

INSTRUCTIONS

This assignment is designed to be completed in Lesson 37 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

37.1 WORD PRACTICE:

-RBS for Words that have the “SHUS” Sound usually spelled -CIOUS or -TIOUS

1.	vicious	VIRBS	viciously	VIRBS/LAE
2.	gracious	GRAIRBS	graciously	GRAIRBS/LAE
3.	spacious	SPAIRBS	precious	PRERBS
4.	specious	SPAOERBS	superstitious	SAOU/PER/STIRBS
5.	luscious	LURBS	fractious	FRAK/-RBS
6.	conscious	KON/-RBS	subconscious	SUB/KON/-RBS
7.	cautious	KAURBS	cautiously	KAURBS/LAE
8.	facetious	FA/SAOERBS	obnoxious	OB/NOK/-RBS
9.	atrocious	A/TROERBS	malicious	MA/LIRBS (or) MAL/IRBS
10.	vivacious	VAOI/VAIRBS	audacious	AUD/AIRBS
11.	fictitious	FIK/TIRBS	tenacious	TEN/AIRBS
12.	auspicious	AUS/PIRBS	consciously	KON/-RBS/LAE
13.	semiprecious	SEM/AOI/PRERBS	conscientious	KON/SHAOEN/-RBS
14.	delicious	DLIRBS		

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37.2 PRACTICE SENTENCES:

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| 1. Be cautious when you cross. | Marvin cautiously tried the ice. |
| 2. Marjorie is a gracious hostess. | She graciously excused herself. |
| 3. The rooms are extremely spacious. | The fresh peaches look luscious. |
| 4. His argument was specious. | All the names are fictitious. |
| 5. Those dogs are not vicious. | He was viciously attacked. |
| 6. She served a luscious dessert. | He deals in precious stones. |
| 7. They made an audacious attack. | It was not an auspicious time. |
| 8. The leading lady was vivacious. | He was superstitious about it. |
| 9. Was he conscious after the fall? | It is buried in my subconscious. |
| 10. Did she act consciously? | She was unconscious for hours. |
| 11. I was just being facetious. | He said it facetiously. |
| 12. His manners are atrocious. | He plays chess atrociously. |
| 13. Are you superstitious about 13? | It was a purely malicious act. |
| 14. Was it done maliciously? | I played an atrocious game. |
| 15. The garnet is semiprecious. | They proved it to be malicious. |
| 16. He is extremely tenacious. | He held on to it tenaciously. |

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37.2 PRACTICE SENTENCES CONTINUED:

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| 17. The salad looks so delicious. | Ted is a conscientious worker. |
| 18. He conscientiously counted them. | Robert did it subconsciously. |
| 19. His behavior was obnoxious. | The fumes were noxious. |
| 20. The delay made him fractious. | Her attitude was obnoxious. |

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37.3 PUNCTUATION:

RBGS/RBGS for the SEMICOLON

1. John Mills is 12; Jan Mills is 15.
2. My parents live in Alaska; I live in Hawaii.
3. Mr. Penrod left the office early today; correct?
4. The trial started on Monday, June 12; right?
5. The accident happened on October 25th; is that correct?
6. You said the car was silver; is that right?

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37.4 ABBREVIATIONS: STATES

1.	Maine	MAIN/MAIN	Maryland	M-D/M-D
2.	Massachusetts	MAS/MAS	Michigan	MICH/MICH
3.	Minnesota	MIN/MIN	Mississippi	MIS/MIS
4.	Missouri	MO/MO	Montana	MONT/MONT
5.	Nebraska	NEB/NEB	Nevada	NEFB/NEFB
6.	New Hampshire	HAM/HAM	New Jersey	N-J/N-J
7.	New Mexico	N-M/N-M	New York	NORK
8.	North Carolina	N-K/N-K	North Dakota	N-D/N-D
9.	Ohio	HAOI/HAOI	Oklahoma	OEK/OEK

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37.5 PRACTICE SENTENCES:

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|---------------------------------------|--------------------------------------|
| 1. The lobster came from Maine. | They did live in Maryland. |
| 2. Plymouth Rock is in Massachusetts. | Is Lake Michigan polluted? |
| 3. Minnesota is a land of many lakes. | He is a Mississippi riverboat pilot. |
| 4. Do you come from Missouri? | They mine copper in Montana. |
| 5. Ohio is the Buckeye State. | Lake Mead is in Nevada. |
| 6. Did you leave New Hampshire? | Where is New Jersey? |
| 7. He lives in New Mexico. | He has a New York accent. |
| 8. We are going to North Carolina. | We raise wheat in North Dakota. |
| 9. They raise corn in Nebraska. | Oklahoma has many oil wells. |

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37.6 ABBREVIATIONS:

1.	opposite	OPS	department	DEPT
2.	ordinary	OERD	superintendent	SUPT
3.	defendant	D-FT	plaintiff	PL-F
4.	attorney	TORN	ago	AG
5.	appreciate	PRAOERB	appreciation	PRAOERBGS
6.	represent	REPT	representative	REPT/TIFB
7.	approximate	PROX	approximately	P-L

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37.7 PHRASE DRILL:

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|-----|--------------|----------------|----------------|---------------|
| 1. | order | represent | superintendent | defendant |
| 2. | department | ordinary | attorney | depth |
| 3. | ago | approximate | plaintiff | attorney |
| 4. | defendant | approximately | appreciation | department |
| 5. | ordinary | representative | appreciate | plaintiff |
| 6. | opposite | appreciation | strength | approximate |
| 7. | length | depth | department | approximately |
| 8. | appreciation | ordinary | order | ago |
| 9. | depth | opposite | superintendent | attorney |
| 10. | represent | length | defendant | approximate |

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37.8 PRACTICE SENTENCES:

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|---------------------------------------|----------------------------------|
| 1. We appreciate what you did. | I don't think you appreciate it. |
| 2. Show your appreciation. | She teaches art appreciation. |
| 3. We appreciated her help. | I know he appreciates it. |
| 4. Which department has the forms? | It is departmental policy. |
| 5. Buy it at the department store. | The two departments will merge. |
| 6. It is all departmentalized. | How many departments are there? |
| 7. He took the opposite side. | He has an opposite viewpoint. |
| 8. The twins are exact opposites. | They say opposites attract. |
| 9. The superintendents rotate hours. | I represent the company. |
| 10. Will you represent me? | Who represents this county? |
| 11. I appreciated the gift. | Who is your superintendent? |
| 12. It was an ordinary day. | The superintendent is late. |
| 13. Ordinarily we represent them. | He showed his appreciation. |
| 14. I represent the opposite side. | Who represents the department? |
| 15. Is it representative of his work? | Who is your representative? |

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37.8 PRACTICE SENTENCES CONTINUED:

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|---|---|
| 16. We need more representation. | The superintendent called us. |
| 17. My department is not appreciated. | We have but one representative. |
| 18. Represent the department. | We have but one department. |
| 19. Just use an ordinary knife. | What is the ordinary amount? |
| 20. He is not ordinarily late. | Ordinarily we close by dark. |
| 21. The defendant lost his case. | How many defendants are there? |
| 22. The defendant pleaded guilty. | Where is the defendant being held? |
| 23. Are you the plaintiff in this case? | The plaintiff took the stand. |
| 24. I will represent the plaintiff. | The plaintiff was suing for damages. |
| 25. Do you have an attorney? | The attorney was running late. |
| 26. Our attorney is very expensive. | Mr. Smith is the defendant's attorney. |
| 27. It was an approximate figure. | What is the approximate time? |
| 28. We had an approximate date. | It was approximately six feet long. |
| 29. It was approximately 5:00 o'clock. | Approximately what time did it occur? |
| 30. How long ago did it happen? | It was a long time ago. |
| 31. He turned 30 a few weeks ago. | A few months ago, she couldn't drive a car. |