

**INSTRUCTIONS**

This assignment is designed to be completed in Lesson 40 of the Platinum Steno Theory Class. Please follow all of the instructions in the video before attempting to complete this assignment.

**40.1 WORD DRILL:**

**CONTRACTIONS:**

1. I've AOIFB I'll AOIL I'd AOID I'm AOIM

(aisle=YAOIL) &  
(isle=AO\*IL)

2. you've AOUIFB you'll AOUL you'd AOUD you're AOUR

3. we've WAOEFB we'll WAOEL we'd WAOED we're WAOER

(weed=WAO\*ED)

4. he's AOEZ he'll AOEL he'd AOED

5. she's SHAOEZ she'll SHAOEL she'd SHAOED

6. they've THAIFB they'll THAIL they'd THAID they're THAIR

7. it's T-Z its ITS there's THR-Z theirs TH-RZ

(contraction)

(possessive)

(contraction)

(possessive)

8. that's THAZ what's WHAZ when's WH-Z where's W-RZ

9. who'll WHO\*L that'll THA\*L

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**40.2 PRACTICE SENTENCES:**

- |   |                                       |
|---|---------------------------------------|
| 1. When's a good time to go?            | Where's the meeting to be held?       |
| 2. What's her married name?             | That'll be the day.                   |
| 3. I hear you've broken theirs.         | Do you know where you've put it?      |
| 4. Call me when you've found theirs.    | Who'll be the one to answer the call? |
| 5. You'll forget that fiasco.           | I think you'll appreciate it.         |
| 6. You'll be fantastic in the part.     | You'd be much too gullible.           |
| 7. I should think you'd be tired.       | You'd have to be a nomad.             |
| 8. You're candid about the affair.      | He said you're a pariah.              |
| 9. You're the best actress here.        | They've been in trouble before.       |
| 10. They've never found enough time.    | I think they've already left.         |
| 11. It's the length that's in question. | The dog chased its own tail.          |
| 12. It's to be a week from Sunday.      | I said I'll have the time.            |
| 13. I'll see you in September.          | I'll find some way to help.           |
| 14. I'd be glad to fix it.              | You knew I'd want to go.              |
| 15. I'd like to send it express.        | I've been here before.                |
| 16. I know I've seen it already.        | I've finished the book.               |
| 17. I'm too late to assist.             | I'm very sorry about the loss.        |
| 18. Charles said that's okay.           | They'd lost four races.               |

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**40.2 PRACTICE SENTENCES CONTINUED:**

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 19. I know they'd eaten at noon.      | They'd left before we did.      |
| 20. They'll never make it on time.    | Do you think they'll be there?  |
| 21. They'll transmit until midnight.  | We've enough time to audit it.  |
| 22. Do you think we've hurt anything? | We've adapted to the program.   |
| 23. We'll make the trip this summer.  | Do you think we'll have enough? |
| 24. We'll try to appease them.        | We'd gone to the beach.         |
| 25. We'd already asked for it.        | He said we'd been there.        |
| 26. He'll extol your virtues.         | I think he's doing a good job.  |
| 27. He'll make a good guard.          | There's nothing to the rumor.   |
| 28. Do you think there's time?        | There's danger in glare ice.    |
| 29. She'll have no trouble with it.   | I know she's happy for you.     |
| 30. She'll receive an invitation.     | She's always wanted a pony.     |
| 31. I thought she'd left before.      | She'd always been my mentor.    |
| 32. We're cold and hungry.            | He said we're too late to go.   |
| 33. We're going to avoid it.          | He's already apologized.        |
| 34. He'd fought for his rights.       | You said that he'd gone.        |

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**40.3 PUNCTUATION:**

OE/OE FOR THE DASH: (The word, “dash” is written DARB

1. He said that he thought -- he really thought that to be true.
2. I am sure that it was Ted -- Tom who won the contest.
3. It must be my -- your turn to dry the dishes.
4. I believe -- I am confident that he will arrive on time.
5. He always buys the regular -- the premium gasoline for his car.
6. We gave him \$525 -- \$550 for the ring.
7. I can't believe -- I can't believe that it actually happened.

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**40.4 BRIEFS:**

1.	agent	AGT	agency	AGS	boulevard	BL-FD
2.	America	MERK	American	MERN	automobile	AUBL
3.	authorize	THOR	authority	THORT	authorization	THORGS
4.	juror	JAOR	jury	JUR	identify	FAOI
5.	evidence	EFD	evident	EFT	evidently	EFT/LAE
6.	error	ROR	emergency	M-J	damage	DAJ
7.	certificate	SER	actual	TAOUL	actually	TAOUL/AE
8.	determine	DERM	describe	SKRAOI	description	SKRIPGS
9.	hospital	HOPT	et cetera	ETS		

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**40.5 BRIEF DRILL:**

- |     |             |               |             |               |             |
|-----|-------------|---------------|-------------|---------------|-------------|
| 1.  | authority   | agent         | America     | boulevard     | automobile  |
| 2.  | authorize   | American      | agency      | juror         | identify    |
| 3.  | jury        | authorization | damage      | certificate   | determine   |
| 4.  | emergency   | hospital      | et cetera   | error         | describe    |
| 5.  | actually    | description   | evidence    | actual        | evident     |
| 6.  | boulevard   | jury          | American    | damage        | hospital    |
| 7.  | determine   | et cetera     | agency      | authority     | juror       |
| 8.  | actually    | evident       | emergency   | authorization | America     |
| 9.  | identify    | agent         | evidence    | describe      | error       |
| 10. | authorize   | automobile    | certificate | actual        | description |
| 11. | evidently   | juror         | determine   | hospital      | et cetera   |
| 12. | American    | authorize     | identify    | error         | actually    |
| 13. | boulevard   | agency        | evident     | emergency     | describe    |
| 14. | authority   | jury          | America     | agent         | evidently   |
| 15. | damage      | authorization | certificate | evidence      | automobile  |
| 16. | description | actual        | jury        | American      | America     |

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**40.6 PRACTICE SENTENCES:**

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. He is acting as an agent.       | The agency was authorized to act.    |
| 2. Did the agent act accordingly?  | He ratified the act of the agent.    |
| 3. When was America discovered?    | She sang about America.              |
| 4. We drove all over America.      | America is a large country.          |
| 5. He was an American hero.        | The American diet is poor.           |
| 6. He is a proud American.         | The American plan includes meals.    |
| 7. The boulevard needs repair.     | The boulevards are full of shops.    |
| 8. Stroll down the boulevard.      | The boulevards are wide.             |
| 9. Mr. Lerner is our agent.        | The company has agents there.        |
| 10. The agent wrote a receipt.     | How many agents do we have?          |
| 11. We have six agencies.          | The agency has the account.          |
| 12. Which agency did you choose?   | Many agencies use our service.       |
| 13. I cannot authorize this check. | Will you authorize it?               |
| 14. Authorize the purchase order.  | Who authorized this?                 |
| 15. He is the authority on plants. | Who gave him the authority?          |
| 16. Is he really an authority?     | I need authorization on the account. |
| 17. Who authorizes these bills?    | Is he authorizing payment?           |
| 18. Where is the authorization?    | The authorization is late.           |

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**40.6 PRACTICE SENTENCES CONTINUED:**

- |   |  |
|---|--|
| 19. I have the authorizations.            | The authorities will be here.                |
| 20. Where are the authorizations?         | Authorities differ on it.                    |
| 21. The automobile had damage.            | Describe the automobile, please.             |
| 22. I was a juror in the actual case.     | Did you get picked as a juror?               |
| 23. He suffered brain damage.             | The hospital had damage from the storm.      |
| 24. What hospital did you go to?          | Go to the emergency at the hospital.         |
| 25. It was an actual emergency.           | Did you authorize the emergency?             |
| 26. I actually have a certificate.        | You actually have to qualify for the loan.   |
| 27. The certificate had an error on it.   | I received a certificate of completion.      |
| 28. It was evident and clear.             | They will determine if it was an error.      |
| 29. He made it evident to us.             | Evidently, they made an error.               |
| 30. The jury was in recess.               | They had a hung jury.                        |
| 31. Will you identify the person?         | We need to determine who was at fault.       |
| 32. I can describe the suspect.           | How would you describe the location?         |
| 33. Is there enough evidence?             | The evidence was tainted.                    |
| 34. Please bring food, drinks, et cetera. | I will bring toys, crafts, books, et cetera. |
| 35. The description wasn't clear.         | She gave a detailed description.             |
| 36. I was at the actual scene.            | Do you have the actual original?             |



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**40.7 CONFLICT REVIEW:**

- |   |  |
|---|--|
| 1. One of us has won the prize.           | Is the puppy a male?                   |
| 2. He needs to hoist the sail.            | The outlet store is having a sale.     |
| 3. Do you really believe that tale?       | We just got the tail of the storm.     |
| 4. They are putting in a new light pole.  | Take the poll to test its popularity.  |
| 5. He threw the ball through the window.  | His name was first on the list.        |
| 6. Make a cast of the footprint.          | Have the dentist check for a cavity.   |
| 7. You could add a room in the loft.      | He had a strong reflex action.         |
| 8. It is a reflection of his ability.     | Send the document to us by fax.        |
| 9. The idea is quite complex.             | Use the cream for a smooth complexion. |
| 10. Which section has the information?    | The book is in the fiction section.    |
| 11. He has a lot of zeal for the game.    | Seal the document and send it now.     |
| 12. The new car zipped along the highway. | Take a sip of the herb tea.            |