

INSTRUCTIONS

This assignment is designed to be completed in Lesson 29 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

29.1 WORD PRACTICE:

-MT FOR WORDS ENDING IN -MENT or -MPT

1.	comment	KOMT	payment	PAIMT
2.	pavement	PAIV/-MT	exempt	EX/EMT (or) EX/-MT
3.	element	EL/EMT (or) EL/-MT	filament	FIL/AMT (or) FIL/-MT
4.	sediment	SED/IMT (or) SED/-MT	tenement	TEN/EMT (or) TEN/-MT
5.	supplement	SUP/LEMT	adjustment	A/JUFT/-MT
6.	achievement	A/KHAOEV/-MT	improvement	IM/PROV/-MT (or) IM/PRAOUV/-MT
7.	inducement	IN/DAOUS/-MT	basement	BAEUS/-MT
8.	foment	FOEMT	ailment	AEUL/-MT
9.	movement	MOV/-MT	amazement	A/MAEUZ/-MT
10.	assignment	A/SAOEUN/-MT	retirement	RE/TAOEURMT
11.	predicament	PRE/DIK/AMT (or) PRE/DIK/-MT	advisement	VIZ/-MT
12.	argument	ARG/-MT	embarrassment	EM/BAEUR/AS/-MT
13.	disbursement	DIS/BURS/-MT	postponement	POEFT/POEN/-MT
14.	dislodgement	DIS/LOJ/-MT	misplacement	MIS/PLAEUS/-MT

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29.1 WORD PRACTICE CONTINUED:

15.	cement	SEMT (or) SAOEMT	attempt	A/TEMT
16.	ornament	OERN/AMT (or) OERN/-MT	monument	MON/AOUMT
17.	monument	MON/AOUMT	concealment	KON/SAEL/-MT

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29.2 PRACTICE SENTENCES:

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|--------------------------------------|--------------------------------------|
| 1. Concrete is cement and sand. | Use bricks and cement mortar. |
| 2. Attempt to finish by tonight. | She attempted to finish tonight. |
| 3. When is your payment due? | The payment will be prompt. |
| 4. I didn't hear your comment. | Comment on the recent news. |
| 5. Cost is one element to consider. | The element was burned out. |
| 6. Food is exempt from tax. | She had an exempt status on her job. |
| 7. What is her latest ailment? | Her ailment is getting worse. |
| 8. Don't foment any trouble. | They are fomenting a riot. |
| 9. The house has a full basement. | The basement is full of water. |
| 10. He lived in a tenement building. | The tenement was run down. |
| 11. I am proud of your achievement. | His achievement brought him fame. |
| 12. The movement is taking hold. | You should join the movement. |
| 13. The new monument will be bronze. | Where will the monument be built? |
| 14. The basin was full of sediment. | The sediment was stirred up. |
| 15. The ornament fell off the tree. | The ornament was broken. |
| 16. We stared in amazement. | To our amazement, we won. |
| 17. It was intended as a supplement. | The attachment is in the basement. |

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29.2 PRACTICE SENTENCES CONTINUED:

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|---|-------------------------------------|
| 18. It is a considerable improvement. | Prompt improvement is needed. |
| 19. It was a nutritional supplement. | Did you read the new supplement? |
| 20. The radio filament was faulty. | You should replace the filament. |
| 21. Make an adjustment in the bill. | How much will the adjustment be? |
| 22. Have you read the assignment? | What is the assignment for today? |
| 23. There must be a great improvement. | We saw improvement in the plan. |
| 24. Retirement is tempting. | She lives in a retirement home. |
| 25. We are in a real predicament. | Get out of this predicament. |
| 26. Is there any inducement? | That inducement will tempt me. |
| 27. Did you discover the concealment? | The concealment was uncovered. |
| 28. The pavement was asphalt. | There were cracks in the pavement. |
| 29. You are an embarrassment to us. | The misplacement set us back. |
| 30. He gave out the disbursement of funds. | The argument was over the position. |
| 31. The postponement will be lifted tomorrow. | The dislodgement made her choke. |
| 32. Did you include it in the assignment? | The office received the advisement. |

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29.3 BRIEFS:

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|----|---------|------|---------|------|-------------|------|
| 1. | figure | F-G | dozen | DOZ | follow | FOL |
| 2. | invoice | VOI | balance | BALS | manufacture | M-FR |
| 3. | witness | W-NS | | | | |

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29.4 PRACTICE DRILL:

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|----|-------------|----------|-------------|-------------|---------|
| 1. | figure | follow | invoice | manufacture | witness |
| 2. | balance | dozen | enclose | invoice | balance |
| 3. | position | figure | manufacture | follow | witness |
| 4. | dozen | balance | invoice | include | office |
| 5. | enclose | figure | follow | manufacture | witness |
| 6. | familiar | balance | dozen | witness | invoice |
| 7. | opportunity | position | figure | manufacture | follow |
| 8. | dozen | balance | invoice | include | number |
| 9. | maybe | ability | figure | dozen | balance |

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29.5 PRACTICE SENTENCES:

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|---|---------------------------------------|
| 1. Have you paid the invoice? | These invoices should be filed. |
| 2. The invoice was sent yesterday. | When were the invoices due? |
| 3. That figure is wrong. | He will figure the bill for me. |
| 4. The ice skater cut a figure eight. | What kind of figure was quoted? |
| 5. I think their figures are wrong. | The companies released their figures. |
| 6. Are you figuring the extra cost? | I am figuring the cost now. |
| 7. We figured out the enigma. | The taxes have been figured. |
| 8. We have already figured the invoice. | The balance due has been figured. |
| 9. Are the books balanced yet? | It should all balance now. |
| 10. The cash sheet balances now. | Are you still balancing the books? |
| 11. Bring home a dozen eggs. | What is the price per dozen? |
| 12. They cost less by the dozen. | Is it really cheaper by the dozen? |
| 13. Follow that route to town. | I will follow you if I can. |
| 14. Did you follow his advice? | Learn to follow a blueprint. |
| 15. He followed their plan. | Did you see who is following us? |
| 16. She follows too closely. | Which course are you following? |

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29.5 PRACTICE SENTENCESCONTINUED:

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|--------------------------------------|------------------------------------|
| 17. They manufacture this part. | Can you manufacture it? |
| 18. The manufacturing plant closed. | It was manufactured in France. |
| 19. Our company manufactures them. | These parts are manufactured here. |
| 20. They do light manufacturing. | Who manufactures a camshaft? |
| 21. The witness will take the stand. | He was the key witness. |
| 22. He witnessed the crime. | Did you witness the accident? |

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29.6 CONSONANT COMPOUNDS:

SM- AND SN-

1.	small	smirk	smite	smut
2.	smooth	smog	smart	smack
3.	smell	Smith	smudge	smoke
4.	smile	smelt	smash	smidgen
5.	smock	smother	smug	smorgasbord
6.	smut	smolt	smear	smooch
7.	snack	snit	sneak	snail
8.	snitch	snare	snap	snag
9.	snow	Snodgrass	snore	sniff
10.	snoop	sniper	snake	snip
11.	snuff	sneeze	sneer	snob
12.	snot	snug	snub	snooze
13.	snood	snort	snide	snoot
14.	snazzy	sniffly	snippet	sneaker

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29.7 PRACTICE SENTENCES:

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|--------------------------------------|----------------------------------|
| 1. The house smells of fish. | Mr. and Mrs. Smith called today. |
| 2. Wipe the smudge off your face. | Did you smell smoke in here? |
| 3. Try to give up smoking. | Her smile was a big grin. |
| 4. She smirked when she won. | Tour the smelting plant. |
| 5. Smooth out the linens. | There was a smog alert today. |
| 6. It isn't smart to take a chance. | The play was a smash hit. |
| 7. Use just a smidgen of salt. | Wear a smock at work. |
| 8. Watch that he doesn't smother. | Just use a very small spoon. |
| 9. She acted smug when she won. | I was invited to a smorgasbord. |
| 10. The book turned out to be smut. | Don't smack her lips. |
| 11. Snack foods aren't good for you. | It is going to show before long. |
| 12. Set the rabbit snare. | Mr. Snodgrass took the call. |
| 13. Do you snore loudly? | He sneaked out the back door. |
| 14. Just sniff that aroma. | Snoop around to find out. |
| 15. The sniper took careful aim. | Mrs. Lane is in a snit today. |
| 16. Where is the snake in the grass? | That class is a snap. |

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29.7 PRACTICE SENTENCES CONTINUED:

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|-------------------------------|-------------------------------------|
| 17. When did you hit a snag? | Snip off the end of the cord. |
| 18. Buy the old snuffbox. | Cover your mouth if you sneeze. |
| 19. Don't sneer at good food. | He said Johnny was a snitch. |
| 20. Use the snorkel for air. | Gloria is a real snob. |
| 21. Don't smear the snot. | Give Snoopy a smooch on the head. |
| 22. Your sneakers smell. | I was sniffly from the smoke. |
| 23. The smock was snug. | You can snooze just a smidgen more. |
| 24. Smother the sniper. | I wanted to smack the snob. |