

INSTRUCTIONS

This assignment is designed to be completed in Lesson 4 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

4.1 KEYBOARD PRACTICE

NEW LETTERS FINAL -D AND -Z

1. AD AZ OD OZ ED EZ UD UZ ID IZ
2. UD UZ ID IZ AD AZ OD OZ ED EZ

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4.2 WORD DRILL

1. has HAZ was WAZ as AZ sad SAD pad PAD
2. head HAED cod KOD his HEUZ hose HOEZ read RAED
3. cad KAD haze HAEUZ

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4.3 THEORY PRINCIPLE

INITIAL L: HR-

1.	lit	LEUT	lobe	LOEB	lass	LAS
2.	laugh	LAF	lore	LOER	lad	LAD
3.	lace	LAEUS	less	LES	leg	LEG
4.	lot	LOT	lead	LAED	lope	LOEP
5.	lab	LAB	laid	LAEUD	let	LET
6.	lip	LEUP	lug	LUG	lap	LAP

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4.4 WRITING DRILL

- | | |
|------------------------------|-------------------------------|
| 1. The lad would pay her. | The lad would pay her less. |
| 2. Let Kay pay her less. | Let Ray pay her less. |
| 3. Lob it to her. | Lob it to Les. |
| 4. The lug is lead. | The lug is real lead. |
| 5. Laugh <u>at the</u> lass. | You laugh <u>at the</u> lass. |
| 6. Her lobe is red. | Her ear lobe is red. |

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4.5 BRIEFS AND PHRASES

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|----|----------------|----------------------|-----------------|-----|-----------------|------|-----------------|-----|
| 1. | will | L- (initial) | <u>will the</u> | L-T | <u>will you</u> | LU | | |
| 2. | <u>will he</u> | LE | <u>will be</u> | L-B | <u>will I</u> | LEU | <u>will a</u> | LA |
| 3. | will | -L (in phrases only) | | | <u>he will</u> | E-L | <u>you will</u> | U-L |
| 4. | <u>we will</u> | WE-L | <u>it will</u> | T-L | <u>I will</u> | EU-L | | |
| 5. | letter | LER | remember | REB | today | TOD | open | OEP |

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4.6 BRIEF DRILL

- | | | | | | | |
|----|--------|--------|----------|----------|-------|----------|
| 1. | would | can | letter | will | could | had |
| 2. | open | today | company | will | be | he |
| 3. | letter | open | are | today | would | letter |
| 4. | today | will | open | remember | had | remember |
| 5. | could | letter | remember | open | were | today |

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4.7 WRITING DRILL

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|-------------------------------|------------------------------------|--------------------------------|
| 1. Pat will lug it. | Kay will lug it. | |
| 2. He can remember. | <u>Can you</u> remember? | |
| 3. Her leg is sore today. | Her leg <u>will be</u> sore today. | |
| 4. The letter will tell. | A letter will tell it. | |
| 5. <u>Can you</u> open it? | Could you open it? | |
| 6. Remember to open it. | Open the letter today. | |
| 7. <u>Will he</u> remember? | <u>Will you</u> remember? | <u>Will he</u> remember today? |
| 8. <u>I will</u> remember. | <u>He will</u> remember it. | <u>We will</u> remember it. |
| 9. <u>Will the</u> cad laugh? | <u>Will the</u> sore heal? | <u>Will the</u> lad read? |
| 10. <u>Will he</u> open? | <u>Will you</u> open? | <u>Will he</u> open today? |
| 11. <u>I will</u> open it. | <u>He will</u> open it today. | <u>You will</u> open it today. |
| 12. Ray <u>will be</u> sad. | Sal <u>will be</u> sad. | Kay <u>will be</u> sad. |

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4.8 WORD PRACTICE

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|-----|------|------|------|------|------|-------|
| 1. | sap | par | tab | lag | tad | Sal |
| 2. | pat | tag | sag | pad | wag | pal |
| 3. | tar | rag | sad | sat | tap | hag |
| 4. | rug | rob | car | hat | pull | tug |
| 5. | sob | cap | pat | purr | pug | cob |
| 6. | cab | sat | puff | hug | lob | cat |
| 7. | rat | put | less | rose | his | lace |
| 8. | rare | leg | rope | hiss | laze | raise |
| 9. | lead | rode | hit | laid | race | let |
| 10. | roll | hid | late | raid | role | road |

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4.9 PRACTICE SENTENCES

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|---|------------------------------|---|
| 1. He was so set. | I was so set. | Kay was so set. |
| 2. Lug the rug. | We would lug the rug. | We would lug the rug today. |
| 3. Pay less. | You pay less. | You could pay us less. |
| 4. He has a loss. | He could laugh at his loss. | He could laugh at his loss <u>with us</u> . |
| 5. Laugh a lot. | <u>You will</u> laugh a lot. | <u>You will</u> laugh a lot at Ted. |
| 6. We were at a race. | We were at a car race. | We were <u>with you</u> at a car race. |
| 7. Will Rob remember to rob Todd today? | Eat a roll <u>with us</u> . | The ape is <u>up the</u> pole. |

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4.10 REALTIME ASTERISK AND HOMONYMS

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|----|-------|-------|------|--------|------|-------|------|--------|
| 1. | pail | PAEUL | pale | PA*EUL | sail | SAEUL | sale | SA*EUL |
| 2. | tail | TAEUL | tale | TA*EUL | toe | TOE | tow | TO*E |
| 3. | pair | PAEUR | pare | PA*EUR | pear | PAER | | |
| 4. | or | OR | ore | OER | oar | AOR | | |
| 5. | so | SO | sew | SOE | sow | SO*E | | |
| 6. | poll | POL | pole | POEL | roll | ROL | role | ROEL |
| 7. | toll | TOL | tole | TOEL | rode | ROED | road | RAOD |
| 8. | raise | RAEUZ | raze | RA*EUZ | | | | |

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4.11 PRACTICE SENTENCES

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|-----------------------------------|--|----------------------------------|
| 1. Raise <u>it up</u> . | <u>He is</u> to raise it <u>with the</u> rope. | Ted was to raise the car up. |
| 2. <u>He will</u> raze the lab. | <u>Will he</u> raze the lab? | <u>Would he</u> raze the lab? |
| 3. He hit his toe. | He has a sore toe. | His toe was hit. |
| 4. Tow it <u>with the</u> rope. | Tow the car. | <u>Will he</u> tow the race car? |
| 5. He rode <u>to the</u> road. | Tell the tale. | The pup will wag his tail. |
| 6. <u>Will you</u> sell the pail? | <u>He is</u> pale today. | Pare the pear. |
| 7. Eat the roll. | <u>Will you</u> play the role? | The road is wet. |
| 8. Are we to pay the toll? | Cal has the tole. | |