

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.1 WORD PRACTICE:**

-FL for words ending in -LF and -LVE

1.	elf	EFL	golf	GOFL	gulf	GUFL
2.	shelf	SHEFL	delve	DEFL	resolve	RE/SOFL
3.	self	SEFL	solve	SOFL	valve	VAFL
4.	itself	T-/SEFL	herself	HER/SEFL	himself	HIM/SEFL
5.	oneself	WUN/SEFL	myself	MEU/SEFL	ourselves	OUR/SEFL/-Z
6.	yourself	YUR/SEFL	yourselves	YUR/SEFL/-Z	themselves	THEM/SEFL/-Z

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.2 PRACTICE SENTENCES:**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. The car needs a valve job.      | Where is the golf course?         |
| 2. Put the glasses on the shelf.   | The shelves are strong enough.    |
| 3. Do you think you can solve it?  | Solving puzzles is her joy.       |
| 4. Jerry acts self-assured.        | File it if you are self-employed. |
| 5. They are reading to themselves. | They paid for it themselves.      |
| 6. Clean it up yourselves.         | Can you do it yourselves?         |
| 7. I made the dress myself.        | Mary baked the pie herself.       |
| 8. Richard fixed the car himself.  | Can he feed himself?              |
| 9. They did it all by themselves.  | They paid for it themselves.      |
| 10. Please read it to yourself.    | One should take care of oneself.  |
| 11. We finished all by ourselves.  | May we do it by ourselves?        |
| 12. The wheel turns itself.        | The microwave turns itself off.   |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.3 WORD PRACTICE:**

SD- for the INITIAL Z-

1.	zinc	SD*ING	sink	S*ING
2.	zeal	SDAEL	seal	SAEL
3.	zip	SDIP	sip	SIP
4.	zag	SDAG	sag	SAG
5.	zit	SDIT	sit	SIT
6.	zoom	SDAOM	zany	SDAEUN/AE
7.	zero	SDAOER/OE	zoo	SDAO
8.	zone	SDOEN	zesty	SDEFT/AE
9.	zealot	SDAEL/OT	zebra	SDAOEB/RA
10.	zenith	SDAOE/NIGT	zigzag	SDIG/SDAG
11.	zircon	SDIR/KON	zeppelin	SDEP/LIN
12.	zest	SDEFT	zephyr	SDEFR
13.	zinnia	SDIN/YA	zodiac	SDOED/YAK

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.4 PRACTICE SENTENCES:**

- |  |                                   |
|--|-----------------------------------|
| 1. He showed zeal for the project.       | Did you seal the letter?          |
| 2. You will need more zeal to succeed.   | I know that it came under seal.   |
| 3. Just take a sip to taste it.          | Just zip along the new road.      |
| 4. Sip the broth very slowly.            | Will the dress zip in the back?   |
| 5. The compound was zinc oxide.          | The dishes were left in the sink. |
| 6. The alloy contained zinc.             | It was a porcelain sink.          |
| 7. What is your Zip code?                | Put zinc ointment on the area.    |
| 8. You need to have genuine zeal for it. | A zinc tablet may help your cold. |
| 9. His behavior was zany.                | The play was a zany comedy.       |
| 10. Use your zoom lens.                  | Zoom in on the action.            |
| 11. A zealot is a fanatical partisan.    | The zenith is the highest point.  |
| 12. The stone was a zircon.              | The zero hour is approaching.     |
| 13. He has a real zest for life.         | I wish I had all that zest.       |
| 14. The zebra is black and white.        | There is a zebra at the zoo.      |
| 15. He followed a zigzag course.         | Zinnias are easy to grow.         |
| 16. Zircons come in many hues.           | What is your zodiac sign?         |



**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.5 BRIEFS:**

- |    |           |      |              |       |
|----|-----------|------|--------------|-------|
| 1. | whether   | WHR- | request      | KW-   |
| 2. | continue  | T-N  | continuation | T-NGS |
| 3. | between   | TWEN | accomplish   | PLISH |
| 4. | afternoon | AFRN | remit        | REMT  |
| 5. | observe   | OEB  | officer      | S-FR  |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.6 BRIEF DRILL:**

- |    |              |         |              |             |
|----|--------------|---------|--------------|-------------|
| 1. | remit        | between | continue     | machine     |
| 2. | continuation | request | afternoon    | accomplish  |
| 3. | whether      | officer | observe      | between     |
| 4. | continue     | proper  | accomplish   | investigate |
| 5. | officer      | remit   | continuation | machine     |
| 6. | observe      | whether | continue     | accomplish  |
| 7. | afternoon    | officer | between      | remit       |
| 8. | continuation | request | observe      | whether     |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.7 PRACTICE SENTENCES:**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. Tell us whether you can go.        | Let us know whether it rains.     |
| 2. I am not sure whether I can.       | Whether he does is not important. |
| 3. When did you request it?           | The request is for two tickets.   |
| 4. We are still getting requests.     | Some requests came yesterday.     |
| 5. Jimmy always remits on time.       | Send your remittance immediately. |
| 6. We are remitting this afternoon.   | Ask whether he is remitting.      |
| 7. He runs a milling machine.         | Order three new machines.         |
| 8. The parts are machined here.       | The machine has broken down.      |
| 9. He requested dispensation.         | Who requested that song?          |
| 10. They are requesting postponement. | He is requesting leniency.        |
| 11. Can you remit payment at once?    | Please remit this afternoon.      |
| 12. Put your remittance in the mail.  | We already remitted the payment.  |
| 13. The rain will continue all day.   | It continues over a long time.    |
| 14. Are you continuing to study?      | The story was continued.          |
| 15. Which afternoon can you come?     | The afternoons were quite warm.   |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.7 PRACTICE SENTENCES CONTINUED:**

- |   |   |
|---|---|
| 16. Will afternoon be soon enough?      | The afternoons seem to be long.           |
| 17. Accomplish all you can today.       | She accomplishes so much.                 |
| 18. That was a great accomplishment.    | It was an accomplished fact.              |
| 19. He can read between the lines.      | Can you tell the difference between them? |
| 20. Is there a difference between us?   | He is accomplishing a great deal.         |
| 21. We requested a continuation.        | There was a continuation of the show.     |
| 22. We will observe in the classroom.   | Are they going to observe the whale?      |
| 23. The officer pulled the driver over. | He is an officer of the court.            |



**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.8 PRACTICE SENTENCES:**

THEORY REVIEW: \*-NK, \*-NGS, \*-BGS, AND -GS

- |  |                                    |
|--|------------------------------------|
| 1. That punk was in a funk.              | He drank too much at the function. |
| 2. Use a fraction more.                  | There is too much tension there.   |
| 3. We need another bunk bed.             | Meet us at the junction.           |
| 4. His leg is in traction.               | Just don't mention the matter.     |
| 5. The tanker sank in the bay.           | He felt no compunction at all.     |
| 6. His diction is very good.             | His father just got his pension.   |
| 7. The court upheld the conviction.      | The next session will be Monday.   |
| 8. You need a better depiction.          | Have you seen the new fashion?     |
| 9. Buy a convection oven.                | Give me a bigger portion.          |
| 10. We saw the erection of the building. | The town had to ration water.      |
| 11. What was his rank?                   | Don't sanction the plan.           |
| 12. There is too much friction.          | When is the suspension over?       |
| 13. The rank and file must vote.         | Ask the court for an injunction.   |
| 14. When is the inspection?              | Were you at the convention?        |
| 15. She had a new pink dress.            | You need a conjunction there.      |

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 35 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**35.8 PRACTICE SENTENCES CONTINUED:**

THEORY REVIEW: \*-NK, \*-NGS, \*-BGS, AND -GS

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 16. His prediction came true.         | There is too much dissension.    |
| 17. When is the election?             | That is the latest fashion.      |
| 18. His addiction was to drink.       | File your motion by Tuesday.     |
| 19. The alarm is good protection.     | Buy a new cushion for the chair. |
| 20. Take the blank check to the bank. | I always liked that rendition.   |