

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.1 WORD PRACTICE****-NT CONTRACTION**

- |    |         |       |        |       |          |      |           |       |
|----|---------|-------|--------|-------|----------|------|-----------|-------|
| 1. | can't   | K-NT  | aren't | R-NT  | isn't    | S-NT | didn't    | D-NT  |
| 2. | hadn't  | H-NT  | hasn't | HANT  | haven't  | V-NT | shouldn't | SH-NT |
| 3. | weren't | WR-NT | wasn't | WUNT  | wouldn't | WONT | won't     | WOENT |
| 4. | doesn't | DUNT  | don't  | DOENT | couldn't | KONT |           |       |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.2 PRACTICE SENTENCES**

- |                                    |                                  |                                  |
|------------------------------------|----------------------------------|----------------------------------|
| 1. We can't meet the demand.       | I can't discuss the matter.      | Can't you prepare the audit?     |
| 2. Aren't the bills due now?       | We aren't on the roster.         | Aren't the men in jail?          |
| 3. Isn't it time to leave?         | Susan isn't feeling very well.   | Isn't it better to lease it?     |
| 4. We didn't intend to leave.      | Didn't the exercise do any good? | Why didn't you ask for 50?       |
| 5. He hadn't been on the trip.     | Hadn't you had that suggestion?  | He hadn't corresponded yet.      |
| 6. Shouldn't you leave by Monday?  | It shouldn't be late at night.   | You shouldn't be offended.       |
| 7. Weren't the stores open?        | They weren't going to race.      | Weren't you looking for 25?      |
| 8. We haven't used that process.   | Haven't you seen our cabin?      | They haven't asked for a refund. |
| 9. She couldn't read her notes.    | Couldn't we get 68 votes?        | Couldn't you hear the siren?     |
| 10. Wouldn't you like to watch?    | He wouldn't mow the lawn.        | Wouldn't you need more than 75?  |
| 11. I don't believe he has credit. | We don't need your money.        | Don't we need some controls?     |
| 12. The bureau won't consider it.  | Won't you need some guidance?    | We won't be here then.           |
| 13. He hasn't had time to fix it.  | Hasn't the order been filled?    | Hasn't she read about the play?  |
| 14. He wasn't a hero in the war.   | The business wasn't successful.  | Wasn't the correspondence filed? |
| 15. He doesn't have any talent.    | Doesn't he pay for escrow?       | He doesn't need 34 pencils.      |
| 16. You can't start until April.   | You shouldn't cry about defeat.  | Bill won't live with that.       |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.3 THE SILENT W**

- |    |           |           |          |          |        |      |
|----|-----------|-----------|----------|----------|--------|------|
| 1. | whole     | WHOEL     | wholly   | WHOEL/AE |        |      |
| 2. | wholesome | WHOEL/SOM | whopping | WHAOP/-G |        |      |
| 3. | whom      | WHOM      | whomever | WHOM/-FR |        |      |
| 4. | who       | WHO       | whoever  | WHOFR    |        |      |
| 5. | wrap      | WRAP      | wren     | WREN     |        |      |
| 6. | wreck     | WREK      | wreak    | WRAEK    |        |      |
| 7. | whose     | WHAOZ     | who's    | WHOZ     | who is | WHOS |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.4 PRACTICE SENTENCES**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Whose job is it?             | Ask whose jacket it is.         |
| 2. Whose book does he have?     | Whose car is it?                |
| 3. Who's calling her now?       | Who's going to offer it?        |
| 4. Who's sending it?            | Who's looking at it?            |
| 5. Who is going to divide it?   | Who is getting the information? |
| 6. Whom shall I ask?            | Whom shall we invite?           |
| 7. Tell whomever you like.      | Send whomever you wish.         |
| 8. Hire whoever is better.      | Send whoever gets here.         |
| 9. Wrap the package for me.     | When will you wrap it up?       |
| 10. Use the new wrapping paper. | He wrapped it for mailing.      |
| 11. He ate the whole peach pie. | The whole town is upset.        |
| 12. The house is a total wreck. | Don't wreck the new car.        |
| 13. He was in a shipwreck.      | Have you seen a wren?           |
| 14. The troops wreaked havoc.   | The boy has whooping cough.     |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.5 BRIEFS**

- |    |         |     |         |      |           |     |
|----|---------|-----|---------|------|-----------|-----|
| 1. | minute  | MIN | general | JEN  | opinion   | P-N |
| 2. | machine | M-N | discuss | SKUS | yesterday | YED |
| 3. | effect  | EFK | affect  | AFK  |           |     |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.6 BRIEF DRILL**

- |    |          |         |            |         |
|----|----------|---------|------------|---------|
| 1. | affect   | general | opinion    | machine |
| 2. | general  | minute  | particular | discuss |
| 3. | possible | effect  | yesterday  | machine |
| 4. | order    | after   | opinion    | discuss |
| 5. | effect   | upon    | recognize  | general |
| 6. | affect   | effect  | yesterday  | discuss |
| 7. | minute   | opinion | machine    | general |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.7 PRACTICE SENTENCES**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1. What effect will the plan have?    | The general effect is quite good.  |
| 2. Your advice won't have any effect. | What was the effect of the order?  |
| 3. Give me one more minute.           | I will be a minute late.           |
| 4. Take a minute to do it right.      | I don't have a minute to spare.    |
| 5. In my opinion, she shouldn't go.   | I don't have any opinion at all.   |
| 6. They wouldn't express an opinion.  | He wouldn't alter his opinion.     |
| 7. Generally, I would think so.       | That is generally a good plan.     |
| 8. His opinions aren't based on fact. | The cake took 45 minutes to bake.  |
| 9. How will it affect the company?    | The cold will affect the bloom.    |
| 10. The new law will affect us all.   | That doesn't affect my plan.       |
| 11. The question is too general.      | It is in general use now.          |
| 12. He sold the old general store.    | It was a general partnership.      |
| 13. He hurt his thumb yesterday.      | Yesterday was October 21.          |
| 14. They signed the pact yesterday.   | She wore her dress yesterday.      |
| 15. The high price is affecting us.   | The crop was affected by the hail. |
| 16. The trip took 30 minutes.         | Yesterday was November 28.         |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.7 PRACTICE SENTENCES CONTINUED**

- |                                   |  |
|-----------------------------------|--|
| 17. The machine isn't working.    | Don't break the machine.               |
| 18. I have an expensive machine.  | Her machine was stolen.                |
| 19. We should discuss the matter. | I will discuss it with you.            |
| 20. Did you discuss it with him?  | They will discuss and give an opinion. |



**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.8 CONSONANT COMPOUNDS:****GL- AND GR-**

- |    |        |       |        |       |
|----|--------|-------|--------|-------|
| 1. | glass  | glib  | glad   | gleam |
| 2. | gland  | globe | gloom  | glaze |
| 3. | glove  | glue  | glitch | glee  |
| 4. | grade  | grand | grab   | grip  |
| 5. | groove | grape | green  | gross |
| 6. | grit   | gripe | grove  | grind |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.9 PRACTICE SENTENCES**

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Use a tall glass vase.           | Have you been all over the globe? |
| 2. Use a honey glaze on the ham.    | Tell him he has glaucoma.         |
| 3. I am glad he won the prize.      | Did you glean that information?   |
| 4. The polish made it gleam.        | I found the leaf in the glade.    |
| 5. Can you see in the glare?        | He laughed with glee.             |
| 6. That is a glob of glue.          | He won glory playing ball.        |
| 7. He saw a glimmer of light.       | He joined the global tour.        |
| 8. Don't be so glum.                | The old house was gloomy.         |
| 9. What grade is Jim in?            | A great many will vote.           |
| 10. Paint the room green.           | Put gravy on your potatoes.       |
| 11. Mow the grass for me.           | He had to grow up quickly.        |
| 12. Greet the statesman.            | Where is the grave.               |
| 13. Cut a groove in the wood.       | He sought the Holy Grail.         |
| 14. It is time for the Grim Reaper. | Cook the steak on the grill.      |
| 15. The grazing land was for sale.  | The skies were gray.              |
| 16. Don't be so greedy.             | She entertained in grand style.   |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.10 TIME FIGURES**

NUMBER + :00:

- |    |      |     |       |      |       |       |       |      |
|----|------|-----|-------|------|-------|-------|-------|------|
| 1. | 1:00 | 1-K | 2:00  | 2-K  | 3:00  | 3-K   | 4:00  | 4-K  |
| 2. | 5:00 | 5-K | 6:00  | K-6  | 7:00  | K-7   | 8:00  | K-8  |
| 3. | 9:00 | K-9 | 10:00 | 10-K | 11:00 | 1/1-K | 12:00 | 12-K |

NUMBER + :00 + o'clock:

- |    |               |           |               |            |               |           |
|----|---------------|-----------|---------------|------------|---------------|-----------|
| 1. | 1:00 o'clock  | 1-K/KL-K  | 2:00 o'clock  | 2-K/KL-K   | 3:00 o'clock  | 3-K/KL-K  |
| 2. | 4:00 o'clock  | 4-K/KL-K  | 5:00 o'clock  | 5-K/KL-K   | 6:00 o'clock  | K-6/KL-K  |
| 3. | 7:00 o'clock  | K-7/KL-K  | 8:00 o'clock  | K-8/KL-K   | 9:00 o'clock  | K-9/KL-K  |
| 4. | 10:00 o'clock | 10-K/KL-K | 11:00 o'clock | 1/1-K/KL-K | 12:00 o'clock | 12-K/KL-K |

TIME WITH HOURS AND MINUTES:

- |    |       |         |      |         |      |        |       |          |
|----|-------|---------|------|---------|------|--------|-------|----------|
| 1. | 6:30  | K-6/30  | 4:15 | 4-K/15  | 2:20 | 2-K/20 | 11:45 | 1/1-K/45 |
| 2. | 12:45 | 12-K/45 | 8:55 | K-8/5/5 | 9:30 | K-9/30 | 1:05  | 1-K/0/5  |

TIMES THAT FOLLOW "a.m." or "p.m.":

- |    |                    |                |                   |              |
|----|--------------------|----------------|-------------------|--------------|
| 1. | 9:00 a.m.          | K-9/A*M        | 9:30 a.m.         | K-9/30/A*M   |
| 2. | 1:00 p.m.          | 1-K/P*M        | 1:45 p.m.         | 1-K/45/P*M   |
| 3. | 11:00 o'clock a.m. | 1/1-K/KL-K/A*M | 7:00 o'clock p.m. | K-7/KL-K/P*M |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.11 TIME FIGURE PRACTICE**

1.	1:45	1-K/45	7:30	K-7/30	2:00	2-K
2.	5:00 o'clock	5-K/KL-K	6:25 p.m.	K-6/25/P*M	8:45	K-8/45
3.	12:00 o'clock	12-K/KL-K	6:00	K-6	10:20	10-K/20
4.	3:50 p.m.	3-K/50/P*M	4:15	4-K/15	7:00 a.m.	K-7/A*M
5.	5:47 p.m.	5-K/47/P*M	9:36 a.m.	K-9/36/A*M	10:52	10-K/5/2
6.	4:16	4-K/16	7:29 a.m.	K-7/29/A*M	11:58	1/1K/58
7.	3:09	3-K/09	1:11	1-K/1/1	6:40	K-6/40
8.	8:12 p.m.	K-8/12/P*M	9:00 o'clock a.m.	K-9/KL-K/A*M	3:00	3-K

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 21 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**21.12 PRACTICE SENTENCES:**

1. He should be here at 3:00 or 3:30.
2. Will you come home at 6:15 or 6:30?
3. Work starts at 9:00 o'clock a.m. and ends at 5:00 o'clock p.m.
4. Mom leaves work at 5:30 and gets home at 5:45 or 6:00 o'clock.
5. Dad gets home at 7:00 or 8:00 on Mondays and Wednesdays.
6. The school closes at 3:30 on Fridays.
7. The train leaves at 4:45 on Tuesdays.
8. I saw him on Saturday at about 11:00 o'clock a.m.
9. I got home at 2:30 p.m.
10. She will be gone at 1:25 p.m.
11. Will the bus stop here at 9:00 or 9:15?
12. The store will be open at 10:00 o'clock a.m. and will close at 9:00 o'clock p.m.
13. We will eat dinner at 6:45.
14. Our class starts at 8:15 a.m.
15. The party will be at 3:00 o'clock.
16. Pick her up at 1:35 p.m.