



INSTRUCTIONS

This assignment is designed to be completed in Lesson 26 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

26.1 NUMBERS OVER 100 AND DOLLAR AMOUNTS:

BRIEFS IN CONNECTION WITH NUMBERS

- | | | | | |
|----|---------|-----|----------|------|
| 1. | hundred | HUN | thousand | THOU |
| 2. | million | M-L | billion | B-L |

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26.2 NUMBER DRILL:

- | | | | | |
|-----|---------------|-------------------------------|------------|------------------------|
| 1. | 465 | 4/HUN/6/5 | 723 | 7/HUN/23 |
| 2. | 941 | 9/HUN/4/1 | 887 | 8/HUN/8/7 |
| 3. | 4,529 | 4/THOU/5/HUN/29 | 7,182 | 7/THOU/1/HUN/8/2 |
| 4. | 5,622 | 5/THOU/6/HUN/2/2 | 9,347 | 9/THOU/3/HUN/47 |
| 5. | 34,613 | 34/THOU/6/HUN/13 | 646,745 | 6/HUN/46/THOU/7/HUN/45 |
| 6. | 2,300,000 | 2/M-L/3/HUN/THOU | 53,512,000 | 5/3/M-L/5/HUN/12/THOU |
| 7. | 3,489,978 | 3/M-L/4/HUN/89/THOU/9/HUN/78 | | |
| 8. | 6,192,123 | 6/M-L/1/HUN/9/2/THOU/1/HUN/23 | | |
| 9. | 5,800,000,000 | 5/B-L/8/HUN/M-L | | |
| 10. | 3,450,600,000 | 3/B-L/4/HUN/50/M-L/6/HUN/THOU | | |

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26.3 NUMBER DRILL USING DOLLARS AND CENTS:

1. \$54 5/4/-DZ
2. \$73 7/3/-DZ
3. \$523 5/HUN/23/-DZ
4. \$627 6/HUN/27/-DZ
5. \$98.24 9/8/-DZ/24/-S
6. \$87.42 8/7/-DZ/4/2/-S
7. \$763.67 7/HUN/6/3/-DZ/67/-S
8. \$834.12 8/HUN/34/-DZ/12/-S
9. \$2,665 2/THOU/6/HUN/6/5/-DZ
10. \$982,902 9/HUN/8/2/THOU/9/HUN/2/-DZ
11. \$5,299,256 5/M-L/2/HUN/9/9/THOU/2/HUN/56/-DZ
12. \$9,200,000,000 9/B-L/2/HUN/M-L/-DZ
13. \$2,352.99 2/THOU/3/HUN/5/2/-DZ/9/9/-S
14. \$33,102.42 3/3/THOU/1/HUN/2/-DZ/4/2/-S
15. \$294,399.93 2/HUN/9/4/THOU/3/HUN/9/9/-DZ/9/3/-S
16. \$4,540,281.50 4/M-L/5/HUN/40/THOU/2/HUN/8/1/-DZ/50/-S

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26.4 NUMBER DRILL USING MIXED NUMBERS:

- | | | | | |
|----|------------|---------------|-------------|--------------|
| 1. | 453 | 347 | 6,955 | 5,623 |
| 2. | 54,247 | 572,923 | 874,822 | 2,590,252 |
| 3. | 46,513,924 | 5,246,253,000 | \$243 | \$8,424 |
| 4. | \$62,929 | \$920,476 | \$2,254,920 | \$22.64 |
| 5. | \$932.90 | \$3,724.38 | \$44,839.11 | \$935,625.80 |

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26.5 SENTENCE DRILL:

- | | |
|-----------------------------------|------------------------------------|
| 1. Count until you get to 100. | Seat 500 at the dinner. |
| 2. The race was 100 meters. | It is 200 miles to Berlin. |
| 3. Over 12,000,000 live here. | He planned to go 3,000 miles. |
| 4. The rig was 40,000 pounds. | It is 238,857 miles to the moon. |
| 5. We paid \$147.24 for it. | The bill is \$63.19. |
| 6. The ticket cost \$11.95. | The house cost \$878,500. |
| 7. The cost was \$512. | We spent \$372 at the market. |
| 8. I think \$650 is too much. | The price of the car was \$17,400. |
| 9. She spent \$3,000 for a ruby. | \$25,000 is a lot of money. |
| 10. Can you save \$1,500? | The condo cost \$483,500. |
| 11. The bill was \$7,300,000,000. | The cost went up to \$5,785. |
| 12. I have \$12.45. | They reduced the price to \$87.99. |

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26.6 PRACTICE SENTENCES:

Use DLAR for the word “dollar” and KRENT for the word “cent” when they are spelled out:

- | | |
|---|------------------------------|
| 1. Pay the dollar fee. | He paid hundreds of dollars. |
| 2. I need just one cent. | It was many dollars more. |
| 3. It is a matter of dollars and cents. | It is just a few cents. |
| 4. The dollar bill is fake. | He forgot to add the cents. |

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TRANSCRIBING DOLLAR AMOUNTS

(For information only – NOT part of transcription homework)

1. When there are no cents, you DO NOT type the decimal and the 00 (.00).

For example: \$450 (NOT \$450.00)

2. When the amount is a million or above, transcribe as follows:

45 million (NOT 45,000,000)

\$45 billion (NOT \$45 billion dollars) **The “dollar” sign (\$) already shows that “dollars” was spoken so spelling out “dollars” would be like saying, “45 billion dollars dollars.”

45,000 (NOT 45 thousand) **Remember, only “million” and above are spelled out.

4500 (NOT 45 hundred) **This number is spoken as, “forty-five hundred” and is transcribed with no comma. There is no dollar sign so “dollars” is not spoken.”

4,500 **This number is spoken as, “four thousand five hundred” and is transcribed with a comma. Again, “dollars” is not spoken because there is no dollar sign.

\$4,500 **This number is spoken as, “four thousand five hundred dollars” because there is a “dollar” sign.

3. Compound numbers are hyphenated when written out.

For example: twenty-six

fifty-eight

ninety-nine

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TRANSCRIBING DOLLAR AMOUNTS CONTINUED:

(For information only – NOT part of transcription homework)

4.

<u>DICTATED</u>	<u>WRITTEN ON MACHINE</u>	<u>TRANSCRIBED</u>
thirty-two hundred dollars	3/2/HUN/-DZ	\$3200 (without comma)
three thousand two hundred dollars	3/THOU/2/HUN/-DZ	\$3,200 (with comma)
one hundred dollars	1/HUN/-DZ	\$100
a hundred dollars	AEU/HUN/DLAR/-Z	a hundred dollars

**NOTE: When “a” is spoken in place of “one,” you MUST transcribe this number using words as in the above example. Also note that the word “dollar” is also written to show the software that you want the word “dollar” to be spelled out as opposed to the \$ sign.

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26.7 WORD DRILL:

THEORY PRINCIPLE: INITIAL SILENT H

1. honest HON/EFT honor HON/OR
2. herb HERB hour HOUR our OUR

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26.8 PRACTICE SENTENCES:

- | | |
|-------------------------------------|---------------------------------|
| 1. Look for an honest man. | I found an honest man. |
| 2. He is paid by the hour. | It took an hour to fix. |
| 3. How much do you make an hour? | An hour is 60 minutes long. |
| 4. The meeting was 12 hours long. | He spent 24 hours there. |
| 5. It was a matter of honor. | Honor your mother and father. |
| 6. The dinner honored his award. | We are honoring the winner. |
| 7. Buy a book on herb cooking. | Use another herb in the soup. |
| 8. Grow your own herbs if you like. | Use some herbs in the dressing. |

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26.9 BRIEFS:

- | | | | | | | |
|----|-----------|------|------------|--------|--------------|---------|
| 1. | accept | SEP | receive | SAOEFB | building | B-LG |
| 2. | different | DIF | difference | DIFS | difficult | DILT |
| 3. | advance | VANS | advantage | VANG | advantageous | VANG/US |
| 4. | north | N-GT | south | S-GT | | |
| 5. | certain | SERN | certainly | SERNL | | |

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26.10 BRIEF DRILLS:

- | | | | | |
|----|-----------|------------|-----------|--------------|
| 1. | accept | advantage | different | advantageous |
| 2. | building | north | south | advance |
| 3. | certainly | receive | accept | certain |
| 4. | difficult | difference | advance | south |
| 5. | accept | north | receive | different |
| 6. | building | advantage | certainly | difference |
| 7. | difficult | accept | south | advantageous |

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26.11 PRACTICE SENTENCES:

- | | |
|--------------------------------------|--------------------------------------|
| 1. We need a gymnasium building. | She had so many advantages. |
| 2. How high are your receivables? | The buildings are run down. |
| 3. Use building stone for the house. | Buy the child building blocks. |
| 4. I prefer a different plan. | Use a different method. |
| 5. Choose a different book. | What is the difference? |
| 6. There is a great difference. | Pay the difference in cash. |
| 7. Nothing in life is certain. | Are you certain about it? |
| 8. He is certain to win the contest. | Certainly you should check it. |
| 9. That method is certainly better. | We certainly have a shortage. |
| 10. He had too many wage advances. | There are just too many differences. |
| 11. The new plan is an advantage. | They were to receive it. |
| 12. She received the worst of it. | He receives a lot of credit. |
| 13. Who has the advantage? | Karl has real advantages. |
| 14. The advantage lies in speed. | John will accept it. |
| 15. Is he accepting the failure? | He accepts the trophy tonight. |
| 16. The advance is unnecessary. | He wants an advance in pay. |

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26.11 PRACTICE SENTENCES CONTINUED:

- | | |
|--|------------------------------------|
| 17. The troops were advancing. | It is difficult to concentrate. |
| 18. There are many difficulties. | It was a difficult time. |
| 19. It will be advantageous to everyone. | This is an advantageous move. |
| 20. Turn north on Main Street. | The building is on the north side. |
| 21. Faith is walking south. | My house faces to the south. |

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26.12 CONSONANT COMPOUND:

BR- AND -RTH

- | | | | | |
|-----|------------|-------------|------------|------------|
| 1. | braid | broad | brim | bright |
| 2. | brain | brute | brat | breath |
| 3. | bra | broken | brag | bran |
| 4. | brew | brow | bred | brad |
| 5. | break | brake | broom | brawl |
| 6. | broil | bribe | broth | brook |
| 7. | birth | hearth | mirth | earth |
| 8. | worth | dearth | girth | forth |
| 9. | berth | firth | airth | swarth |
| 10. | sparth | garth | birthday | unearth |
| 11. | rebirth | pennyworth | childbirth | henceforth |
| 12. | afterbirth | thenceforth | stillbirth | stalworth |

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26.13 PRACTICE SENTENCES:

- | | |
|--|--|
| 1. There are brown bears here. | Use a brad to hold it tight. |
| 2. Check the brakes on your car. | Don't break your neck. |
| 3. The water is brackish. | The river is very broad. |
| 4. Who brought the papers? | Will you bring a lawsuit? |
| 5. Bread is the staff of life. | The bedstead is solid brass. |
| 6. He got into a barroom brawl. | His brave act was rewarded. |
| 7. The brute was at the brook. | Mix the bran with the broth. |
| 8. That is a bright bra. | Wear a helmet to protect your brain. |
| 9. What is the year of your birth? | How much is it really worth? |
| 10. I want an upper berth, please. | I heard the mirth outside. |
| 11. The cat sleeps on the hearth. | Use the sparth to fight. |
| 12. There is a dearth of talent. | Come forth with information. |
| 13. Use that girth for the horse. | When is your birthday? |
| 14. They plowed the earth. | The ship hit the firth. |
| 15. They ran on the swarth. | Water the garth often. |
| 16. Henceforth, they will not accept checks. | She suffered a stillbirth in the past. |