

INSTRUCTIONS

This assignment is designed to be completed in Lesson 13 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

13.1 WORD PRACTICE

1.	butler	PWUT/HRER	actor	ABG/TOR or ABG/TOER	garden	TKPWAR/TKEPB
2.	control	KOPB/TROEL	master	PHAS/TER	locate	HROE/KAEUT
3.	garlic	TKPWAR/HREUBG	surpass	SUR/PAS	signal	SEUG/TPHAL
4.	create	KRAOE/AEUT	doormat	TKAOR/PHAT	rocket	ROBG/ET
5.	hairstyle	HAEUR/STAOEUL	system	SEUS/TEPL	finish	TPEUPB/EURB
6.	ulcer	UL/SER	cracker	KRABG/ER	custom	KUS/TOPL
7.	trailer	TRAEUL/ER	model	PHOD/EL	alfalfa	AL/TPAL/TPA
8.	underscore	KWRUPBD/SKOER	mandate	PHAPBD/AEUT	winter	WEUPB/TER
9.	leader	HRAED/ER	center	SEPB/TER	sunrise	SUPB/RAOEUZ
10.	container	KOPB/TAEUPB/ER	robin	ROB/EUPB	silver	SEUL/SRER
11.	meander	PHAOE/APB/TKER	inundate	EUPB/UPB/TKAEUT	potato	PO/TAEU/TOE or POE/TAEU/TOE
12.	exercise	EBGS/ER/SAOEUZ	disposal	TKEUS/POEZ/AL	carport	KAR/POERT
13.	butter	PWUT/ER	lesson	HRES/OPB	terrace	TER/AS
14.	dinner	TKEUPB/ER	diner	TKAOEUPB/ER	occur	OE/KUR
15.	Doberman	TKOEB/ER/PHAPB	pamper	PAPL/PER	matter	PHAT/ER
16.	parole	PA/ROEL	exit	EBGS/EUT	teacher	TAEFP/ER
17.	hidden	HEUD/EPB	widen	WAOEUD/EPB	spoken	SPOBG/EPB
18.	weaken	WAEBG/EPB	lighten	HRAOEUGT/EPB	ridden	REUD/EPB

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13.2 WORD PRACTICE

1.	debate	TKAOE/PWAEUT	decide	TKAOE/SAOEUD	deceit	TKAOE/SAOET
2.	elope	AOE/HROEP	emit	AOE/PHEUT	evade	AOE/SRAEUD
3.	profess	PRO/TPES	proceed	PRO/SAOED	precise	PRE/SAOEUS
4.	precede	PRE/SAOED	prevail	PRE/SRAEUL	prepare	PRE/PAEUR
5.	recur	RE/KUR	repay	RE/PAEU	repeat	RE/PAET
6.	retail	RE/TAEUL	process	PRO/SES	denote	TKAOE/TPHOET
7.	elude	AOE/HRAOUD	device	TKAOE/SRAOEUS	remake	RE/PHAEUBG
8.	erase	AOE/RAEUS	devise	TKAOE/SRAOEUZ	preview	PRE/SRAOU
9.	behold	PWE/HOELD	beside	PWE/SAOEUD	beheld	PWE/HELD

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13.3 PRACTICE SENTENCES

- | | |
|---------------------------------------------------|----------------------------------------------|
| 1. <u>Did you</u> hire a butler? | I need <u>to go to the</u> store for butter. |
| 2. <u>Will you</u> repay the loan? | He made a mistake <u>in the</u> account. |
| 3. He won the Oscar. | <u>Did you</u> see the model home? |
| 4. His surname is Wilson. | <u>You are</u> the new teacher. |
| 5. The phone device broke. | When <u>did you</u> preview it? |
| 6. <u>Did you</u> control the company? | <u>Can you</u> master the lesson? |
| 7. You pamper the cat. | Relate the information. |
| 8. The scum is <u>on the</u> surface. | See him <u>about the</u> matter. |
| 9. The goat will eat the alfalfa. | Meet me <u>on the</u> terrace. |
| 10. <u>Can you</u> hear the organ? | Proceed by way <u>of the</u> gate. |
| 11. The retail store is next door. | The show will proceed. |
| 12. <u>He will</u> be on parole. | Lay new carpet <u>in the</u> room. |
| 13. Eat dinner <u>at the</u> diner. | The water will inundate the shed. |
| 14. <u>Did you</u> decide not <u>to go</u> ? | <u>Did he</u> see the exit sign? |
| 15. It <u>did not</u> occur to me. | He could not evade the cop. |
| 16. She <u>did not</u> exercise <u>too much</u> . | The Doberman <u>did not</u> scare me. |
| 17. We have hidden the gem. | The car is hidden <u>in the</u> back. |
| 18. The hidden loot was here. | <u>We will</u> widen the road. |

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13.3 PRACTICE SENTENCES - CONTINUED

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|-------------------------------------|----------------------------------|
| 19. It did widen near the door. | <u>It will</u> widen the scope. |
| 20. He has not spoken yet. | Ned has spoken to her today. |
| 21. She had spoken with Ted. | <u>He will</u> lighten his load. |
| 22. She did lighten her hair. | <u>I can</u> lighten this. |
| 23. <u>It will</u> weaken the lock. | The load could weaken it. |
| 24. It did weaken the gate. | He has ridden in her new car. |
| 25. <u>Have you</u> ridden the bus? | She had ridden with him. |

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13.4 BRIEFS AND PHRASES

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|----|-----------|------|-------------|--------|--------|------|
| 1. | knowledge | NOL | acknowledge | AK/NOL | | |
| 2. | furnish | FURN | enter | ENT | | |
| 3. | suggest | SUG | suggestion | SUGS | | |
| 4. | after | AFR | order | ORD | | |
| 5. | water | WAUR | paper | PAEUP | person | PERN |

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13.5 BRIEF DRILL

- | | | | | | | |
|----|---------|-----------|------------|-------------|----------|------------|
| 1. | good | going | been | why | could | water |
| 2. | should | order | suggest | after | shall | suggestion |
| 3. | much | good | gentleman | purchase | usual | paper |
| 4. | receipt | order | suggestion | furnish | unusual | purchase |
| 5. | many | very | but | well | yes, sir | person |
| 6. | enter | gentleman | no, sir | acknowledge | person | paper |
| 7. | water | shall | much | enter | unusual | usual |
| 8. | suggest | person | paper | water | enter | furnish |

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13.6 SENTENCE DRILL

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|-------------------------------------------------|------------------------------------|----------------------------------------|
| 1. <u>Did you</u> suggest we come? | We suggest you acknowledge him. | I suggest <u>he will</u> see you. |
| 2. <u>Did you</u> hear about her suggestion? | Make a new suggestion. | <u>What is</u> your suggestion? |
| 3. <u>It will</u> be more after today. | <u>I will</u> go after you do. | Try the pie after you eat. |
| 4. <u>Did you</u> furnish your new home? | <u>We will</u> furnish the lumber. | Furnish the food we need. |
| 5. <u>Too much</u> knowledge <u>is not</u> bad. | Do it with his knowledge. | The men need the knowledge. |
| 6. Acknowledge the order of lumber. | <u>Did you</u> order your suit? | What <u>did you</u> order it for? |
| 7. Turn <u>on the</u> water. | I need some water, please. | The paper has water on it. |
| 8. Enter the room. | Enter the order for me. | The person will enter after you. |
| 9. The person has the paper. | What person will suggest this? | The suggestion is <u>on the</u> paper. |

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13.7 CONSONANT COMPOUNDS

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|----|-------|-------|-------|-------|-------|-------|
| 1. | sent | meant | lent | tint | bent | went |
| 2. | lint | bunt | dent | cunt | font | gent |
| 3. | hint | hunt | mint | pant | pint | tent |
| 4. | runt | vent | tint | punt | rant | runt |
| 5. | find | mind | wend | send | mend | wind |
| 6. | bland | trend | spend | gland | blind | stand |
| 7. | grand | grind | blond | blend | bend | kind |
| 8. | hand | band | bond | bind | fund | pond |

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13.8 PRACTICE SENTENCES

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|-----------------------------------|------------------------------|---------------------------------------|
| 1. Pitch your tent. | The rent is very low. | We sent the mail. |
| 2. <u>Did he</u> take the hint? | He could not bunt. | Did she faint <u>at the</u> sight? |
| 3. Use a pint of water. | It was not his intent. | I meant to tell you. |
| 4. Hunt for your slipper. | He bent the rule. | <u>Did you</u> dent the car? |
| 5. Hunt <u>for the</u> gent. | He went <u>in the</u> tent. | The dog will pant <u>on the</u> hunt. |
| 6. Send the mail to her. | Find the time <u>to go</u> . | <u>Will you</u> tend the store? |
| 7. <u>Where is</u> the end of it? | Be kind <u>to the</u> lad. | You should bend the pipe. |
| 8. Stand near the sign. | Pay it <u>to the</u> fund. | <u>Do you</u> like the new trend? |
| 9. He made a real find. | May I fish in the pond? | Wend your way <u>to the</u> lake. |
| 10. The fund is grand. | Stand <u>for the</u> band. | The blind blond is kind. |