

INSTRUCTIONS

This assignment is designed to be completed in Lesson 31 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

31.1 CONSONANTS OUT OF KEYBOARD ORDER:

1.	subtle	SUT/-L	fickle	FIK/-L	sickle	SIK/-L
2.	settle	SET/-L	cattle	KAT/-L	muddle	MUD/-L
3.	pickle	PIK/-L	castle	KAS/-L	title	TAOEUT/-L
4.	wiggle	WIG/-L	hustle	HUS/-L	bustle	BUS/-L
5.	wrestle	WRES/-L	tussle	TUS/-L	muscle	MUS/-L
6.	battled	BAT/-L/-D	heckled	HEK/-L/-D	trickled	TRIK/-L/-D
7.	rattles	RAT/-L/-Z	paddles	PAD/-L/-Z	cradles	KRAID/-L/-Z
8.	tackling	TAK/-L/-G	bottling	BOT/-L/-G	huddling	HUD/-L/-G
9.	rustling	RUS/-L/-G	muzzling	MUZ/-L/-G	sizzling	SIZ/-L/-G

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31.2 PRACTICE SENTENCES:

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|---------------------------------------|-------------------------------------|
| 1. They are raising cattle. | Pick up a load of cattle feed. |
| 2. He will try to muddle through. | Joe is a muddle-headed kid. |
| 3. Put the kettle on to boil. | Fill up the tea kettle. |
| 4. Tommy is really in a pickle. | Get both dill and sweet pickles. |
| 5. Call a huddle to decide it. | Huddle together to keep warm. |
| 6. We won the battle for freedom. | That was a famous battle cry. |
| 7. Don't heckle the singer. | Bud is heckling his friend. |
| 8. There is just a trickle. | Leave just a trickle running. |
| 9. Hustle, or you will be late. | Please tell Carla to hustle. |
| 10. You will have to wrestle with it. | I am still wrestling with it. |
| 11. Take title in your own name. | He will move to quiet title. |
| 12. Put it in a larger bottle. | Bertha saves antique bottles. |
| 13. What is that rattle in the car? | The loose nut is rattling. |
| 14. Paddle your own canoe. | They paddled the boat to the shore. |
| 15. There was quite a tussle over it. | They are tussling on the lawn. |
| 16. Flex your muscles. | They say Pete is a muscle man. |
| 17. Get out and rustle up business. | I think he is rustling cattle. |

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31.2 PRACTICE SENTENCES CONTINUED:

18. You must muzzle your dog.

Where did you put his muzzle?

19. It has a subtle meaning.

You weren't very subtle about it.

20. Grace is extremely fickle.

Don't be so fickle about it.

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31.3 WORDS THAT END IN -PLE (NO CONFLICT WITH -M):

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|------------|-----------|-----------|------------|
| 1. apple | AP/-L | topple | TOP/-L |
| 2. rippled | RIP/-L/-D | supple | SUP/-L |
| 3. cripple | KRIP/-L | grappling | GRAP/-L/-G |

**EXCEPTION: people = PAOEPL (no conflict)

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31.4 PRACTICE SENTENCES:

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|---------------------------------------|------------------------------------|
| 1. There was a ripple on the lake. | There were ripples on the surface. |
| 2. Watch that it doesn't topple over. | The statue toppled off the stand. |
| 3. A flat tire could cripple it. | He was crippled for life. |
| 4. Keep the leather supple. | His muscles were supple. |
| 5. Was he grappling with the bear? | He grappled with the puzzle. |
| 6. People should eat apples. | Mom is fixing apple fritters. |
| 7. Look out for a triple play. | He was tripling his money. |
| 8. He had an apple orchard. | The wind rippled the water. |

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31.5 WORDS THAT CAN BE WRITTEN IN ONE STROKE:

1.	table	TAIBL	sable	SAIBL	dribble	DRIBL
2.	rifle	RAOEUFL	baffle	BAFL	trifle	TRAOEUFL
3.	stifle	STAOEUFL	able	AIBL	Bible	BAO*EUBL
4.	shuffle	SHUFL	sniffle	SNIFL	nibble	NIBL
5.	gobble	GOBL	foible	FOIBL	truffle	TRUFL

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31.6 PRACTICE SENTENCES:

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|----------------------------------------|---------------------------|
| 1. Don't stifle his talent. | I felt stifled in my job. |
| 2. The rifle was left in the tent. | He rifled the throw. |
| 3. He wobbled as he walked. | It wobbles on the edge. |
| 4. They are a troubled people. | Trouble is brewing. |
| 5. Those people baffle me. | The note was baffling. |
| 6. It is a trifle more. | It was a trifling matter. |
| 7. Eat at the table. | The motion was tabled. |
| 8. Send it by cable. | We cabled for money. |
| 9. Nibble on the truffle. | Read the Bible. |
| 10. Are you able to shuffle the cards? | Don't gobble up the food. |
| 11. Her foible was evident. | Dribble the ball. |

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31.7 WORDS ENDING IN –MPLE (NO CONFLICT WITH THE BRIEF “MANY”):

1.	dimpled	DIM/P-L/-D	ample	AM/P-L
2.	samples	SAM/P-L/-Z	simple	SIM/P-L
3.	pimple	PIM/P-L	rumpling	RUM/P-L/-G
4.	temple	TEM/P-L	example	EX/AM/P-L
5.	crumple	KRUM/P-L	trample	TRAM/P-L

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31.8 PRACTICE SENTENCES:

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|---------------------------|----------------------------|
| 1. We have ample food. | Send me the samples. |
| 2. It is not so simple. | She has cute dimples. |
| 3. Her chin is dimpled. | We sampled the candy. |
| 4. He is simpleminded. | Her clothes were rumpled. |
| 5. Set a good example. | Don't crumple the paper. |
| 6. We will go the temple. | The dog will trample you. |
| 7. It is simple math. | The teenager had a pimple. |

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31.9 BRIEFS:

- | | | | | |
|----|-------------|------|---------------|--------------------|
| 1. | proper | PROR | property | PRORT |
| 2. | record | RORD | report | RORT |
| 3. | important | PORN | importance | PORNS |
| 4. | investigate | VEG | investigation | VEGS |
| 5. | merchandise | M-DZ | inquire | KWIR (short I= EU) |

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31.10 BRIEF DRILL:

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|----|---------------|---------------|-------------|-------------|
| 1. | proper | investigate | practical | record |
| 2. | report | investigation | important | property |
| 3. | merchandise | importance | inquire | proper |
| 4. | investigation | important | record | property |
| 5. | practice | proper | merchandise | investigate |
| 6. | report | importance | inquire | record |

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31.11 PRACTICE SENTENCES:

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|---------------------------------------|------------------------------------|
| 1. The proper form is necessary. | Exercise proper decorum. |
| 2. The pleading was properly drafted. | You must be properly dressed. |
| 3. His behavior was improper. | It was improperly made. |
| 4. The investigation is improper. | It was improperly drafted. |
| 5. Important matters were covered. | Good attendance is important. |
| 6. The quality is important. | It is important to check it. |
| 7. I acknowledge the importance. | The importance must be questioned. |
| 8. We recognize his importance. | Don't you see the importance? |
| 9. You must inquire about taxes. | Susan inquired about it. |
| 10. He inquires about everything. | Please answer the inquiry. |
| 11. Please report any trouble. | Have you read the latest report? |
| 12. The report will be ready today. | I have the investigation report. |
| 13. He reported the investigation. | The reports are not here yet. |
| 14. He is always reporting late. | Who reported the fire last night? |
| 15. Somebody should investigate. | There was a lot of investigating. |
| 16. The report was investigated. | He investigates every report. |
| 17. Ship the merchandise this week. | Can we pick up the merchandise? |

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31.11 PRACTICE SENTENCES CONTINUED:

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|----------------------------------------|----------------------------------|
| 18. Please take the merchandise back. | Check the merchandise over. |
| 19. The property is not for sale. | We are studying real property. |
| 20. That is my own property. | The property is in disrepair. |
| 21. Is there any record of the sale? | You must keep a proper record. |
| 22. Record each sale in the cash book. | Did you record his pulse rate? |
| 23. He is recording a new record. | That is now a hit recording. |
| 24. We recorded the sale last June. | She records every investigation. |

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31.12 CONSONANT COMPOUNDS:

-PT AND DW-

1.	abrupt	A/BRUPT	adopt	A/DOPT
2.	concept	KON/SEPT	disrupt	DIS/RUPT
3.	kept	KEPT	wept	WEPT
4.	slept	SLEPT	erupt	AOE/RUPT
5.	apt	APT	rapt	RAPT
6.	corrupt	KRUPT	script	SKRIPT
7.	dwel	DWEL	dwelling	DWEL/-G
8.	dwindle	DWIND/-L	dwindled	DWIND/-L/-D
9.	dwelt	DWELT	dweeb	DWAOEB

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31.13 PRACTICE SENTENCES:

- | | |
|------------------------------------|--------------------------------|
| 1. John was an apt pupil. | He paid rapt attention. |
| 2. Don't disrupt the class. | It was a new concept. |
| 3. His face had a rapt expression. | Do you think it is corrupt? |
| 4. He made an abrupt stop. | Why don't we adopt the plan? |
| 5. Don't dwell on the point. | He dwelt there all his life. |
| 6. Oil surplus is dwindling. | There was a dwelling there. |
| 7. He dwelled on it too long. | The stockpiles will dwindle. |
| 8. She dwells in marble halls. | Her cash dwindled on the trip. |
| 9. He is such a dweeb. | She slept in the dwelling. |