

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 16 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**16.1 WORD PRACTICE**

DIPHTHONG: OU

1.	out	OUT	foul	TPOUL	fowl	FO*UL	howl	HOUL
2.	lout	HROUT	tout	TOUT	shout	SHOUT	bout	PWOUT
3.	owl	OUL	cowl	KOUL	rout	ROUT	spout	SPOUT
4.	our	OUR	hour	HOUR	bowel	PWOUL	towel	TOUL
5.	dowel	TKOUL	pout	POUT	trout	TROUT	shower	SHOUR
6.	power	POUR	tower	TOUR	sound	SOUPBD	bounce	PWOUNPBS
7.	count	KOUPBT	douse	TKOUS	cloud	KHROUD	loud	HROUD
8.	couch	KOUFP	found	TPOUPBD	mouse	PHOUS	scout	SKOUT
9.	ounce	OUPBS	snout	STPHOUT	pound	POUPBD	vouch	SROUFP
10.	doubt	TKOUT	town	TOUPB	down	TKOUPB	how	HOU
11.	cow	KOU	now	TPHOU	sprout	SPROUT	clown	KHROUPB

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**16.2 SENTENCE DRILL**

- |  |   |
|--|---|
| 1. Take me out.                              | Take me out today.  |
| 2. I hear an owl.                            | I hear an owl now.  |
| 3. Take our towel.                           | Take our beach towel.                                       |
| 4. Use a dowel.                              | Use a dowel pin.  |
| 5. Take a shower.                            | Take a shower now.  |
| 6. <u>He will</u> catch a trout.             | <u>He will</u> catch a big trout.                           |
| 7. <u>He will</u> shout <u>for the</u> team. | Shout <u>when the</u> team does well.                       |
| 8. The cat will howl.                        | The cat will howl at night.                                 |
| 9. <u>I will</u> buy a new power tool.       | <u>It will</u> take us an hour to tour the tower.           |
| 10. The clown is loud.                       | <u>I will</u> pout <u>if</u> I foul out <u>of the</u> bout. |
| 11. The cow will lick the spout.             | <u>It will</u> sprout now.                                  |
| 12. <u>I have</u> no doubt about it.         | Go down <u>to the</u> town.                                 |
| 13. <u>How was</u> it found?                 | <u>There is</u> one cloud.                                  |

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**16.3 WORD PRACTICE**

DIPHTHONG: OU

1.	toy	TOEU	boy	PWOEU	point	POEUPBT	oil	OEUL
2.	loyal	HROEUL	toil	TOEUL	joy	SKWROEU	soil	SOEUL
3.	boil	PWOEUL	royal	ROEUL	foil	TPOEUL	void	SROEUD
4.	coy	KOEU	noise	TPHOEUZ	coil	KOEUL	join	SKWROEUPB
5.	coin	KOEUPB	broil	PWROEUL	voice	SROEUS	groin	TKPWROEUPB
6.	soy	SOEU	spoil	SPOEUL	droid	TKROEUD	joint	SKWROEUPBT
7.	choice	KHOEUS	loin	HROEUPB	poind	POEUPBD	enjoy	EPB/SKWROEU

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**16.4 SENTENCE DRILL**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Roy has a toy.             | Roy has a new toy.                  |
| 2. <u>She will</u> enjoy it.  | <u>She will</u> enjoy the job.      |
| 3. Be loyal to it.            | Be loyal <u>to the</u> company.     |
| 4. Roll <u>up the</u> coil.   | Roll <u>up the</u> coil of rope.    |
| 5. Boil the water.            | Boil the water for tea.             |
| 6. Use good soil.             | Use good soil <u>in the</u> garden. |
| 7. The noise is loud.         | The noise is too loud.              |
| 8. Troy will oil the car.     | Troy will oil your car.             |
| 9. The loin will spoil.       | The boy has a nice voice.           |
| 10. Point <u>to the</u> coin. | Join the royal court.               |
| 11. She is full of joy.       | <u>It is</u> null and void.         |
| 12. Fold the foil.            | <u>We will</u> toil the field.      |

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**16.5 WORD PRACTICE**

**DIPHTHONG AU:**

- |     |        |         |        |           |        |        |        |         |
|-----|--------|---------|--------|-----------|--------|--------|--------|---------|
| 1.  | ought  | AUGT    | bought | PWAUGT    | sought | SAUGT  | caught | KAUGT   |
| 2.  | taught | TAUGT   | taut   | TAUT      | call   | KAUL   | law    | HRAU    |
| 3.  | raw    | RAU     | crawl  | KRAUL     | wall   | WAUL   | shawl  | SHAUL   |
| 4.  | stall  | STAUL   | all    | AUL       | fall   | TPAUL  | jaw    | SKWRAU  |
| 5.  | ball   | PWAL    | bawl   | PWAUL     | hall   | HAL    | haul   | HAUL    |
| 6.  | mall   | PHAL    | maul   | PHAUL     | sauce  | SAUS   | vault  | SRAULT  |
| 7.  | daunt  | TKAUPBT | gaunt  | TKPWAUPBT | haunt  | HAUPBT | paw    | PAU     |
| 8.  | fraud  | TPRAUD  | cause  | KAUZ      | fault  | TPAULT | malt   | PHAULT  |
| 9.  | saw    | SAU     | jaunt  | SKWRAUPBT | aunt   | AUPBT  | mauve  | PHAUFB  |
| 10. | gauze  | TKPWAUZ | thaw   | THAU      | straw  | STRAU  | hawk   | HAUBG   |
| 11. | claw   | KLAU    | lawn   | HRAUPB    | dawn   | TKAUPB | yawn   | KWRAUPB |

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**16.6 SENTENCE DRILL**

- |  |  |
|--|--|
| 1. Pay all <u>of the</u> bill.                   | <u>He is</u> a tall boy.                     |
| 2. Call me today.                                | You should call me today.                    |
| 3. <u>What is</u> the law?                       | <u>What is</u> the new law?                  |
| 4. <u>It was</u> down the hall.                  | He sought a good job.                        |
| 5. <u>He will</u> haul it in his truck.          | <u>Did the</u> tiger maul him?               |
| 6. The boy saw all <u>of the</u> letter.         | Put it <u>on the</u> far wall.               |
| 7. Take me <u>to the</u> ball game.              | The ball game is today.                      |
| 8. She went <u>to the</u> mall.                  | The fall <u>is a</u> nice time of year.      |
| 9. He caught the ball.                           | He caught the low ball.                      |
| 10. The hall was too narrow.                     | <u>Did he</u> fall near the stall?           |
| 11. <u>It is</u> a tall tower.                   | Haul the load <u>to the</u> mall.            |
| 12. Roy taught the new lesson <u>to the</u> tot. | The claw <u>on the</u> hawk is strong.       |
| 13. Thaw out the sauce.                          | <u>I will</u> mow the lawn at dawn.          |
| 14. Put the straw <u>in the</u> malt.            | The fraud <u>is not</u> my fault.            |
| 15. Put the gauze on his paw.                    | My aunt has a mauve purse.                   |
| 16. <u>She is</u> gaunt <u>from the</u> jaunt.   | <u>Did you</u> yawn <u>in the</u> law class? |
| 17. The child will bawl <u>if he is</u> upset.   | The dog will maul you.                       |



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**16.7 BRIEFS AND PHRASES**

- |    |            |      |                |       |               |       |
|----|------------|------|----------------|-------|---------------|-------|
| 1. | tonight    | TONT | business       | BEUZ  | together      | TOGT  |
| 2. | advice     | VEUS | advise         | VEUZ  | necessary     | NES   |
| 3. | correspond | KOR  | correspondence | KORNS | correspondent | KORNT |
| 4. | report     | RORT |                |       |               |       |

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**16.8 BRIEF DRILL**

- |             |            |               |                |               |
|-------------|------------|---------------|----------------|---------------|
| 1. order    | suggest    | furnish       | purchase       | receipt       |
| 2. tonight  | necessary  | correspond    | report         | regular       |
| 3. business | advise     | together      | correspondence | advertise     |
| 4. advice   | report     | acknowledge   | correspondent  | advertise     |
| 5. advise   | necessary  | correspond    | tonight        | satisfy       |
| 6. report   | tonight    | business      | correspondent  | together      |
| 7. order    | necessary  | advise        | correspond     | report        |
| 8. advice   | tonight    | correspondent | together       | necessary     |
| 9. business | correspond | advise        | report         | correspondent |



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**16.9 PRACTICE SENTENCE**

- |  |  |  |
|--|--|--|
| 1. The dinner is tonight.                        | <u>Can you</u> be here tonight?                      | The moon will shine tonight.           |
| 2. <u>It is</u> a good business.                 | The business is still good.                          | <u>He will</u> sell his business.      |
| 3. <u>We can</u> leave together.                 | Shall <u>we go</u> together?                         | Bill <u>and I</u> are together.        |
| 4. <u>Is it</u> necessary to buy food?           | Tell him <u>it will</u> be necessary.                | <u>I can</u> do it if necessary.       |
| 5. <u>Did you</u> ask for any advice?            | Her advice is good.                                  | Why <u>should you</u> ask for advice?  |
| 6. Advise him the toy is here.                   | I would advise the boy to stay.                      | <u>Will you</u> advise the company?    |
| 7. <u>Did you</u> correspond?                    | Correspond <u>with the</u> teacher.                  | You should correspond to her.          |
| 8. The correspondence is late.                   | He has the correspondence.                           | Catch up <u>on the</u> correspondence. |
| 9. The correspondent gave good advice.           | Send the correspondence <u>to the</u> correspondent. |  |
| 10. Send the report <u>to the</u> correspondent. | Give advice <u>about the</u> report.                 |  |



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**16.10 BRIEFS: DAYS OF THE WEEK**

- |    |          |       |         |      |           |      |
|----|----------|-------|---------|------|-----------|------|
| 1. | Monday   | MON   | Tuesday | TUS  | Wednesday | WENS |
| 2. | Thursday | THURS | Friday  | FREU | Saturday  | SART |
| 3. | Sunday   | SUND  |         |      |           |      |

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**16.11 PRACTICE SENTENCES**

- |  |  |                                       |
|--|--|---------------------------------------|
| 1. I could see you on Monday.          | Monday was a hot day.                  | <u>Can you</u> be here on Monday?     |
| 2. Tuesday <u>will be</u> a good day.  | <u>She was</u> late on Tuesday.        | I could meet you on Tuesday.          |
| 3. Wednesday was too late.             | The game was on Wednesday.             | The show was on Wednesday.            |
| 4. Thursday is <u>the</u> dinner date. | <u>Can you</u> meet on Thursday?       | <u>Did you</u> advertise on Thursday? |
| 5. Meet me Friday at noon.             | Take the bus on Friday.                | The loan is due Friday.               |
| 6. <u>It will</u> be paid by Saturday. | Would Saturday be a good day?          | Read the book by Saturday.            |
| 7. The picnic <u>will be</u> Sunday.   | Come to dinner on Sunday.              | We leave on Sunday.                   |
| 8. <u>Is it</u> Friday or Saturday?    | Monday or Tuesday <u>will be</u> fine. | Go on Wednesday or Thursday.          |
| 9. I <u>should be</u> in town Tuesday. | File the paper on Wednesday.           | Thursday will be a good day.          |
| 10. <u>I will</u> watch her on Monday. | The concert is on Friday.              | Sign the report on Saturday.          |