

INSTRUCTIONS

This assignment is designed to be completed in Lesson 3 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

3.1 KEYBOARD PRACTICE

NEW LETTERS –R, -B, -G, -S

- | | | | |
|-------|----|----|----|
| 1. AR | AB | AG | AS |
| 2. OR | OB | OG | OS |
| 3. ER | EB | EG | ES |
| 4. UR | UB | UG | US |
| 5. IR | IB | IG | IS |

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3.2 WORD DRILL

- | | | | | | | | | |
|----|------|-------|--|------|-------|--|------|-------|
| 1. | cub | KUB | | sas | SAS | | care | KAEUR |
| 2. | hag | HAG | | keg | KEG | | hair | HAEUR |
| 3. | tug | TUG | | sag | SAG | | hub | HUB |
| 4. | case | KAEUS | | wag | WAG | | pub | PUB |
| 5. | sob | SOB | | pass | PAS | | rag | RAG |
| 6. | tub | TUB | | pair | PAEUR | | toss | TOS |
| 7. | rare | RAEUR | | tab | TAB | | war | WAR |
| 8. | sub | SUB | | pace | PAEUS | | rug | RUG |

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3.3 SPELLING RULE: THE REVERSE "EA" RULE

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|----|------|------|------|------|------|------|
| 1. | pear | PAER | tear | TAER | seal | SAEL |
| 2. | wear | WAER | heal | HAEL | reap | RAEP |
| 3. | seat | SAET | rear | RAER | heat | HAET |

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3.4 WRITING DRILL

- | | |
|--------------------------|------------------------|
| 1. I would seal it. | He would seal it. |
| 2. It would heal. | It would heal the cut. |
| 3. He would sip the tea. | I would sip the tea. |
| 4. I would wear it. | He would wear it. |
| 5. He ate the pear. | I ate the pear. |
| 6. I would tear it. | He would tear it. |

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3.5 WRITING DRILL

THEORY PRINCIPAL: LONG O = OE

- | | | | | | | |
|----|-------|------|------|------|------|------|
| 1. | cope | KOEP | row | ROE | hope | HOEP |
| 2. | rope | ROEP | coal | KOEL | hoe | HOE |
| 3. | rogue | ROEG | hole | HOEL | | |
| 4. | toe | TOE | tow | TO*E | | |
| 5. | pole | POEL | poll | POL | | |
| 6. | role | ROEL | roll | ROL | | |
| 7. | tole | TOEL | toll | TOL | | |

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3.6 WORD PRACTICE

LONG VOWEL VERSUS SHORT VOWEL

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|----|-----|-----|------|------|-----|-----|------|------|
| 1. | rob | ROB | robe | ROEB | sop | SOP | soap | SOEP |
| 2. | cop | KOP | cope | KOEP | hop | HOP | hope | HOEP |
| 3. | pop | POP | pope | POEP | cot | KOT | coat | KOET |

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3.7 WRITING DRILL

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|-------------------------------|--------------------|
| 1. Put <u>up the</u> robe. | He would rob it. |
| 2. Hop up. | He had hope. |
| 3. Sell the coat. | Set the cot up. |
| 4. The cop <u>had a</u> cat. | He had to cope. |
| 5. He had soap. | Sop <u>it up</u> . |
| 6. The Pope <u>had a</u> hat. | He had to pop it. |



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3.8 CONFLICT OUTLINES

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|----|----|----|-----|-----|-----|------|
| 1. | or | OR | ore | OER | oar | AOR |
| 2. | so | SO | sew | SOE | sow | SO*E |

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3.9 PRACTICE SENTENCES

- | | |
|---------------------------------|--------------------------|
| 1. So I hope to sell it. | Sew the coat. |
| 2. Pat or Kate would sell it. | He would pay Kay or Sal. |
| 3. Sew the cape. | So it would pay. |
| 4. He would pat or pet the cat. | Sew the robe or sell it. |
| 5. The ore would sell. | He had to sow it. |
| 6. Sell the oar. | |

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3.10 PRACTICE DRILL

USING COMMA

- | | | | |
|------------|-----------|---------|-----------|
| 1. a robe, | the robe, | a hope, | the hope, |
| 2. a coat, | the coat, | a sore, | the sore, |
| 3. a roar, | the roar, | a core, | the core, |
| 4. a hole, | the hole, | a toll, | the toll, |
| 5. a poll, | the poll, | a tow, | the tow, |

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3.11 BRIEFS AND PHRASES

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|----|--------------------------|-------------------|----------------------|-----------------|
| 1. | is S- (initial) | <u>is it</u> ST- | <u>is the</u> S-T | <u>is he</u> SE |
| 2. | is -S (in phrases only) | <u>it is</u> T-S | <u>he is</u> ES | |
| 3. | are R- (initial) | <u>are you</u> RU | | |
| 4. | are -R (in phrases only) | <u>you are</u> UR | <u>we are</u> WE-R | |
| 5. | would WO | could K-D | company K-P | |
| 6. | be -B | <u>to be</u> TO-B | <u>would be</u> WO-B | |
| 7. | can K- | <u>can be</u> K-B | <u>can the</u> K-T | |
| 8. | <u>can I</u> KEU | <u>can you</u> KU | <u>can he</u> KE | <u>can a</u> KA |

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3.12 BRIEF DRILL

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|----|-----|---------|-------|---------|-------|-------|
| 1. | are | be | would | company | be | the |
| 2. | can | could | be | is | were | are |
| 3. | it | with | are | he | could | the |
| 4. | had | company | would | is | can | could |
| 5. | is | be | could | can | the | would |

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3.13 WRITING DRILL

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|---------------------------------|---------------------------------|-----------------------------|
| 1. Could Rob set the pace? | Pat could pull the cab. | We could toss the rope. |
| 2. Kay is to race the car. | Hal is to race the car. | The race is set up. |
| 3. Sal would pay the company. | The company would pay. | The company is at par. |
| 4. So be a pal to Kate. | So be a pal to Rob. | So be a pal to Pat. |
| 5. Are we to hoe? | Are we to hoe the row? | Are we to pay the toll? |
| 6. Can we pull the car? | Can Pat tug <u>at the</u> rope? | Can Peg tote the coal? |
| 7. <u>You are</u> a pal. | <u>You are</u> at par. | He had <u>to be</u> sore. |
| 8. I had <u>to be</u> a pal. | <u>Is it</u> the cat? | <u>Is it</u> the pet cat? |
| 9. <u>Can I</u> pay it? | <u>Can I</u> sell it? | <u>Are you</u> to sell? |
| 10. <u>Are you</u> to pay? | Rob <u>is the</u> rat. | Pat <u>is the</u> cat. |
| 11. Could you pay? | Could you pay it? | <u>We are</u> at par. |
| 12. <u>We are</u> to sell. | It could be sore. | He could be a pal. |
| 13. <u>He is</u> to pay. | <u>He is</u> to pay it. | The pace <u>can be</u> set. |
| 14. It <u>can be</u> at par. | <u>Can he</u> cope? | <u>Can he</u> pay it? |
| 15. I <u>would be</u> a pal. | It <u>would be</u> at par. | <u>Can the</u> company pay? |
| 16. <u>Can the</u> pace be set? | <u>It is</u> a car. | <u>It is</u> a race car. |
| 17. Could the robe tear? | Could the sore heal? | <u>Is he</u> to pay? |
| 18. <u>Is he</u> to race? | <u>Can you</u> hit par? | <u>Can you</u> toss it? |