

INSTRUCTIONS

This assignment is designed to be completed in Lesson 20 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

20.1 WORD PRACTICE

WORD ENDINGS: FER, FOR, VER, AND VOR= -FR

1.	offer	OFR	mover	PHOFR	shiver	SHEUFR	over	OEFR
2.	favor	TPAEUFR	cover	KOFR	chauffeur	SHOEFR	river	REUFR
3.	never	TPHEFR	tougher	TUFR	sever	SEFR	prefer	PREFR
4.	refer	REFR	driver	TKRAOEUFR	clever	KHREFR	weaver	WAEFR
5.	waiver	WAEUFR	beaver	PWEAFR	giver	TKPWEUFR	paver	PAEUFR
6.	hover	HOFR	lever	HREFR	fever	TPAOEFR	liver	HREUFR
7.	lover	HROFR	rover	ROEFR	raver	RAEUFR	rougher	RUFR
8.	heaver	HAEFR	braver	PWRAEUFR	sliver	SHREUFR	safer	SAEUFR
9.	clover	KHROEFR	drover	TKROEFR	quiver	KWEUFR	shaver	SHAEUFR

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20.2 SENTENCE DRILL

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|---|--|---|
| 1. <u>Will you</u> make an offer? | <u>Will you</u> make a good offer? | <u>Will you</u> make an offer soon? |
| 2. <u>Have you</u> gone over it? | <u>Have you</u> gone over the account? | <u>I have</u> gone over and over it. |
| 3. The new highway is safer. | The new highway <u>is much</u> safer. | You should take the safer way. |
| 4. This course <u>is much</u> tougher. | Play the tougher course today. | We played the tougher course. |
| 5. <u>He was</u> the prime mover. | <u>Ask the</u> mover to help pack. | The mover <u>will be</u> here at noon. |
| 6. Please do me a favor. | Please do me a big favor. | Please do me a big favor today. |
| 7. He would like <u>to be</u> a chauffeur. | Tom is our new chauffeur. | A chauffeur needs a license. |
| 8. The beaver is <u>in the</u> river. | The river is too wide. | The river is too wide to cross. |
| 9. Cover the loss now. | <u>Can he</u> cover the loss? | He tried to cover the loss. |
| 10. He has never tried. | He has never tried to play. | He has never tried to dance. |
| 11. Sever the rope. | Sever the rope now. | Use the knife to sever the rope. |
| 12. You shiver <u>in the</u> cold. | You shiver <u>in the</u> cold air. | You shiver <u>in the</u> ice cold air. |
| 13. I prefer the safer driver. | The paver will pave the way. | He needs a new liver. |
| 14. <u>I will</u> refer <u>to the</u> waiver. | The dog <u>is a</u> lover. | Hover over it. |
| 15. The shaver will make the dog quiver. | The drover <u>is a</u> mover. | <u>I have</u> a fever <u>from the</u> sliver. |

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20.3 WORD PRACTICE

WORDS WITH TERMINAL VOWEL Y STANDING ALONE: AE

1.	happy	HAP/AE	cozy	KOEZ/AE	pretty	PRET/AE
2.	lady	HRAEUD/AE	rainy	RAEUPB/AE	funny	TPUPB/AE
3.	puppy	PUP/AE	easy	AEZ/AE	airy	AEUR/AE
4.	copy	KOP/AE	achy	AEUBG/AE	baby	PWAEUB/AE
5.	edgy	EPBLG/AE	body	PWOD/AE	duty	TKAOUT/AE
6.	foggy	TPOG/AE	lacy	HRAEUS/AE	lazy	HRAEUZ/AE
7.	holy	HOEL/AE	icky	EUBG/AE	hazy	HAEUZ/AE
8.	waxy	WABGS/AE	pony	POEPB/AE	tidy	TAOEUD/AE
9.	oozy	AOZ/AE	money	PHOPB/AE	wavy	WAEUFB/AE
10.	tiny	TAOEUPB/AE	oily	OEUL/AE	juicy	SKWRAOUS/AE
11.	sexy	SEBGS/AE	puny	PAOUPB/AE	lily	HREUL/AE
12.	coffee	KOF/AE	cookie	KAOBG/AE	eerie	AOER/AE
13.	candy	KAPBD/AE	carry	KAEUR/AE	sherry	SHER/AE
14.	hairy	HAEUR/AE	marry	PHAEUR/AE	merry	PHER/AE
15.	fancy	TPAPBS/AE	story	STOER/AE	snowy	STPHOE/AE
16.	married	PHAEUR/AE/-D	babying	PWAEUB/AE/-G	lobbying	HROB/AE/-G
17.	kitties	KEUT/AE/-Z	readies	RAED/AE/-Z	honeyed	HOPB/AE/-D

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20.4 SENTENCE DRILL

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|---|-------------------------------------|--|
| 1. <u>It was</u> an easy job. | <u>It was</u> a funny joke. | <u>I will</u> be happy to help. |
| 2. The winter has been rainy. | Put your money <u>in the</u> kitty. | The room is very stuffy. |
| 3. <u>I am</u> sorry <u>that you</u> got fired. | Sunday was a sunny day. | The day was sunny. |
| 4. Get a receipt <u>for the</u> money. | She told a wild story. | Use honey on your roll. |
| 5. What a pretty baby. | <u>She is</u> a very witty lady. | Put the tiny puppy outside. |
| 6. Hurry <u>if you</u> want to catch her. | <u>She will</u> carry the money. | Eat a cookie <u>with the</u> coffee. |
| 7. <u>That is</u> a cozy chair. | <u>He will</u> marry the lady. | <u>They are</u> pretty lazy. |
| 8. The candy is icky. | She wore a lacy shawl. | The pony is hairy. |
| 9. The lily is pretty. | My body is achy. | <u>It is</u> a foggy night. |
| 10. <u>Are you</u> on duty? | <u>That is</u> a sexy style. | <u>I have</u> wavy hair. |
| 11. The sherry is good. | His skin is oily. | <u>Are you</u> on duty? |
| 12. <u>It is</u> a juicy steak. | <u>She is</u> a merry person. | <u>It is</u> hazy <u>at the</u> beach. |
| 13. Jim is marrying her sister. | The teacher lobbied for it. | <u>It is</u> a moneyed company. |
| 14. She wore a harried look. | Pat is carrying the load. | She babied <u>all the</u> kids. |

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20.5 WORD PRACTICE

MULTISYLLABIC WORDS ENDING IN “Y”

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|----|---------|----------------|---------|-------------|-----------|------------------|
| 1. | sadly | SAD/HRAE | ugly | UG/HRAE | tightly | TAOEUGT/HRAE |
| 2. | nearly | TPHAER/HRAE | burly | PWUR/HRAE | unsightly | UPB/SAOEUGT/HRAE |
| 3. | nightly | TPHAOEUGT/HRAE | fairly | TPAEUR/HRAE | gladly | TKPWHRAD/HRAE |
| 4. | highly | HAOEU/HRAE | slowly | SHROE/HRAE | promptly | PROPLT/HRAE |
| 5. | loudly | HROUD/HRAE | softly | SOFT/HRAE | quickly | KWEUBG/HRAE |
| 6. | sharply | SHARP/HRAE | badly | PWAD/HRAE | roughly | RUF/HRAE |
| 7. | boldly | PWOELD/HRAE | shortly | SHOERT/HRAE | smoothly | SPHAOGT/HRAE |
| 8. | proudly | PROUD/HRAE | wrongly | WROPBG/HRAE | suddenly | SUD/EPB/HRAE |
| 9. | fairly | TPAEUR/HRAE | oddly | OD/HRAE | madly | PHAD/HRAE |

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20.6 SENTENCE DRILL

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| 1. The dog moves very slowly. | Keep the door closed tightly. |
| 2. He has read nearly all <u>of the</u> book. | <u>He is</u> said <u>to be</u> burly. |
| 3. The room was an unsightly mess. | The dress was far too ugly. |
| 4. The cat yowls nightly. | The pile was fairly divided. |
| 5. She proudly wore the medal. | <u>We will</u> gladly take care of it. |
| 6. <u>It was</u> softly spoken. | <u>They were</u> madly in love. |
| 7. He spoke highly of her. | <u>It was</u> done quickly and smoothly. |
| 8. The cat suddenly moved. | It took roughly all day. |

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20.7 BRIEFS: MONTHS

- | | | | | |
|----|----------|-------|-----------|------|
| 1. | January | JAN | July | JUL |
| 2. | February | FEB | August | AUG |
| 3. | March | M-R | September | SEPT |
| 4. | April | PREUL | October | OKT |
| 5. | May | MAE | November | NOFB |
| 6. | June | JAOUN | December | DES |

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20.8 SENTENCE DRILL

- | | |
|---|--|
| 1. <u>This is</u> the month of January. | <u>This is</u> the month of February. |
| 2. <u>This is</u> the month of March. | <u>This is</u> the month of April. |
| 3. <u>This is</u> the month of May. | <u>This is</u> the month of June. |
| 4. <u>This is</u> the month of July. | <u>This is</u> the month of August. |
| 5. <u>This is</u> the month of September. | <u>This is</u> the month of October. |
| 6. <u>This is</u> the month of November. | <u>This is</u> the month of December. |
| 7. January has 31 days. | February has 28 days. |
| 8. March has 31 days. | April has 30 days. |
| 9. May has 31 days. | June has 30 days. |
| 10. July has 31 days. | August has 31 days. |
| 11. September has 30 days. | October has 31 days. |
| 12. November has 30 days. | December has 31 days. |
| 13. Taxes are due in November and April. | School <u>will be</u> out in May or June. |
| 14. The leaves will turn in September or October. | January and February are very cold. |
| 15. July and August are hot months. | <u>It is</u> colder in March than in December. |

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20.9 CONSONANT COMPOUNDS:

DR- AND -KT

1.	drum	drub	drip	drape	draw
2.	drop	drill	droll	drug	dry
3.	drag	drab	droop	drone	drool
4.	droop	drive	dream	dress	drift
5.	draft	dread	drove	drown	dreck
6.	drastic	drain	dreary	drew	dryer
7.	tact	tract	pact	sect	fact
8.	inspect	suspect	inject	act	insect
9.	tact	duct	sect	protect	construct
10.	react	evict	infect	deduct	eject
11.	defect	abduct	extract	project	inflict
12.	restrict	protract	subtract	district	conflict

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20.10 SENTENCE DRILL

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|---|--|
| 1. <u>He is</u> a very good drummer. | <u>That is</u> a drastic plan. |
| 2. Drag the log <u>to the</u> lake. | The dress <u>is not</u> dry yet. |
| 3. <u>It is</u> a hole in his eardrum. | Drop the cookie <u>on the</u> sheet. |
| 4. Alexander has a droll wit. | Use the washer and dryer. |
| 5. You should drain the fish pond. | Hear the drip, drip <u>of the</u> rain. |
| 6. <u>That is</u> a drab scheme. | What a drab day this has been. |
| 7. <u>You have</u> to run a drill press. | What type of drug is that? |
| 8. I droop when <u>it is</u> humid. | He drew a good likeness of her. |
| 9. He could drown <u>in the</u> pool. | I drove the car <u>in the</u> dreary rain. |
| 10. I dread the drive. | <u>I will</u> draw my dream. |
| 11. You should use more tact. | <u>Do you</u> know that <u>to be</u> a fact? |
| 12. The fence is still intact. | <u>That was</u> a tactful question. |
| 13. You should act like a lady. | Interject <u>when you</u> feel like it. |
| 14. <u>Did you</u> join that particular sect? | He purchased a house <u>in the</u> tract. |
| 15. Jones <u>is the</u> prime suspect. | How <u>will he</u> react <u>to the</u> news? |
| 16. <u>It is</u> time to inject the serum. | Where do the lines intersect? |

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20.10 SENTENCES DRILL CONTINUED

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|---|--|
| 17. Where <u>did the</u> impact take place? | We suspect that Jenn took it. |
| 18. <u>He is</u> here to inspect the plant. | <u>It is</u> a fact that <u>there is</u> a shortage. |
| 19. Subtract or deduct it. | The judge will react and eject you. |
| 20. The law will restrict that act. | The insect will bite you. |

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20.11 ORDINALS:

1 ST	1E	17 TH	1E7
2 ND	2E	18 TH	1E8
3 RD	3E	19 TH	1E9
4 TH	4E	20 TH	20E
5 TH	5E	21 ST	2/1E
6 TH	E6	22 ND	2/2E
7 TH	E7	23 RD	23E
8 TH	E8	24 TH	24E
9 TH	E9	25 TH	25E
10 TH	10E	26 TH	2E6
11 TH	1/1E	27 TH	2E7
12 TH	12E	28 TH	2E8
13 TH	13E	29 TH	2E9
14 TH	14E	30 TH	30E
15 TH	15E	31 ST	3/1E
16 TH	1E6		

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20.12 DATE DRILL

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|---------------------------------------|----------------------------------|
| 1. January 24 th , 2009 | March 3, 2010 |
| 2. June 22 nd , 1996 | August 3 rd , 2005 |
| 3. December 25, 1982 | February 15, 1999 |
| 4. July 20, 2012 | November 16 th , 2014 |
| 5. October 26, 1959 | April 18 th , 1834 |
| 6. September 23 rd , 1972 | May 12, 1994 |
| 7. November 27, 1975 | January 1 st , 2018 |
| 8. August 19 th , 1884 | May 19, 1950 |
| 9. June 10 th , 2016 | March 14, 1991 |
| 10. August 12 th , 1925 | November 4 th , 1986 |
| 11. January 31, 1979 | October 5 th , 1955 |
| 12. May 29 th , 1893 | April 8, 2006 |
| 13. December 20 th , 1990 | February 17 th , 2017 |
| 14. September 30 th , 1960 | July 4, 1876 |
| 15. October 30 th , 1963 | June 19, 2015 |
| 16. December 8 th , 2000 | April 22 nd , 1800 |