

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.1 WORD PRACTICE:

REVIEWING NAMES AND SPELLINGS USING THE ASTERISK:

- | | | |
|-------------------------|------------------------|------------------------------|
| 1. Peck, P-e-c-k | North, N-o-r-t-h | Foster, F-o-s-t-e-r |
| 2. Yale, Y-a-l-e | Quist, Q-u-i-s-t | Graves, G-r-a-v-e-s |
| 3. Owen, O-w-e-n | Davis, D-a-v-i-s | Carter, C-a-r-t-e-r |
| 4. Zive, Z-i-v-e | Jones, J-o-n-e-s | Zinman, Z-i-n-m-a-n |
| 5. Reed, R-e-e-d | Black, B-l-a-c-k | Lester, L-e-s-t-e-r |
| 6. Lane, L-a-n-e | Xavier, X-a-v-i-e-r | Thomas, T-h-o-m-a-s |
| 7. Joyce, J-o-y-c-e | Aiden, A-i-d-e-n | Earndale, E-a-r-n-d-a-l-e |
| 8. Morton, M-o-r-t-o-n | Benson, B-e-n-s-o-n | Rodriguez, R-o-d-r-i-g-u-e-z |
| 9. Hayes, H-a-y-e-s | Vinet, V-i-n-e-t | Ingraham, I-n-g-r-a-h-a-m |
| 10. Young, Y-o-u-n-g | Kennedy, K-e-n-n-e-d-y | Udell, U-d-e-l-l |
| 11. Weston, W-e-s-t-o-n | Saxon, S-a-x-t-o-n | Xander, X-a-n-d-e-r |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.2 PRACTICE SENTENCES:

1. My name is Harold Stetson, H-a-r-o-l-d S-t-e-t-s-o-n.
2. He is from Sheridan, S-h-e-r-i-d-a-n.
3. I live at 8539 Gainesborough, G-a-i-n-e-s-b-o-r-o-u-g-h.
4. Her name is Norma Kurland, N-o-r-m-a K-u-r-l-a-n-d.
5. Jim Marshall, M-a-r-s-h-a-l-l, is a marshal.
6. Send it to me in Boston, Massachusetts, M-a-s-s-a-c-h-u-s-e-t-t-s.
7. Their last name is Sumner, S-u-m-n-e-r, not Summer, S-u-m-m-e-r.
8. The letter is addressed to Mr. Foxx, F-o-x-x.
9. I spell my last name, G-e-n-t-r-y, not G-e-n-t-r-e-y.
10. Make the check out to Jeffrey Marx, M-a-r-x.
11. The teacher's name is Stephanie Graves, G-r-a-v-e-s.
12. She spells her name, S-a-n-d-i, not S-a-n-d-y.
13. They live on Ferrell Avenue, F-e-r-r-e-l-l.
14. My brother's name is Bryan, B-r-y-a-n, not B-r-i-a-n.
15. They live in the Copperville, C-o-p-p-e-r-v-i-l-l-e.
16. He studies music at Thomasville, T-h-o-m-a-s-v-i-l-l-e, Institute.

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.3 FRACTIONS:

A. For the first number of the fraction, use the following outlines so the number is followed by a hyphen:

- | | | | | | | |
|----|--------|-------|--------|----------|--------|---------|
| 1. | one- | W*UN | two- | TWO* | three- | THRAO*E |
| 2. | four- | FO*UR | five- | FAO*EUFB | six- | S*IX |
| 3. | seven- | S*EFB | eight- | A*EUGT | nine- | NAO*EUN |
| 4. | ten- | T*EN | | | | |

B. For the second number of the fraction, use the following outlines: (To pluralize, come back for -Z)

- | | | | | | | |
|----|---------|-------|-------|---------|---------|-------|
| 1. | half | HAF | third | THEURD | fourth | FOURT |
| 2. | fifth | FIGT | sixth | SIKT | seventh | SEFT |
| 3. | eighth | YAIGT | ninth | NAOEUNT | tenth | TEGT |
| 4. | quarter | KWAUR | | | | |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.4 PRACTICE DRILL:

- | | | | |
|----|---------------|----------------|----------------|
| 1. | one-fifth | nine-tenths | three-sevenths |
| 2. | five-sixths | one-eighth | four-ninths |
| 3. | seven-tenths | three-quarters | six-tenths |
| 4. | two-thirds | four-sixths | one-quarter |
| 5. | one-third | two-fifths | three-fourths |
| 6. | three-eighths | one-half | one-tenth |
| 7. | two-tenths | seven-eighths | two-ninths |
| 8. | seven-tenths | six-ninths | three-fifths |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.5 SENTENCE DRILL:

1. One-half the skill of court reporting is nine-tenths mental.
2. The lobotomy left her three-fourths less violent and six-sevenths less intelligent.
3. Mr. Limbaugh's opinions are one-fifth honest mistakes and four-fifths baloney.
4. Seven-eighths of all people born are crazy enough to do it again.
5. Two-ninths of his measly salary was missing from his paycheck.
6. The amount of talk shows a person watches is seven-tenths inversely proportionate to his or her intelligence.
7. Two-tenths of the class did not attend the field trip.
8. If you're an average American, one-third of your garbage is packaging you throw out.
9. Three-quarters of the pie was gone.
10. She only completed two-thirds of the test.
11. It called for three-fourths of a cup of sugar.
12. Four-sixths of the class was out from the illness.
13. Only one-eighth of the students passed the test.

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.6 PUNCTUATION:

OI for the Slash, Virgule, Oblique, or Diagonal

A. Practice with Dates:

- | | | | | |
|----|---------|----------|---------|----------|
| 1. | 5/4/63 | 8/17/99 | 6/30/78 | 4/20/91 |
| 2. | 9/25/84 | 2/22/19 | 1/21/95 | 7/10/70 |
| 3. | 12/1/20 | 3/15/50 | 11/1/55 | 10/31/25 |
| 4. | 2/10/45 | 5/16/68 | 9/21/86 | 4/3/13 |
| 5. | 6/8/52 | 11/25/80 | 8/10/90 | 7/11/40 |

B. Practice with Complicated Fractions:

- | | | | |
|----|----------|-----------|-----------|
| 1. | 43 15/32 | 146 21/39 | 259 15/16 |
| 2. | 26 18/49 | 853 11/62 | 755 11/32 |
| 3. | 12 30/71 | 299 23/84 | 385 31/64 |
| 4. | 25 30/85 | 50 2/13 | 90 15/35 |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.7 PRACTICE SENTENCES USING THE SLASH:

1. Plant flowers and/or vegetables this spring.
2. We will arrive at 6:00 p.m. on 3/12/23.
3. Where were you on 9/25/18?
4. On 3/20/70, the voting age was changed from 21 to 18.
5. A student will receive an award when he/she has perfect attendance.
6. George Washington was born on 2/22/32.
7. Neil A. Armstrong became the first man to walk on the moon on 7/20/69.
8. Ronald W. Reagan was inaugurated as our 40th president on 1/20/81.
9. They got married in Hawaii on 4/25/50.
10. The retirement will be held in Idaho on 6/15/25.
11. The ticket was due to be paid by 8/19/19.
12. She graduated high school on 5/27/01.
13. All dogs and/or cats will be adopted to qualified families.
14. The bill was signed into office way back on 11/13/10.

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.8 BRIEFS:

- | | | | | | | |
|----|-----------|------|-----------|-------|------------------|----------------|
| 1. | further | FURT | anxious | ANGS | behind | HIND (short I) |
| 2. | beyond | YOND | condition | K-NGS | corporation | KORPGS |
| 3. | better | BER | verdict | VERD | quarter | KWAUR |
| 4. | thank you | TU | yeah | YAEF | counsel | KOUNS |
| 5. | begin | GIN | began | GAN | begun (gun= GUN) | G-N |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.9 BRIEF DRILL:

- | | | | | |
|-----|-------------|---------|-----------|-------------|
| 1. | began | beyond | begin | corporation |
| 2. | opposite | begun | further | anxious |
| 3. | better | behind | verdict | begin |
| 4. | thank you | began | quarter | yeah |
| 5. | counsel | further | condition | corporation |
| 6. | begin | quarter | begun | beyond |
| 7. | anxious | verdict | better | began |
| 8. | behind | further | thank you | counsel |
| 9. | corporation | begun | beyond | begin |
| 10. | verdict | began | thank you | quarter |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.10 PRACTICE SENTENCES:

- | | |
|-----------------------------------|-------------------------------------|
| 1. Read further about the gun. | Get further information on the gun. |
| 2. Look further for the gun. | The story was beyond belief. |
| 3. A river is beyond the ridge. | He went beyond the report. |
| 4. We need further meetings. | Joe is behind in payments. |
| 5. We began to think about it. | Is he anxious about the test? |
| 6. She is anxious about that. | What is he anxious about? |
| 7. The snow began to fall. | She began classes with us. |
| 8. He began to feel much better. | He will begin the lessons. |
| 9. Try to begin early in the day. | The meeting will now begin. |
| 10. Put it behind the clock. | I am behind in my payments. |
| 11. Sit behind me in the class. | Start at the beginning. |
| 12. The beginning is clear. | Who is beginning? |
| 13. Look behind the door. | They are behind the shed. |
| 14. He is behind in his class. | He does not have the gun. |
| 15. I have begun to study. | You have begun work. |
| 16. It has begun to show. | The gun was fired twice. |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.10 PRACTICE SENTENCES CONTINUED:

- | | |
|--------------------------------------|--------------------------------------|
| 17. What is his condition? | The condition of the car is unknown. |
| 18. The corporation was bought out. | He works for a large corporation. |
| 19. It will begin to work better. | It is in better condition than mine. |
| 20. Did Counsel hear the verdict? | The verdict was read. |
| 21. Counsel, please speak up. | You may begin, Counsel. |
| 22. Thank you for your help. | Thank you for the quarter. |
| 23. Yeah, I went too. | Yeah, she was there. |
| 24. I found a quarter on the ground. | We took a break at the quarter. |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.11 REVIEW: WRITING NUMBERS UNDER TEN

- | | | | | | | |
|----|-------|------|-------|---------|-------|--------|
| 1. | one | WUN | two | TWO | three | THRAOE |
| 2. | four | FOUR | five | FAOEUFB | six | SIX |
| 3. | seven | SEFB | eight | AIGT | nine | NAOIN |
| 4. | ten | TEN | | | | |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.12 PRACTICE SENTENCES:

- | | |
|---------------------------------|-------------------------------|
| 1. We need five tickets. | She has three sisters. |
| 2. The dog had seven pups. | I told you that ten times. |
| 3. Six is half of a dozen. | Give me one copy of that. |
| 4. She bought four new dresses. | The room has nine windows. |
| 5. Hang the two charts there. | There are eight more cars. |
| 6. He can count to ten now. | She has been here four times. |

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.13 CONSONANT COMPOUNDS:

-NT/-Z AND -ND/-Z

1.	contents	KON/TENT/-Z	relents	RE/LENT/-Z
2.	hunts	HUNT/-Z	intents	IN/TENT/-Z
3.	residents	REZ/DENT/-Z	consents	KON/SENT/-Z
4.	plants	PLANT/-Z	rents	RENT/-Z
5.	refunds	RE/FUND/-Z	intends	IN/TEND/-Z
6.	rends	REND/-Z	contends	KON/TEND/-Z
7.	sends	SEND/-Z	binds	BAOEUND/-Z
8.	rescinds	RE/SIND/-Z	funds	FUND/-Z
9.	tents	TENT/-Z	hints	HINT/-Z
10.	pints	PAOEUNT/-Z	dents	DENT/-Z
11.	rants	RANT/-Z	haunts	HAUNT/-Z
12.	pants	PANT/-Z	vents	VENT/-Z
13.	aunts	AUNT/-Z	hands	HAND/-Z
14.	ends	END/-Z	extends	EX/TEND/-Z
15.	ponds	POND/-Z	tends	TEND/-Z
16.	lends	LEND/-Z	bands	BAND/-Z

INSTRUCTIONS

This assignment is designed to be completed in Lesson 39 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

39.14 PRACTICE SENTENCES:

- | | |
|-------------------------------------|----------------------------------|
| 1. Where can we pitch our tents? | The rents are very low. |
| 2. Many hints were given to you. | How many pints are necessary? |
| 3. There are too many dents in it. | He rants about everything. |
| 4. He hunts every spring. | The ghost haunts the house. |
| 5. Set out the plants this spring. | You must get your pants pressed. |
| 6. Open the vents to get more air. | Both of my aunts will be here. |
| 7. I have trouble making ends meet. | Keep both hands on the wheel. |
| 8. His funds are exhausted. | He contends it was murder. |
| 9. The order extends to you also. | He intends to sell the lands. |
| 10. Keep the fish ponds clean. | He tends to make mistakes. |
| 11. Order 12 dozen rubber bands. | He lends his possessions. |
| 12. Trouble binds us even closer. | Have your wounds bound up. |