

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 38 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**38.1 WORD PRACTICE:**

-RBL for Words that have the “SHAL” sound usually spelled, “tial,” “cial,” or “sial”

1.	artificial	ART/FIRBL	commercial	KMER/-RBL
2.	controversial	KON/TROE/VER/-RBL	credential	KRED/EN/-RBL
3.	crucial	KRAOURBL	differential	DIF/-RBL
4.	facial	FAIRBL	glacial	GLAIRBL
5.	impartial	IM/PAR/-RBL	inferential	IN/FER/EN/-RBL
6.	judicial	JAOU/DIRBL	nuptial	NUP/-RBL
7.	potential	POE/TEN/-RBL	presidential	PREZ/DEN/-RBL
8.	prudential	PRAOU/DEN/-RBL	racial	RAIRBL
9.	residential	REZ/DEN/-RBL	sacrificial	SAC/RI/FIRBL
10.	sequential	SKWEN/-RBL	social	SOERBL
11.	special	SPERBL	substantial	SUB/STAN/-RBL
12.	torrential	TOER/EN/-RBL	beneficial	BEN/-RBL
13.	official	OE/FIRBL	confidential	KON/FID/EN/-RBL
14.	preferential	PRE/FER/EN/-RBL	influential	IN/FLAOU/EN/-RBL
15.	exponential	EX/POE/NEN/-RBL	initial	NIRBL
16.	partial	PAR/-RBL	spatial	SPAEURBL
17.	marital	MAR/-RBL	prenuptial	PRE/NUP/-RBL

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**38.2 PRACTICE SENTENCES:**

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|-----------------------------------------------|-----------------------------------------------|
| 1. They put in artificial grass.              | His inferential thinking helped him solve it. |
| 2. We need to rent a commercial building.     | He specializes in commercial real estate.     |
| 3. That is a controversial topic.             | Do not be impartial to any side.              |
| 4. She has a credential to teach.             | She gave me a glacial stare.                  |
| 5. It is crucial that you go.                 | Did you get a facial at the salon?            |
| 6. What is the differential?                  | They have their own judicial system.          |
| 7. They said their nuptial vows.              | The business has potential for growth.        |
| 8. When is the presidential election?         | They gave it prudential consideration.        |
| 9. The racial comment caused an uproar.       | It is in the residential part of the town.    |
| 10. Do you belong to a social club?           | A sacrificial offering was given.             |
| 11. Follow the sequential steps.              | We have a special program for you.            |
| 12. That is a substantial amount of water.    | It will be beneficial to everyone.            |
| 13. The torrential rains caused flooding.     | It is a confidential issue.                   |
| 14. What is the official score?               | Do not give preferential treatment.           |
| 15. You are an influential person in my life. | Please initial the form.                      |
| 16. A partial payment was made.               | The exponential function was hard to solve.   |

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**38.3 REVIEW SENTENCES USING THE INITIAL:**

- |                                               |                                    |
|-----------------------------------------------|------------------------------------|
| 1. He attends U.C.L.A.                        | He reported it to the FDA.         |
| 2. I listen to KFI every night.               | I gave it to Z. X. Davis.          |
| 3. We used G.E. light bulbs.                  | The doctor ordered an IV.          |
| 4. What was the NLRB ruling?                  | Mr. W. Z. Nelson called.           |
| 5. Tune in to station KNX.                    | Send it to the P.O. box.           |
| 6. The box came C.O.D.                        | When will the FTC rule on it?      |
| 7. Listen to Station WFNX in Boston.          | The A.B.A. has some new rules.     |
| 8. Ted joined the I.O.O.F.                    | The FAA ordered an inspection.     |
| 9. AC current is alternating.                 | Did you pay your A.M.A. dues?      |
| 10. Have you joined N.C.R.A.?                 | Mark those A, B, and C.            |
| 11. I got an A in the course.                 | Mr. J.P. Morgan is here.           |
| 12. The coin was marked 48 B.C.               | He was assigned to a PT boat.      |
| 13. The G.N.P. is up from last month.         | DC current is direct.              |
| 14. Fill out the form and mail it to the IRS. | She got the kitten at the S.P.C.A. |

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**38.4 ABBREVIATIONS: STATES**

1.	Oregon	OR/OR	Pennsylvania	PEN/PEN
2.	Rhode Island	RI/RI (Short I)	South Carolina	S-K/S-K
3.	South Dakota	S-D/S-D	Tennessee	TEN/TEN
4.	Texas	TEX/TEX	Utah	AOUT/AOUT
5.	Vermont	V-T/V-T	Virginia	VA/VA
6.	Washington	WASH/WASH	West Virginia	W-FB/W-FB
7.	Wisconsin	WIS/WIS	Wyoming	WAOEU/WAOEU

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**38.5 PRACTICE SENTENCES:**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. He struck oil in Texas.            | We went skiing in Vermont.        |
| 2. They raise sheep in Wyoming.       | Virginia is in the United States. |
| 3. It snows in Utah and Wyoming.      | Wisconsin is a dairy state.       |
| 4. We moved to South Carolina.        | Utah is the Beehive State.        |
| 5. Rhode Island is a small state.     | He mined coal in West Virginia.   |
| 6. He has a lumber mill in Oregon.    | They grow cotton in Tennessee.    |
| 7. Virginia is near South Carolina.   | It rains a lot in Washington.     |
| 8. Mount Rushmore is in South Dakota. | Valley Forge is in Pennsylvania.  |

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**38.6 ABBREVIATIONS:**

1.	territory	TERT	member	MEM
2.	memorandum	MEM/DUM	memoranda	MEM/DA
3.	influence	FLUNS	influential	FLUNL
4.	minimum	MIM	maximum	MAX/MUM
5.	result	RULT	photograph	FOEF
6.	respond	SPOND	response	SPONS
7.	responsible	SPONL	responsibility	SPONT
8.	previous	PRAOEFB	previously	PRAOEFBL (or) PRAOEFB/LAE
9.	United States	UNS		

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**38.7 WORD PRACTICE:**

- |    |               |               |                |                |               |
|----|---------------|---------------|----------------|----------------|---------------|
| 1. | influential   | United States | territory      | response       | minimum       |
| 2. | United States | influence     | responsibility | respond        | memorandum    |
| 3. | photograph    | previous      | responsible    | memoranda      | United States |
| 4. | member        | response      | United States  | result         | territory     |
| 5. | influence     | respond       | memorandum     | responsibility | photograph    |
| 6. | minimum       | previous      | response       | influential    | territory     |
| 7. | United States | responsible   | memoranda      | influential    | result        |

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**38.8 PRACTICE SENTENCES:**

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1. The territory was opened in 1896. | Don't invade his territory.     |
| 2. My territory covers the South.    | The territories are not large.  |
| 3. He is working one territory.      | What are my territorial rights? |
| 4. We have only until tomorrow.      | If only you had tried harder.   |
| 5. There are only a few choices.     | Whose responsibility is it?     |
| 6. The crew is my responsibility.    | Take responsibility for errors. |
| 7. He has many responsibilities.     | The responsibilities are heavy. |
| 8. Don't shirk responsibilities.     | Write a memorandum.             |
| 9. The memorandum is here.           | Who wrote this memorandum?      |
| 10. Where are the memoranda?         | The memoranda are here.         |
| 11. File the memoranda.              | Please respond out loud.        |
| 12. Did you respond immediately?     | Respond by the end of the day.  |
| 13. Ted always responds slowly.      | We responded immediately.       |
| 14. Help by responding at once.      | Who is the responsible party?   |
| 15. John is responsible for it.      | I believe Tom is responsible.   |
| 16. What was your response?          | His response was curt.          |



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**38.8 PRACTICE SENTENCES CONTINUED:**

- |                                      |                                              |
|--------------------------------------|----------------------------------------------|
| 17. Did you read their response?     | How many responses did you get?              |
| 18. The responses came in late.      | We received 346 responses.                   |
| 19. Did that influence the vote?     | You should influence him.                    |
| 20. The mayor was influential.       | We need somebody who is influential.         |
| 21. The moon influences the tides.   | Who is influencing you?                      |
| 22. The photograph is beautiful.     | Will she take our photograph?                |
| 23. How much is each photograph?     | Put the photograph in a frame.               |
| 24. I am a member of the club.       | What do you have to do to become a member?   |
| 25. This is for members only.        | You must respond to become a member.         |
| 26. There is a minimum limit of two. | There is a minimum number of orders.         |
| 27. Is there a minimum age limit?    | I have a minimum of ten dolls in my hutch.   |
| 28. There is a maximum amount.       | Is there a maximum number of people allowed? |
| 29. We had the maximum limit.        | The result came in yesterday.                |
| 30. What did the result say?         | She was waiting on the test result.          |
| 31. I was in the previous class.     | She had a previous date.                     |
| 32. Previously, the group went in.   | I was there previously.                      |

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**38.9 CONSONANT COMPOUND:**

-RD/Z

1.	lords	LOERD/-Z	hordes	HOERD/-Z
2.	guards	GAURD/-Z	birds	BIRD/-Z
3.	swords	SWOERD/-Z	cards	KARD/-Z
4.	fords	FOERD/-Z	herds	HERD/-Z
5.	cords	KOERD/-Z	curds	KURD/-Z
6.	wards	WARD/-Z	yards	YARD/-Z
7.	nerds	NERD/-Z	words	WORD/-Z
8.	backwards	BAK/WARD/-Z	westwards	WEFT/WARD/-Z
9.	landlords	LAND/LOERD/-Z	lovebirds	LOFB/BIRD/-Z

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**38.10 PRACTICE SENTENCES:**

- |                                   |                                            |
|-----------------------------------|--------------------------------------------|
| 1. The bards sang ballads.        | The birds woke her up.                     |
| 2. You need two more yards.       | They headed towards the town.              |
| 3. Do you play cards?             | They crossed their swords.                 |
| 4. How many guards are there?     | They are wards of the court.               |
| 5. The guards caught the thief.   | We have owned five Fords.                  |
| 6. The lords and ladies danced.   | There were hordes of ants.                 |
| 7. Those are words of wisdom.     | The old cords were destroyed.              |
| 8. Put boards across the ditch.   | Beards are in fashion.                     |
| 9. They are lovebirds.            | The landlords raised the rent.             |
| 10. Can you skate backwards?      | She headed in a westward direction.        |
| 11. The nerds met at the library. | Did you practice those words for the test? |