

INSTRUCTIONS

This assignment is designed to be completed in Lesson 2 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

2.1 KEYBOARD PRACTICE

INITIAL LETTERS: P-, W-, H-, R-

STRIKE TWO KEYS at the SAME TIME.

- | | | | | |
|----|----|----|----|----|
| 1. | PA | PO | PE | PU |
| 2. | WA | WO | WE | WU |
| 3. | HA | HO | HE | HU |
| 4. | RA | RO | RE | RU |
| 5. | PI | WI | HI | RI |



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2.2 WORD PRACTICE

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|----|-----|-----|------|-----|-----|-----|-------|------|-----|------|
| 1. | pat | PAT | pot | POT | pet | PET | put | PUT | pit | PEUT |
| 2. | hat | HAT | hot | HOT | hut | HUT | hull | HUL | hit | HEUT |
| 3. | rat | RAT | rot | ROT | rut | RUT | rough | RUF | rap | RAP |
| 4. | rep | REP | pull | PUL | wet | WET | wit | WEUT | | |

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2.3 KEYBOARD PRACTICE USING THE LONG A (AEU)

USING THE LONG A (AEU)

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|----|-----|-----|-----|-----|
| 1. | PAI | WAI | HAI | RAI |
| 2. | AIP | AIL | AIT | SAI |
| 3. | KAI | PAI | WAI | RAI |
| 4. | AIP | AIL | AIT | SAI |

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2.4 KEYBOARD PRACTICE

USING WORD PAIRS- SHORT and LONG A

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|----|------|-------|------|--------|------|--------|------|-------|
| 1. | sat | SAT | sate | SAEUT | tap | TAP | tape | TAEUP |
| 2. | cap | KAP | cape | KAEUP | pat | PAT | pate | PAEUT |
| 3. | hat | HAT | hate | HAEUT | rap | RAP | rape | RAEUT |
| 4. | rat | RAT | rate | RAEUT | at | AT | ate | AEUT |
| 5. | pal | PAL | pail | PAEUL | pale | PA*EUL | | |
| 6. | sail | SAEUL | sale | SA*EUL | sell | SEL | | |

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2.5 ARTICLE A (AEU) PRACTICE

USING THE COMMA AFTER EACH PHRASE

1. a pate, a pal, a rate, a cap, a rat, a cape,
2. a tape, a hat, a tap, a pet, a wit, a hut,
3. a pit, a rut, a sap, a cat, a pail, a hat,

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2.6 BRIEFS AND PHRASE PRACTICE

STRIKING THE COMMA AFTER EACH BRIEF OR PHRASE

1. were WR- were you WRU
2. with W- with you WU with the W-T with a WA
3. to the TOT Would WO would you WOU would the WO-T
4. would he WOE had H- had the H-T had you HU
5. had he HE had a HA at the TE

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2.7 BRIEF AND PHRASES PRACTICE DRILL

STRIKING THE COMMA AFTER EACH BRIEF

1. with, he, had, were, would, the, had, would, it, were,
2. he, were, had, would, he, were, it, he, were, had,
3. it, had, were, would, the, it, were, with, would, the,

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2.8 PRACTICE SENTENCES USING BRIEFS AND PHRASES

STRIKING PERIOD AFTER EACH SENTENCE

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|-----------------------------------|----------------------------------|---------------------------------|
| 1. We were to sell. | We were to sell it. | |
| 2. He had to pay. | He had to pay it. | |
| 3. I would tell. | I would tell it. | |
| 4. I <u>had a</u> cat. | He <u>had a</u> cat. | |
| 5. He would hit it. | You were to sit. | |
| 6. I had to cull it. | He sat <u>with the</u> cat. | |
| 7. He would sit <u>with you</u> . | I would sit <u>with the</u> cat. | He would sell <u>with you</u> . |
| 8. He <u>had the</u> cat. | He <u>had the</u> kit. | He <u>had the</u> pail. |
| 9. Tell it <u>to the</u> cop. | Tape it <u>to the</u> cap. | Hit it <u>to the</u> cat. |

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2.9 PRACTICE SENTENCES

USING QUESTION MARK (interrog) at the END OF SENTENCE (STPH-)

1. Would the cat sit? Would the cat sip? Would we pay? Would we pay it?
2. Would you say it? Would you pay it? Were you to pay? Were you to pay it?
3. Were we to sell? Were we to sell it? Would he hit the cat? Would you hit the cat?
4. Were we to tell? Were we to tell it? Would you tell it? Were you to tell it?
5. Would you sell it? Were you to sell it?

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2.10 PRACTICE SENTENCES

USING THE ASTERISK(*) WITH PROPER NAMES

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|----------------------------|------------------------------|-----------------------------|
| 1. Kay would pay up. | Kay would pay <u>it up</u> . | He would pay it to Kay. |
| 2. Ray <u>had the</u> cat. | Kay <u>had the</u> pet cat. | Sal <u>had the</u> pet cat. |
| 3. I would pay Pat. | I would pay Kay. | I would pay Sal to tape it. |
| 4. Sell it to Kay. | You sell it to Pat. | You would sell it to Ray. |

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2.11 PRACTICE SENTENCES

LESSON OVERVIEW

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|----------------------------------|----------------------------------|--------------------------------------|-----------------------|
| 1. Pay the rate. | You pay the rate. | <u>Were you</u> to pay the rate? | |
| 2. Put it <u>with the</u> cup. | You put it <u>with the</u> cup. | We put it <u>with the</u> cup. | |
| 3. We had to pay. | We had to pay it. | We had to pay the rate. | |
| 4. Tape it <u>to the</u> cap. | Tape it <u>to the</u> hut. | Tape it <u>to the</u> pail. | |
| 5. <u>Would he</u> sip it? | He would sip it. | <u>Would you</u> sip it? | |
| 6. Pat the cat. | Pat the pet cat. | You pat the pet cat. | |
| 7. We were to tell. | We were to tell it. | We were to tell it <u>with you</u> . | |
| 8. Say it with wit. | You say it with wit. | We say it with wit. | |
| 9. He <u>had a</u> pal. | You were a pal. | I ate <u>with a</u> pal. | Sell a pail to a pal. |
| 10. He would kill the rat. | I set the rate. | He would rate it. | Tape the rail. |
| 11. Sal <u>had a</u> hit. | I say it with wit. | Hail hit the pail. | We put up with it. |
| 12. We were to cap it. | Sell a cape <u>to the</u> cop. | Put the cat <u>with you</u> . | Tip it <u>up</u> . |
| 13. Set it <u>with the</u> tape. | You sat <u>with the</u> pet cat. | Tap the pail. | You were to tape it. |

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| 14. Hal ate the pit. | Kay <u>had the</u> tape. | Sip it <u>with the</u> pop. | Wait <u>at the</u> hill. |
| 15. You pop the top off. | Put it <u>with the</u> pail. | He would sit <u>with the</u> cat. | You tip it off. |
| 16. We put up with it. | You were to sell the cat. | I would sit <u>with you</u> . | He would pop the pill. |
| 17. I would pet the cat. | Put it <u>with the</u> hot pot. | We were to tape it. | He <u>had the</u> cat. |
| 18. We were to tap the sap. | Tape <u>up the</u> hat. | He sat <u>with you</u> . | You were to tell it <u>to the</u> cop. |
| 19. Put a pet cat <u>with the</u> pet ape. | He would put the hat up <u>with a</u> cap. | We were <u>at the</u> hut. | |
| 20. We were to cut <u>it up</u> . | He would sit <u>with you</u> . | We ate <u>at the</u> hut. | Ray would tap the sap. |
| 21. He is pale. | Were you pale? | Is he pale? | |
| 22. It is a sale. | Is it a sale? | | |