

INSTRUCTIONS

This assignment is designed to be completed in Lesson 19 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

19.1 WORD PRACTICE

WORD ENDINGS -G

1.	lying	HRAOEU/-G	seeing	SAOE/-G	rowing	ROE/-G
2.	coming	KUPL/-G	mashing	PHARB/-G	steaming	STAEPL/-G
3.	wishing	WEURB/-G	lining	HRAOEUPB/-G	buying	PWAOEU/-G
4.	saying	SAEU/-G	paying	PAEU/-G	fishing	TPEURB/-G
5.	raining	RAEUPB/-G	rubbing	RUB/-G	ribbing	REUB/-G
6.	stabbing	STAB/-G	bowing	PWOU/-G	suing	SAOU/-G
7.	knowing	TPHOE/-G	tanning	TAPB/-G	roaming	ROEPL/-G
8.	staining	STAEUPB/-G	humming	HUPL/-G	foaming	TPOEPL/-G
9.	getting	TKPWET/-G	eating	AET/-G	being	-B/-G
10.	railing	RAEUL/-G	howling	HOUL/-G	feeling	TPAOEL/-G
11.	failing	TPAEUL/-G	ruling	RAOUL/-G	bailing	PWAEUL/-G
12.	sailing	SAEUL/-G	fueling	TPAOUL/-G	shouting	SHOUT/-G
13.	sealing	SAEL/-G	ceiling	SAOEL/-G	oiling	OEUL/-G

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19.2 SENTENCE DRILL

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|--|---|---|
| 1. <u>She is</u> humming a new tune. | We should use copper tubing. | Is Ted manning the boat? |
| 2. I hate washing the dishes. | His boss was fuming about it. | <u>She was</u> lying down sobbing. |
| 3. The critic gave it a panning. | Stop pushing and shoving. | The sun is fading the carpet. |
| 4. I hate to do the packing. | The matting has holes in it. | Go on up <u>in the</u> rigging. |
| 5. Ned is hugging his mom. | <u>Are you</u> breaking the law? | The cats are hissing <u>at the</u> dog. |
| 6. <u>Is he</u> setting the pace? | <u>We are</u> teaming up <u>for the</u> race. | Stop jabbing <u>at the</u> coals. |
| 7. Use tanning oil <u>in the</u> sun. | <u>He is</u> lashing the ropes down. | <u>He is</u> roaming the halls. |
| 8. The lake is teeming with fish. | Sue is faking a headache. | The humming bird flew by. |
| 9. Tom has a homing pigeon. | <u>Are you</u> coming here tonight? | <u>He is</u> rubbing the wax finish. |
| 10. <u>He is</u> running a relay race. | <u>Are you</u> mashing the potatoes? | <u>What is</u> your batting like? |
| 11. <u>Would you</u> consider trading? | <u>She is</u> making a lemon cake. | The seat needs new backing. |
| 12. The dog is licking his hand. | The house is facing the lake. | Stop fussing about it. |
| 13. What size stocking <u>is it</u> ? | Where <u>are you</u> sitting tonight? | I wish he would stop pacing. |
| 14. <u>That was</u> a passing fad. | The old couch is sagging. | Consider raising the stakes. |
| 15. Pat is sticking to his ways. | Was he eating the peach pie? | <u>Why was</u> she taking her time? |
| 16. Rob is getting a new car. | Stop pacing up and down. | <u>He is</u> raking the leaves. |

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19.2 SENTENCE DRILL CONTINUED

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| 17. <u>Are you</u> stacking the suitcases? | John is bailing out. | <u>She is</u> peeling the peaches. |
| 18. <u>What was</u> the new ruling? | <u>What is</u> your bowling score? | The papers are piling up. |
| 20. He has been sailing this week. | The ceiling is peeling. | <u>I am</u> sealing the fruit. |

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19.3 BRIEFS AND PHRASES

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|----|------------|-------|-------------|--------|-----------|-------|
| 1. | even | AOEN | evening | AOENG | morning | MORNG |
| 2. | particular | PL-R | police car | PLAR | recognize | ROG |
| 3. | possible | POBL | finance | F-NS | financial | F-NL |
| 4. | convenient | VAOEN | convenience | VAOENS | upon | PON |

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19.4 BRIEF DRILL

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|----|------------|-------------|------------|------------|-------------|
| 1. | even | written | convenient | upon | particular |
| 2. | police car | convenience | possible | question | recognize |
| 3. | financial | possible | evening | morning | finance |
| 4. | recognize | upon | even | particular | convenient |
| 5. | evening | finance | police car | recognize | convenience |
| 6. | even | morning | particular | possible | financial |
| 7. | upon | convenience | convenient | police car | particular |

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19.5 PRACTICE SENTENCES

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| 1. Pay even a wee bit. | Even a letter <u>would be</u> nice. | Give him even a crumb. |
| 2. We stock many convenience foods. | <u>It is</u> made for convenience. | |
| 3. Meet me at your convenience. | The convenience made it convenient to decide on what to do. | |
| 4. Paul is very particular. | I want that particular one. | <u>Did you</u> pick that particular day? |
| 5. <u>When will it be</u> possible? | We saw four possible ways. | <u>It is</u> not possible to save. |
| 6. <u>When will it be</u> convenient? | <u>It is</u> not convenient. | Monday <u>is a</u> convenient time. |
| 7. <u>We are</u> depending upon you. | The company can depend upon him. | |
| 8. <u>He is</u> calling upon his boss to help. | <u>They can</u> depend upon her to teach the financial class. | |
| 9. I recognize that <u>it is</u> necessary. | Did she recognize Kevin? | I hope <u>she will</u> recognize him. |
| 10. Make financial plans now. | Control the financial matters. | The house was a financial loss. |
| 11. The evening was very humid. | <u>I shall</u> see her this evening. | <u>It is</u> not convenient this evening. |
| 12. He had to finance the house. | The finance company needs help. | |
| 13. <u>Is it</u> convenient to finance the purchase? | That particular financial loan has <u>to be</u> financed. | |

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19.5 PRACTICE SENTENCES CONTINUED

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| 14. <u>Is it</u> possible to recognize him? | Financial gain <u>is not</u> possible. | Give me that particular one. |
| 15. <u>Did you</u> recognize the letter? | <u>It is</u> not even possible. | It caused a financial mess. |
| 16. Call me <u>in the</u> morning. | The morning sun is bright. | I saw the police car. |
| 17. <u>Did you</u> see that particular police car? | <u>Did you</u> pass the police car? | |

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19.6 DERIVATIVES OF ABBREVIATIONS

1.	helpful	HEP/-FUL	unopened	UPB/OEP/-D
2.	unsatisfied	UPB/SAF/-D	inconsiderate	EUPB/K-R/AT
3.	letters	HRER/-Z	suggesting	SUG/-G
4.	ordered	ORD/-D	purchased	PUR/-D
5.	impossible	EUPL/POBL	advertising	TEUZ/-G
6.	accounting	-BGT/-G	remembered	REB/-D
7.	correspondent	KORNT	unnecessary	UPB/TPHES
8.	acknowledged	ABG/TPHOL/-D	companies	K-P/-Z

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19.7 PRACTICE SENTENCES

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| 1. The company acknowledged it. | <u>It was</u> a satisfying meal. |
| 2. He remembered to put it out. | <u>I am</u> asking you to save time. |
| 3. We acknowledged the order. | Joe is good at remembering. |
| 4. <u>They are</u> impossible to read. | <u>It is</u> an unadvertised sale. |
| 5. <u>Are you</u> ordering more pencils? | The accountant filed the papers. |
| 6. <u>I have</u> a new correspondent. | The company has more purchasing power. |
| 7. It helps to look <u>at the</u> source. | Extra help is unnecessary. |
| 8. Start saving your receipts. | <u>What is</u> your advertising budget? |
| 9. <u>He is</u> to do <u>all the</u> purchasing. | The company advertised <u>in the</u> paper. |
| 10. The sign needs new lettering. | The ordering <u>should be</u> done Monday. |
| 11. The new book is very helpful. | I see them on Sundays. |
| 12. The package is unopened. | <u>He is</u> refinancing the house. |

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19.8 SINGLE LETTERS AND INITIALS

A	A-RBGS	N	TPH-RBGS
B	PW-RBGS	O	O-RBGS
C	KR-RBGS	P	P-RBGS
D	TK-RBGS	Q	KW-RBGS
E	E-RBGS	R	R-RBGS
F	TP-RBGS	S	S-RBGS
G	TKPW-RBGS	T	T-RBGS
H	H-RBGS	U	U-RBGS
I	AOEU-RBGS	V	SR-RBGS
J	SKWR-RBGS	W	W-RBGS
K	K-RBGS	X	KP-RBGS
L	HR-RBGS	Y	KWR-RBGS
M	PH-RBGS	Z	STK-RBGS

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19.9 LETTER AND INITIAL PRACTICE

1.	AAA	ABA	ABC	ACLU
2.	AD	ADP	AFI	AHL
3.	AKC	AMA	APB	APO
4.	BBA	BBB	BBC	BP
5.	BPOE	BYO	CBS	CD
6.	CEO	CIA	CM	COD
7.	CPU	CSCR	CSR	DA
8.	DDS	DJ	DOA	EDF
9.	EKG	ESP	EST	FAA
10.	FCC	FDA	FDIC	GBC
11.	GI	GMC	GOP	GPA
12.	HEW	HMO	HQ	ICC
13.	ICU	ID	IRA	IRS
14.	IQ	JD	JFK	KGB
15.	DLOS	LA	MBA	MD
16.	MO	MSG	MVP	NCRA
17.	NFL	NYPD	OCD	OTC
18.	PBS	PLO	PO	PR



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19.9 LETTER AND INITIAL PRACTICE CONTINUED

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|-----|------|------|-----|------|
| 19. | QED | RFD | RPR | SOS |
| 20. | TGIF | TMI | TNT | UCLA |
| 21. | USA | USDA | VA | VFW |
| 22. | WKT | YMCA | ZN | ZIN |

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19.10 NAMES, MIDDLE INITIALS, AND SPELLINGS

1. Pam A. Morse, M-o-r-s-e
2. C. Robert Wright, W-r-i-g-h-t
3. B. Z. Morton, M-o-r-t-o-n
4. Mark E. Adams, A-d-a-m-s
5. N. X. Heller, H-e-l-l-e-r
6. John Q. Public, P-u-b-l-i-c
7. P. J. Tillman, T-i-l-l-m-a-n
8. B. D. Anders, A-n-d-e-r-s
9. L. K. Griffen, G-r-i-f-f-e-n
10. C. D. Scott, S-c-o-t-t
11. Martin L. Carson, C-a-r-s-o-n
12. D. O. Dodd, D-o-d-d

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19.11 PRACTICE SENTENCES

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|--------------------------------------|---------------------------------|-----------------------------------|
| 1. An EKG was ordered. | Mail it to APO 43. | <u>He is</u> now a CPA. |
| 2. He joined AFTRA. | The GNP went up. | Our CB is licensed. |
| 3. <u>What is</u> his IQ? | The DA will listen. | ABC canceled it. |
| 4. Ship it COD today. | I tried the ACLU. | Attend the PTA. |
| 5. Room <u>at the</u> YMCA. | She has her BA. | I joined the VFW. |
| 6. <u>Did you</u> take ROTC? | <u>It was</u> a USO tour. | It came on AP wire. |
| 7. <u>It is</u> spelled L-e-s-t-e-r. | Mondale, M-o-n-d-a-l-e. | Give it <u>to the</u> SPCA. |
| 8. I attended CSCR. | The private went AWOL. | <u>Is it</u> spelled D-a-n-i-e-l? |
| 9. Clausen, C-l-a-u-s-e-n. | Register with AKC. | It came back NSF. |
| 10. Bolling, B-o-l-l-i-n-g. | <u>It is</u> C-l-e-v-e-l-a-n-d. | Dan Erickson <u>is a</u> GP. |
| 11. <u>It is</u> a UHF mark. | Hinshaw, H-i-n-s-h-a-w. | <u>It is</u> spelled N-o-l-a-n. |
| 12. We heard a faint SOS. | <u>He was</u> DOA. | Waxman, W-a-x-m-a-n. |
| 13. Nixon, N-i-x-o-n. | <u>It is</u> W-a-l-t-e-r. | Farley, F-a-r-l-e-y. |
| 14. <u>Is it</u> D-e-r-r-i-c-k? | Cotter, C-o-t-t-e-r. | <u>It is</u> H-u-b-b-a-r-d. |
| 15. Martin, M-a-r-t-i-n. | <u>It is</u> M-a-d-i-g-a-n. | Wydler, W-y-d-l-e-r. |
| 16. <u>Is it</u> T-r-a-x-l-e-r? | Harkin, H-a-r-k-i-n. | <u>It is</u> W-i-g-g-i-n-s. |
| 17. Snyder, S-n-y-d-e-r. | <u>It is</u> H-a-w-k-i-n-s. | Meyner, M-e-y-n-e-r. |
| 18. <u>Is it</u> W-a-m-p-l-e-r? | Vander, V-a-n-d-e-r. | <u>It is</u> E-i-l-b-e-r-g. |

