | mood  | PHAOD      |
| 10. | roof  | RAOF    | tool  | TAOL   | brook | PWRAOBG | gloom | TKPWHRAOPL |
| 11. | pool  | PAOL    | room  | RAOPL  | loose | HRAOS   | groom | TKPHRAOPL  |
| 12. | goose | TKPWAOS | noose | TPHAOS | moose | PHAOS   | shoot | SHAOT      |

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**12.5 SENTENCE DRILL**

- |                                  |  |                                |
|----------------------------------|--|--------------------------------|
| 1. Hide the loot.                | Lick the spoon.                              | The pool is cool.              |
| 2. Use the loom.                 | Go to your room.                             | Read your book.                |
| 3. Take the loop.                | What fool did this?                          | Shoot <u>at the</u> can.       |
| 4. Look <u>at the</u> ooze.      | Use a hoop.                                  | Your boot is tight.            |
| 5. Use the step stool.           | Look <u>in the</u> coop.                     | Raise your foot.               |
| 6. The food is good.             | Wipe <u>off the</u> soot.                    | <u>It is</u> a cool room.      |
| 7. The moon will shine.          | <u>It is</u> too soon.                       | This was a boon.               |
| 8. Wear a wool tie.              | The troop is late.                           | Open the door.                 |
| 9. Put your foot here.           | <u>He is in a</u> bad mood.                  | Use light wood.                |
| 10. <u>It will</u> be cool soon. | I stood by the boom.                         | Look <u>at the</u> poor moose. |
| 11. The goose was loose.         | <u>What is</u> the scoop <u>on the</u> roof? |                                |

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**12.6 BRIEFS AND PHRASES**

- |    |          |                   |            |       |            |        |           |      |
|----|----------|-------------------|------------|-------|------------|--------|-----------|------|
| 1. | should   | SH- (INITIAL SH-) | should be  | SH-B  | should go  | SH-G   |           |      |
| 2. | should I | SHI               | should you | SHU   | should not | SH-N   |           |      |
| 3. | much     | -CH (-FP)         | very much  | VECH  | too much   | TAOCH  | so much   | SOCH |
| 4. | shall    | -SH (-RB)         | he shall   | ESH   | we shall   | WESH   | you shall | USH  |
| 5. | I shall  | ISH               | usual      | AOUSH | unusual    | NAOUSH | receipt   | RET  |
| 6. | purchase | PUR               | under      | UND   | understand | UNDZ   |           |      |

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**12.7 BRIEF DRILL**

- |     |            |         |            |          |            |
|-----|------------|---------|------------|----------|------------|
| 1.  | should     | usual   | yes        | purchase | going      |
| 2.  | shall      | receipt | under      | usual    | much       |
| 3.  | receipt    | much    | shall      | purchase | did        |
| 4.  | good       | going   | much       | shall    | should     |
| 5.  | usual      | unusual | understand | been     | yes, sir   |
| 6.  | no, sir    | why     | but        | and      | purchase   |
| 7.  | receipt    | and     | good       | going    | shall      |
| 8.  | unusual    | should  | much       | shall    | usual      |
| 9.  | understand | shall   | under      | purchase | receipt    |
| 10. | unusual    | much    | should     | shall    | understand |

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**12.8 PRACTICE SENTENCES**

- |  |  |   |
|--|--|---|
| 1. Fix it <u>in the</u> usual way.           | The usual store is fine.                   | Ask <u>for the</u> usual loan.          |
| 2. <u>It is</u> an unusual loan.             | Look <u>at the</u> unusual plant.          | <u>We are</u> going an unusual way.     |
| 3. Get your receipt.                         | Show the man your receipt.                 | Sign the receipt for me.                |
| 4. Much of <u>it is</u> gone.                | <u>Did he</u> lie much <u>of the</u> time? | Much <u>of the</u> rice is hot.         |
| 5. Should we match <u>it up</u> ?            | Should Ted pray for you?                   | It <u>should be</u> time <u>to go</u> . |
| 6. The gentlemen should ship it.             | You should have some luck.                 | I <u>should go with you</u> .           |
| 7. <u>Do you</u> understand this?            | You need to understand.                    | I understand the purchase.              |
| 8. <u>It is</u> under the bed.               | <u>Did you</u> look under the receipt?     | It <u>should be</u> under the door.     |
| 9. When <u>did you</u> purchase it?          | Put the purchase <u>in the</u> car.        | Where <u>did you</u> purchase it?       |
| 10. Shall we sign the receipt?               | Shall we fix up your home?                 | Shall we mix the cake?                  |
| 11. When shall we meet her?                  | Where shall we meet her?                   | When shall <u>we go</u> ?               |
| 12. <u>He shall</u> rush to fish.            | <u>He shall</u> dig the ditch.             |   |
| 13. <u>You shall</u> take the time.          | <u>You shall</u> catch fish.               |   |
| 14. <u>I shall</u> push the company.         | <u>I shall</u> reach the gentleman.        |   |
| 15. <u>We shall</u> hide <u>in the</u> bush. | <u>We shall</u> use the new batch.         |   |
| 16. I like him <u>very much</u> .            | <u>Do you</u> need it <u>very much</u> ?   |   |
| 17. I ate <u>too much</u> cake.              | Does he eat <u>too much</u> meat?          |   |
| 18. He has <u>so much</u> to lose.           | Jim has <u>so much</u> time.               |   |



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**12.8 PRACTICE SENTENCES CONTINUED**

- |  |                                   |
|--|-----------------------------------|
| 19. <u>Should I</u> teach him?               | <u>Should I</u> patch the suit?   |
| 20. <u>Should you</u> cash it?               | <u>Should you</u> push him?       |
| 21. You <u>should not</u> cash it.           | We <u>should not</u> push it.     |
| 22. I <u>should be</u> on time.              | Josh <u>should be</u> here today. |
| 23. Bill <u>should go</u> with him to teach. | I <u>should go</u> to cash it.    |

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**12.9 CONSONANT COMPOUNDS**

1.	quit	quite	quell	quip	quill
2.	quail	quote	quick	quake	quiz
3.	quack	quip	quirk	queen	quart
4.	queer	quilt	quint	quad	quash
5.	learn	fern	burn	scorn	earn
6.	shorn	turn	sworn	torn	urn
7.	born	thorn	corn	worn	horn
8.	stern	yearn	spurn	barn	porn

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**12.10 PRACTICE SENTENCES**

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. When did he quit?         | Joe is quite well.               |
| 2. Use a quill pen.          | We had quail to eat.             |
| 3. It was a quick trip.      | We should quash the rule.        |
| 4. He came back with a quip. | I wish to take the quiz today.   |
| 5. Use a fern by the door.   | Turn the fire up.                |
| 6. He got a bad burn.        | The sheep were shorn.            |
| 7. The rag was torn up.      | He wore a look of scorn.         |
| 8. The urn was red and tan.  | He should learn much on the job. |
| 9. Did you feel the quake?   | He is stern with the girl.       |
| 10. The duck will quack.     | Eat the corn in the barn.        |
| 11. The queen was sworn.     | The quilt will burn.             |