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A DIRECT-METHOD TEXTBOOK
IN ISAAC PITMAN SHORTHAND

SHERWOOD H. FRIEDMAN

Submitted in partial fulfillment of the
requirements for the degree of Doctor of
Education in the School of Education of
New York University

1942

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THE BASIS FOR A DIRECT METHOD

Definition of Terms

The development of the shorthand material in this text-book, and the use of the term direct method, as it applies to shorthand, has been based upon a definition as given by S. K. Newman:¹

The students are not given the generalization but rather the correct shorthand symbol. The word which this shorthand symbol signifies is ascertained by context through the medium of the sentence..... The technical objective or aim in the teaching of theory stenography by the direct method is the automatized vocabulary of high frequency words.

In contradistinction to the meaning of direct method is the definition of traditional method by the New York City Shorthand Syllabus:²

In the traditional method, the principles of the shorthand system should be explained rationally as they are developed, so that the pupils, understanding the reason for writing an outline in a certain way, will be able to construct other outlines built on the same principle. In developing a principle, the teacher will usually find the Herbartian steps a natural method.

Evidence Substantiating the Use of a Direct Method

The definition of direct method given above implies that

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1. Sadie Krupp Newman, Pitman Teacher's Manual, Pitman Publishing Corporation, New York, 1936, pp. 19-20.
 2. Syllabus in Shorthand for High Schools, The Board of Education, City of New York, 1937, p. 10.

the attempt is to be made to provide for the learning of any specific element in a learning situation through the presentation of that element in meaningful association with the other elements in the whole situation. In addition, the corollary statement may be made that presentation of materials in association with one another may best be served through a real life situation, or in a learning situation which simulates a real life situation as closely as possible.

The learning of shorthand by a direct method should provide, therefore, for the presentation of shorthand symbols in association with one another, that is in context, with an attempt to use these symbols both for reading and writing at a high rate of speed, on as nearly an expert level as possible.

An abundance of data are available to support the use of a direct method of learning in general, and to indicate that direct-method materials are being used successfully in typewriting, the language arts, and shorthand. It should be noted here that evidence from the language arts is applicable to the field of shorthand, inasmuch as shorthand has been considered a language art by Morrison³ and by Leslie.⁴ Evidence taken from the field of typewriting is applicable to the subject of shorthand to the extent that the pure practice element is found in both.

3. Henry C. Morrison, The Practice of Teaching in the Secondary School, The University of Chicago Press, 1932, p. 470.

4. Louis A. Leslie, Gregg Shorthand, Functional Method, Teacher's Handbook, The Gregg Publishing Co., New York, 1936, pp. 4-6.

The evidence presented below is drawn from the areas of general psychology of education, typewriting, the language arts, and shorthand.

I. General Psychology of Education:

A. The materials of learning should be presented, insofar as it is possible, in a lifelike situation. For example, Arthur Gates has said:⁵

The first guiding principle is to consider the situation which life will present and so arrange the circumstances of learning that the learner will secure experiences in making those reactions which will be demanded.

B. In a discussion of learning by the whole method versus learning by the part method, Fletcher has made a statement which also supports the thesis that learning should take place in as nearly a real life situation as possible:⁶

Out of the study of this characteristic of the learning process (better memorization by the whole method than by the part method) has come the formulation of a sort of law, namely, that things should be learned as they are to be used.

In a further discussion of whole method versus part method, Fletcher comes to the conclusion that learning by means of memorization of isolated elements is uneconomical as compared with learning of materials in association with one another in that bonds set up in learning isolated forms must be unlearned before memory can be trusted.⁷

5. Arthur I. Gates, Psychology for Students of Education, The Macmillan Co., New York, 1931, p. 337.

6. John M. Fletcher, Psychology in Education, Doubleday, Doran & Co., Garden City, 1934, p. 159.

7. Ibid., p. 159

C. The arrangement of materials into meaningful form and organization, as is envisioned in a direct method, has a definite advantage over the learning of materials in isolation. This may be demonstrated even in the memorization of nonsense syllables, according to the statement made by Ogden:⁸

It is quite impossible to commit a series of nonsense syllables to memory unless in our repeated practice heed is given to the rhythm, grouping, accent, positional reference, graphic features, etc., of the series. Practice makes perfect whenever it favors articulation into a whole, and this it does because configuration is a natural law; but it does so with degrees of success that vary with the methods employed by both teacher and pupil.

The arrangement of materials into a form which will assist in comprehension, for example, the arrangement of materials in context, will make for better learning than if the materials are learned in isolation. This point is substantiated by Fletcher, who states:⁹

It has also been demonstrated that when materials are prearranged into patterns or when they already have meaning, learning is easier and more efficient.

D. The conclusion may be drawn, from the data available in the field of general psychology of education, that learning takes place best when the materials to be learned are presented in a lifelike situation and in association with one another. Learning by a direct method, in which all materials are presented in meaningful context through the medium of

8. R. M. Ogden, Psychology and Education, Harcourt, Brace & Co., New York, p. 187.

9. John M. Fletcher, Psychology in Education, Doubleday, Doran & Co., Garden City, 1934, p. 186.

reading or dictation, is amply supported, therefore, by evidence from the field of general psychology of education.

II. Typewriting:

A. Evidence in the field of typewriting to support the contention that materials should be learned from the beginning in the same form in which they are to be finally used may be found in the following statement by Book:¹⁰

It has, for example, been shown that while the habits to be acquired in a given case of learning develop in a certain order of succession, none of the elemental habits acquired reach complete maturity before higher order habits begin to form.... So in learning to typewrite, all the habits to be acquired are being developed almost from the first.

B. A further statement by Book supporting the presentation of material in context, forms a basis for the belief that more economical learning of both the connected words and the isolated forms will result from the learning of materials in association with one another. The statement is as follows:¹¹

The associations which form between the words of connected discourse help to perfect word associations even while these partially developed word associations are making possible the more economical reactions to these groups of closely connected words.... The lower-order habits were perfected in and through the formation of the higher, as a further development of the higher was dependent upon the final perfection of the lower.

C. Book makes an additional statement which definitely indicates better and more economical learning when materials are presented in the form of connected discourse than when

10. William Book, Learning to Typewrite, The Gregg Publishing Co., New York, 1925, p. 442.

11. William Book, The Psychology of Skill, The Gregg Publishing Co., New York, 1925, p. 120.

they are presented in isolation:¹²

.....more mistakes were made in receiving disconnected letters than in receiving, at a much more rapid rate, letters forming words, more mistakes made in receiving disconnected words than in receiving, at a still higher rate, connected discourse--that is, gain in speed, made possible by adding mastery of the higher language habits to mastery of the lower, leads to greater accuracy in detail. The natural and economical order of learning typewriting is to let the specific habits perfect each other.

III. The Language Arts--General:

A. It may be noted, especially with reference to the statement quoted below, that if the method of learning a language art has been one in which emphasis is placed on isolated words, or on the principle underlying the use of the isolated word, an obstacle or hindrance has been set up to the fluent use of the word in running discourse. Conversely, since the reactions required of a language art take place in running discourse, the language art should be taught in a lifelike situation, with the materials presented in context. The following statement by Morrison illustrates the point made above:¹³

The set of reactions which either learning or use of a language art requires take place in a situation whose characteristic is running discourse. The mind has no chance to pause for conscious reflection from word to word, although it may, of course, pause for reflection upon the content which is contained in the discourse. In such pause, if it is a part of the learner's method,

12. William Book, The Psychology of Skill, The Gregg Publishing Co., New York, 1925, p. 120.

13. Henry C. Morrison, The Practice of Teaching in the Secondary School, University of Chicago Press, 1932, p. 473.

generates the mental set to which we have applied the term (language-arts inhibition) used in the preceding paragraph.

B. Morrison has indicated the similar identity of shorthand and the language arts, in a statement in which he also indicts the teaching of materials in isolated form rather than in context:¹⁴

Stenography is distinctly a language art. If the correct learning product is established, the writer employs his symbols to express meaning, and in taking down dictation his attention is focalized on meaning and not on his symbols. Unhappily, we frequently encounter stenographers whose attention is typically focused on successive words, and as a consequence our dictation comes back to us more or less a meaningless gibberish. To such an operator, the meaningless sentence is apparently not offensive, while to one who possesses the true learning product a meaningless sentence is evidence that there is a mistake somewhere. The competent stenographer has, like other true language learners, learned his words from their meaning in sentences; the other attempts the almost impossible task of constructing sentences out of words learned in isolation.

IV. The Language Arts--Reading:

A. A variety of methods is used in the teaching of reading in the primary grades. One of the approved methods, however, is the study of words in context and in meaningful arrangement,¹⁵ which is, in effect, a direct method of teaching reading.

B. Arthur Gates has said, with respect to the teaching

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14. Henry C. Morrison, The Practice of Teaching in the Secondary School, The University of Chicago Press, 1932, p. 470.
 15. William S. Gray, The Implications of Research for the Classroom Teacher, Joint Yearbook, American Educational Research Association and the Department of Classroom Teachers, N. E. A., 1939, p. 137.

of reading in the primary grades:

The best results (in reading) came from the method in which the training in word perception was made as far as possible an intrinsic phase of comprehension.¹⁶

Since it is admitted that the main purpose of reading is accurate, fluent and full comprehension, it is found that the best way of combining the two types of training (comprehension and word mastery) is to make the instruction for word mastery as far as possible an intrinsic phase of comprehension activities.¹⁷

In connection with the above quotations, it may be stated that comprehension and comprehension activities in the field of reading are found almost exclusively in connected material. The development of word mastery and word perception through the use of connected material is, therefore, development of reading through a direct method.

V. The Language Arts--Spelling:

In a statement on spelling, Gertrude Hildreth has noted that additional emphasis is necessary in teaching spelling through writing sentences from dictation and writing words correctly in context.¹⁸ Emphasis on the introduction of new spelling words in context and by means of dictation seems to be advocacy of a form of direct method.

16. Arthur L. Gates, *New Methods in Primary Reading*, Teachers College, Columbia University, 1928, p. 160.

17. *Ibid.*, p. 165.

18. Gertrude Hildreth, *The Implications of Research for the Classroom Teacher*, Joint Yearbook, American Educational Research Association and the Department of Classroom Teachers, N. E. A., 1939, p. 159.

VI. The Language Arts--Modern Foreign Languages:

A. There is a great deal of evidence in the field of the language arts, and especially in modern foreign languages, in favor of a direct method of learning. The following statement gives a psychological basis for the learning of a foreign language by the direct method in that it stresses the use of the language in a lifelike situation. Moreover, it indicates the economy of time to be found in the use of a direct method:

A direct association is formed between a foreign word and its meaning, and this association is not intersected or intermediated by translation. There is thus no divergence between methods of learning and methods of use, but every function is learned and practiced as it is supposed to be used.... The method is also economical, for every moment of the class time is used for the actual aim of the lesson.¹⁹

B. Many experiments have been undertaken in the modern foreign language field with the direct method. Reed notes several experiments in which pupils taught a foreign language by the direct method were superior to pupils taught by a traditional method.²⁰ Also, some studies have shown that a direct reading method results in noticeably high attainment in reading comprehension and in working vocabulary.²¹

C. The New York State Syllabus in Modern Foreign

19. Homer B. Reed, Psychology and Teaching of Secondary-School Subjects, Prentice-Hall, Inc., New York, 1939, p. 235.

20. Ibid., p. 241.

21. Algernon Coleman and Clara B. King, The Implications of Research for the Classroom Teacher, Joint Yearbook, American Educational Research Association and the Department of Classroom Teachers, N. E. A., 1939, p. 241.

Languages supports the use of a direct method in both reading and writing when it indicates:²²

There can be no lasting results in this elementary language study except there be laid a solid foundation of three dimensions--the length, breadth and thickness of aural, oral and written exercises based on connected reading selections. This implies not only the aim of fluency in reading, but also adequate drill in hearing, speaking and writing the language, not in isolated sentences illustrating grammatical rules, but in connected speech-forms or units of discourse.

VII. Shorthand:

A. A number of salient points relating the psychology of learning to the direct method of shorthand have been made by Ann Brewington. They are as follows:

When words are placed in contextual relationships, thus conveying meaning, the learning of a particular word, or a series of words or phrases, is facilitated, since the words themselves do have a significant relationship to each other. One word serves as a stimulus for other words, thus impelling writing and reading in terms of meaning. Such associations are necessary and expedite the learning process as the word, phrase, or clause appears in various contextual settings until it emerges as a pattern.²³

When learning shorthand, the individual is placed in a strange or different situation, and accordingly responds with many unnecessary and exaggerated movements. His writing is large, irregular, and lacks organization in just the way indicated by the word diffuse. The learning process is retarded if the learning situation is not so planned as to provide for these initial diffused movements; to make use of them as the necessary raw material for

22. Syllabus in Modern Foreign Languages, The University of the State of New York, The State Education Department, 1937, p. 9.

23. Ann Brewington, Direct-Method Materials for Gregg Shorthand, Teacher's Manual, The Gregg Publishing Co., New York, 1937, p. 15.

the development of a fluent individual form of writing movement. Drawing or copying shorthand notes makes no provision for initial diffused movements, and accordingly, retards the learning process. Tracing, or going over shorthand outlines in a contextual setting, at not less than 100 words per minute, aids the learner in relaxing away unnecessary movements and in reducing exaggerated movements.²⁴

A high degree of skill in writing a shorthand outline ten or fifteen times does not insure ability to write that same outline skillfully in a sentence. The repetitive movements used in writing the word "time" do not contain the essential elements of continuity and fluency that are required in writing the sentence, "Time is money."²⁵

In the statements quoted above, the insistence upon the presentation and learning of shorthand symbols in context stands out time and time again. In addition, Miss Brewington notes that the initial learning response consists of unorganized, diffuse movements and reactions. These initial diffuse reactions cause many teachers to insist upon the perfect drawing of outlines. This, in turn, results in an inhibition being set up which prevents the student from gaining the ease and fluency of writing which he should be able to develop in a short time. For this reason, lesson plans set up for direct method materials insist upon rapid dictation of materials in context.

B. Leslie has made a strong indictment of the method of learning which insists upon the knowledge of rules and

24. Ann Brewington, Direct-Method Materials for Gregg Shorthand, Teacher's Manual, The Gregg Publishing Co., New York, 1937, p. 16.

25. Ibid., p. 17.

principles, even to the detriment of fluency and facility in the shorthand or language art learning.²⁶

Whether in languages or in shorthand, the beginner can be and often is used as the foundation for an elaborate superstructure of rules and principles, but those rules and principles can never be more than just that--a superstructure of more than doubtful value, an almost unrelated set of knowledges built simultaneously with whatever writing skill we may develop--the knowledge and the skill having little effect on each other. As far as the knowledge of the shorthand rules has any effect, it is more likely to be deleterious than helpful. Too profound a knowledge of the mechanics of a foreign language tends to inhibit the learner's conversational fluency. In either case, the learner is so concerned with remembering, interpreting, and applying the rules he has learned that it is mentally impossible in that way to obtain any speed in the application of the art, whether of language or of shorthand.

C. Lomax and Walsh, in writing of the direct method of learning shorthand, make the points that material should be written in context from the beginning, and that even larger units than sentences are desirable:²⁷

a. Sentences are usually only parts of larger contexts; hence, proper associations are in large units.

b. The student must some time learn the smooth flow of writing from one sentence to another. This should be learned in the beginning.

D. Benjamin Davis has summarized in excellent fashion the psychology of learning underlying the form and manner of

26. Louis A. Leslie, Gregg Shorthand, Functional Method, Teacher's Handbook, The Gregg Publishing Co., New York, 1936, pp. 4-5.

27. Paul S. Lomax and John V. Walsh, Problems of Teaching Shorthand, Prentice-Hall, Inc., New York, 1932, p. 136.

use of direct method materials in the field of shorthand:²⁸

First, the learning exercises should take place in the same form as final use. This implies the arrangement of material in context from the very start.

Second, the learning exercises should take place in the same manner as final use. This implies dictation from the very start of the learning process.

Third, the learning exercises should include from the very start all the skills required at the expert level.

Fourth, the method should insure sufficient practice for all the skills, not individually, but as a harmonious, single, complex skill.

E. Several forms of direct-method textbooks are now available in the field of shorthand. They may be listed as follows:

1. The Gregg shorthand textbook prepared by Odell, Rowe, and Stuart²⁹ is based upon a group of 618 high-frequency words drawn from the Horn-Thorndike-Ayres-Dewey word lists. These words are presented to the student in sentence, paragraph, and letter form for a period of six to ten weeks. A transition is then made to the teaching of theory shorthand by the traditional method.

The direct-method material is presented for one week in the form of reading material only. Writing

28. Benjamin F. Davis, A Study of Shorthand Teaching, Teachers College, Columbia University, 1938, pp. 45-46.

29. William R. Odell, Clyde E. Rowe, and Esta Ross Stuart, Direct Practice Units for Beginning Gregg Shorthand, The Gregg Publishing Co., New York, 1936.

exercises are begun during the second week on the work read during the first week.

2. A textbook now being used with success in about 40% of the schools teaching Gregg shorthand³⁰ is Gregg Shorthand, Functional Method.³¹ The textbook follows the order of presentation used in the traditional method Gregg shorthand textbook, Gregg Shorthand, Anniversary Edition,³² but a major portion of the material used is based on high-frequency words presented in context.

A reading approach is used for the first twenty lessons after which the students are permitted to begin writing shorthand.

3. Brewington and Soutter have developed a direct-method textbook on the basis of experimental work carried on for five years at the University of Chicago.³³ The material presented is all in context and contains, for the most part, high-frequency words. The book is organized to follow the presentation of principles in Gregg Shorthand, Anniversary Edition, and the authors

30. Theresa A. Regan, Improvement of Classroom Teaching in Elementary Gregg Shorthand, E. C. T. A. Twelfth Year-book, 1939, p. 267.

31. Louis A. Leslie, Gregg Shorthand, Functional Method, Gregg Publishing Co., New York, 1936.

32. John Robert Gregg, Gregg Shorthand, Anniversary Edition, Gregg Publishing Co., New York, 1929.

33. Ann Brewington and Helen L. Soutter, Direct-Method Materials for Gregg Shorthand, Gregg Publishing Co., New York, 1933.

suggest that the theory textbook may be used to supplement their direct-method textbook.

The authors indicate that either a reading adaptation or a writing adaptation may take precedence in the presentation of their material. By reading adaptation they mean devoting a very large proportion of the class period during the first eight weeks of the course to the reading of shorthand. By writing adaptation they mean devoting a very large proportion of the first few weeks of the course to the writing of shorthand.

4. It should be noted that each of the direct-method textbooks discussed above has two major features:

- a. Each textbook is based upon a high-frequency vocabulary.
- b. Almost all the material presented in each textbook is in context.

F. The textbook now available in Isaac Pitman shorthand emphasizes development of the shorthand symbol through reference to the underlying shorthand principles.³⁴ It may be considered, therefore, as a textbook based upon the traditional method. There is no available direct-method textbook in which the shorthand symbols are presented in context, with the objective of developing an automatized vocabulary of high-frequency words.

G. The New York City Syllabus in Shorthand for High

34. New Standard Course--Pitman Shorthand, Pitman Publishing Corporation, New York, 1933.

Schools states, "Inasmuch as the Committee recognizes that there is no one best way of teaching shorthand, various approved methods are presented."³⁵ Page eleven of the New York City Syllabus contains a definition and summary of the direct method as one of the approved methods of teaching shorthand.

H. At least two schools in New York City have used, or are now using, direct-method materials in Pitman shorthand. These schools, namely, Walton High School and Girls' Commercial High School, were forced to use mimeographed materials in order to present Pitman shorthand by the direct method because there is no direct-method textbook.

I. Pitman shorthand is taught in the public schools of New York City, Philadelphia, Chicago, Jersey City, Atlantic City, and in several other city school systems. John Bryant, School Director of the Pitman Publishing Corporation, has expressed the opinion that many of these city school systems would be ready and willing to make use of a direct-method textbook if one were available in Pitman shorthand.³⁶

J. An experiment at Walton High School, New York City, has shown a slight advantage for the direct method of teaching shorthand as compared with the traditional method.³⁷

35. Syllabus in Shorthand for High Schools, The Board of Education, City of New York, 1937, p. 3.

36. John Bryant, Statement at the offices of the Pitman Publishing Corporation, New York, December 5, 1940.

37. Benjamin F. Davis, A Study of Shorthand Teaching, Teachers College, Columbia University, 1938.

VIII. Concluding Statement:

It may be concluded, upon the basis of evidence drawn from the areas of general psychology of education, typewriting, the language arts, and shorthand that the materials of learning should be presented, insofar as it is possible, in a lifelike situation. More concretely, it may be stated that in a language-arts or pure-practice subject, the materials to be learned should be presented from the beginning in the same form in which they are to be finally used. Therefore, in a language-arts subject such as shorthand, the elements of learning should be presented in association with one another and on the expert level, or as close to that level as possible, in order that the learning situation may simulate a real life situation.

In order to meet the objectives inherent in the conclusions drawn above, a shorthand textbook should present all shorthand symbols in context; that is, the shorthand materials should be presented in association with one another. Also, the textbook should be so arranged as to require reading, writing, and transcription of shorthand from the very beginning; that is, the materials should be presented on the expert level, or as close to that level as possible. Finally, the textbook should provide for the automatization of high-frequency words, in order to provide the learner with the fluency and facility required of the shorthand writer on the expert level.

The direct-method textbook organized by the writer meets each objective stated above:

1. The shorthand symbols are presented to the learner

in context.

2. Provision has been made for the reading, writing, and transcription of shorthand from the very beginning.

3. All materials in the textbook are based upon a list of high-frequency words.

FOREWORD TO TEACHERS

Purpose of the Textbook

It has been the writer's intention, on the basis of what seems to be a definite need for a direct-method textbook in Isaac Pitman shorthand, to organize textbook materials in such a manner that the symbols for Isaac Pitman shorthand will be learned directly. The shorthand symbols are presented to the student in the context of sentences, paragraphs, and letters rather than through the medium of the underlying rules and principles of the shorthand system. The point has been made that an essential difference between direct method and traditional method in shorthand is that the pupil generalizes the principles of the system for himself when the direct method is used, whereas the shorthand principles are given to him by the teacher in the traditional method.³⁸

Treatment of the Materials

1. The vocabulary used in the textbook was drawn from the thousand words in most common usage as published by Ernest Horn.³⁹ The thousand most common words make up eighty to

38. Benjamin F. Davis, A Study of Shorthand Teaching, Teachers College, Columbia University, 1938, p. 17.

39. Ernest Horn, A Basic Writing Vocabulary, University of Iowa, 1926.

ninety per cent of the words in any written material as reported by Kirk and Mumford,⁴⁰ ninety per cent as reported by Horn⁴¹ and ninety-one per cent as reported by Ayres.⁴² Thus, such a list should provide a sufficiently large writing vocabulary for elementary shorthand students who are working toward the development of a vocational skill, or for elementary shorthand students whose aim is found in the personal-use value of shorthand. Moreover, the thousand words in most frequent use may be determined with some reliability, according to Ayres,⁴³ but he insists that it becomes increasingly difficult to ascertain the rank order of words in common usage very far beyond the point of 1,000. The reason given for this by Ayres is that long before the 2,000 most common words are reached, the identity of frequently used words begins to vary with the subject under consideration.

2. The vocabulary consisting of the thousand most common words, as previously defined, was used in the order and sequence of the presentation of principles of Pitman shorthand as they are found in the shorthand theory book in

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40. John G. Kirk and George E. Mumford, Graded Letters, The John C. Winston Co., Philadelphia, 1933, p. v.
41. Ernest Horn, A Basic Writing Vocabulary, University of Iowa, 1926.
42. Leonard P. Ayres, A Measuring Scale for Ability in Spelling, Russell Sage Foundation, 1915, p. 8.
43. Ibid.

common use, New Standard Course--Pitman Shorthand.⁴⁴ This arrangement enables a teacher to use the New Standard Course as a guide book or manual while he is teaching from the direct-method textbook. It should be noted that it was not found feasible to present words in order of common usage, since very few noun forms and verb forms may be found within the two hundred most frequently used words. The arrangement of words into connected material early in the term's work would be practically impossible if the words were presented in order of frequency of occurrence because of the absence of noun and verb forms.

3. All shorthand symbols are presented within the context of sentences, paragraphs, and letters.

4. The material is set up in 112 exercises. Each exercise introduces from ten to twenty new words with each new word used at least twice in the initial exercise in which it is found. At least one new exercise may be presented in a class period of forty minutes and, in many cases, two exercises may be presented. If the school term has 75 class meetings or slightly more, it should be possible to complete the textbook within one school term or, at most, after one month of the second school term. It should be noted that review lessons are unnecessary since the textbook is arranged to present new words in the context of familiar material, and, hence, there is constant review of previously learned

44. New Standard Course--Pitman Shorthand, Pitman Publishing Corporation, New York, 1936.

shorthand words.

5. Many of the short forms in Pitman shorthand do not occur in the first thousand most frequently used words. Teachers of shorthand usually emphasize all short forms, however, in order to develop in the student a writing vocabulary which is thoroughly automatized. It was deemed advisable, therefore, to include in the textbook even those short forms which do not occur in the one thousand most common words. These short forms are starred in the appendix, and, in a few cases, are used only once in the textbook.

6. The shorthand vowels are written in all words the first five times the words are encountered. After five repetitions of the vowel signs in a word, it was decided, arbitrarily, to drop the vowels, since they are not normally inserted in the writing of Pitman shorthand. This rule is followed unless it would make for extreme difficulty in reading or writing a word in the context of a sentence.

7. The first five chapters, through Exercise 17, are set up in the form of isolated sentences. The small number of words available up to that point made it unwise to attempt to set up the words in paragraph or letter form. The first five chapters should be completed in about two and one-half weeks.

8. The key longhand material is marked off in groups of twenty standard five-stroke words. The phrase "standard five-stroke words" as it is used here means that five type-written strokes shall count as one word. The first number

following each paragraph or letter indicates the total number of standard words in the selection. The second number indicates the total number of actual words in the selection. Standard word count is used so that the teacher may readily compare shorthand dictation or reading speed, or transcription speed on the typewriter (assuming a typewriter is used for transcription) with the typing speed of pupils normally ascertained on the basis of standard five-stroke words.

9. A longhand key to all shorthand symbols has been set up directly after the shorthand plate material. The use of a longhand key has been well defended by Leslie.⁴⁵ He maintains that a key helps the student to do more work, to do better work, and to do the work in less time than would be possible in any other way. Kirk and Mumford have also used a longhand key to shorthand plate material in their well-known dictation book, Graded Letters.⁴⁶

10. All words used in the textbook are set up in an appendix in an alphabetical longhand-shorthand vocabulary list. The first number following each word indicates the chapter in which the word is introduced. The second number indicates the frequency of occurrence of each word in the textbook. All starred words are short forms which do not occur in the one thousand most common words. Phrases of two or more words

45. Louis A. Leslie, Gregg Shorthand, Functional Method, Teacher's Manual, Gregg Publishing Co., New York, 1936, pp. 24-28.

46. John G. Kirk and George E. Mumford, Graded Letters, The John C. Winston Co., Philadelphia, 1933, p. 3.

which are designated by short form symbols are set up immediately after the vocabulary list.

11. The "circle s" is used from Chapter Two on to indicate the word "us" in phrases. This is the only exception to the order of presentation used in New Standard Course. The exception was necessary so that the word "us" might be presented to the student in the same form in which it is to be finally used.

Suggestions to Teachers

1. B. F. Davis suggests that direct-method materials can best be presented by a combination of the reading and the writing approach.⁴⁷ Following this suggestion, the author has set up the textbook so as to provide the opportunity for emphasis on both reading and writing shorthand in context in every shorthand lesson. The author, through use of representative samplings of the textbook material in his classes, has come to the conclusion that the pupils should spend at least three-fourths of each period in writing shorthand. The rest of the class period may be used for reading shorthand, with a very small part of the period set aside for teacher explanations.

2. The first lesson in shorthand will be different from the usual lesson because the student has no background of shorthand words to be used as review material or as a foundation for the building of new material. It is suggested,

47. Benjamin F. Davis, A Study of Shorthand Teaching, Teachers College, Columbia University, 1938, p. 78.

therefore, that the teacher follow this procedure for the first lesson:

- A. Write the new sentences on the board at 40 to 50 words a minute and read as you write.

Chapter I, Exercise 1, consisting of nine short sentences of 28 total words is written on the board.

- B. Read the sentences on the blackboard rapidly, pointing to the words as you read.

The nine sentences of Exercise 1 should be read by the teacher in no more than a half-minute. They may then be repeated at the same rate of speed.

- C. Call on volunteers to read the sentences.

Volunteers should be called on to read a sentence or two. The attempt must be made to have the sentences read fluently and clearly. As the pupils read, the teacher should point to the outlines read.

- D. Dictate the sentences at 20 words a minute as the students trace the outlines on their textbooks.

The sentences should be dictated in slightly more than a minute by the teacher. As the teacher dictates, the students should trace with either a stylus or the back of a pencil which has no eraser the shorthand outlines for the sentences in their textbooks.

- E. Have the class read the sentences in concert.

Have the class read aloud the sentences in Exercise 1 from their textbooks. Be sure that all students are reading.

- F. Redictate the material at 20 words a minute as the students copy from the textbook.

This is the first attempt of the students to write shorthand. The teacher must insist that each student get something down on paper for every word dictated. A speed of 20 words a minute is just fast enough to force the pupils to write the shorthand symbols rather than to draw them.

- G. Have the class read in concert from their notes.

Insist that each pupil read from his shorthand notes aloud. Try to have the class maintain a reading speed of at least 50 words a minute.

- H. Redictate the material at 30 words a minute as the students copy the outlines.

Exercise 1 should be dictated as the students copy from their textbooks. The students must write the shorthand symbols for every word dictated, and must, therefore, keep up with the speed of dictation.

- I. Call on various students to read from their notes.

Students may be called on to read one or two sentences. The entire group of nine sentences may be read through several times.

- J. Redictate the sentences at 40 words a minute as the students copy the outlines.

It should be noted that the speed of dictation is increased each time the material is redictated. Insistence must be made that the students get something down on paper for every word dictated, no matter what the speed of dictation may be.

- K. Assign the Exercise presented in class for homework for the following class meeting.

Exercise 1 should be assigned for homework in the following way: The sentences are to be read from the shorthand plate material in the textbook until the student is able to read the nine sentences in 15 seconds. The plate material is then to be written three times. The third attempt should be made within 30 seconds.

The following is a suggested teaching technique for a class period later in the term: (The rates of speed suggested have been achieved by the writer in his own classes. The same speed is maintained for the tracing of new material and the dictation of review material, as has been suggested by

- A. Dictate the homework assigned on the previous day at 80 words a minute. (The rate may be increased as the term goes on.) Have the pupils read back from their shorthand notes.

Chapter VIII, Exercise 29, consisting of two letters should be dictated in four minutes. It should be read back in three minutes.

- B. Write the new paragraph, letter, or series of sentences on the blackboard and read as you write. The rate should be 80 words a minute.

The teacher should write letter l, Exercise 30, on the board in three minutes or less.

- C. Call on a student to read the material written on the blackboard.

The teacher should call on one volunteer student to read the shorthand. The reading should be clear and fluent. The teacher should point to the outlines on the blackboard during the reading.

- D. Dictate the new material at about 80 words a minute as the pupils trace the outlines from their textbooks.

Exercise 30 should be dictated in about three minutes as the students trace the plate shorthand in their textbooks.

- E. Dictate the new material at 50 to 60 words a minute as the students copy the shorthand from either the blackboard or their textbooks.

The teacher must insist that the pupils get something down on paper for every word dictated. There should be no student in the class who is unable to keep up with a rate of 50 words a minute on material which is being copied.

- F. Call on various students to read from their shorthand notes.

48. Ann Brewington and Helen I. Soutter, Direct-Method Materials for Gregg Shorthand, Gregg Publishing Co., New York, 1933, pp. xii, xvi.

The teacher should call on students to read a sentence or two of the letter dictated. The reading should be fluent and at a rapid rate.

- G. Redictate at a faster rate than before as the students copy from their textbooks or from the blackboard.

Letter l, Exercise 30, should be dictated at a rate of about 80 words a minute.

- H. Have the students read back again from their notes.

The teacher should call on students to read a sentence or two from their shorthand notes. The rate should be at least 100 words a minute.

- I. Dictate the new material at 50 to 60 words a minute as the students take dictation with no reference to their textbooks or the blackboard.

The new letter for the period, letter l, Exercise 30, is to be dictated in about three minutes as the students take dictation without reference to any shorthand plate or blackboard outlines.

- J. Call on students to read from their notes.

The letter may be read several times by different students.

- K. Redictate at 100 words a minute as the students copy from the textbook shorthand plates.

The letter should be dictated in about one minute and three-quarters. The students must get something down for every word dictated.

- L. Assign the material covered during the period as homework for the next class meeting.

The letter covered during the period is to be read from the shorthand plates in the textbook until the students can read it within one and one-quarter minutes at a rate of about 125 words a minute. It should be written at least three times with the attempt made to write it at 100 words a minute by the third attempt.

Variations in the technique presented above may be achieved by:

A. Having students read rapidly and fluently from their shorthand homework rather than dictating the homework.

B. Calling on volunteers to read the new material from the textbook the first time it is encountered.

C. Using concert reading rather than individual reading of the teacher's blackboard outlines or of shorthand plate material in the textbook.

D. Dictating new material containing words already presented to be written by the students without reference to the textbook or blackboard.

The material to be used for the first two or two and a half weeks of the term is restricted to isolated sentences. The speed of dictation of these sentences will be less rapid than the speed suggested under the model lesson given above. This is due to the fact that the nature of the material does not permit fluency or rapidity of writing or reading.

3. The homework assignment should contain provision for the development of fluency in both writing and reading shorthand. It should be based upon the work covered in class, and the teacher must insist upon the students' ability to write the homework from dictation rapidly and to read the homework fluently. These suggestions are substantiated by the section on homework in the New York City Syllabus in Shorthand.⁴⁹

49. Syllabus in Shorthand for High Schools, The Board of Education, City of New York, 1937, pp. 23-25.

A typical homework assignment may be as follows:

A. Reading through of the exercise or exercises assigned (which were introduced in class) until the student has the ability to read the shorthand at a rate of 100 words a minute.

B. Writing the exercise or exercises from the shorthand plate material in the textbook three to five times. The attempt should be made to develop the students' ability to take the shorthand from dictation at a rate of at least 80 words a minute.

N. B. - The class should be instructed to refer to the longhand key if there is any difficulty in reading the shorthand plate material.

4. A basic concept of any direct method, according to Odell and Stuart, is that the material to be learned is to be used during the learning process in the same form in which it is to be finally used.⁵⁰ All teacher activity during the class period should be pointed at developing the pupils' ability to read and write shorthand rapidly and accurately. The definition of a direct method as given by Newman indicates that there should be very little if any time spent on explanations of shorthand rules or principles.⁵¹ Questions asked

50. William R. Odell and Esta Ross Stuart, Principles and Techniques for Directing the Learning of Typewriting, D. C. Heath & Co., New York, 1935, pp. 19-23.

51. Sadie Krupp Newman, Pitman Teacher's Manual, Pitman Publishing Corporation, New York, 1936, pp. 19-20.

by students should be answered by indicating the specific way to write an outline rather than by reference to the underlying principles of the shorthand system. After using much of the textbook material in the classroom, the writer has come to the conclusion that if no attempt is made to develop a knowledge of rules or principles, the pupils will rarely if ever question anything except the specific way in which an outline is to be written or how it is to be read.

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CHAPTER I

Exercise 1

1. $|| \dot{\gamma} x$ 2. $|| \backslash x$ 3. $\backslash || x$ 4. $\backslash \dot{\gamma} | x$ 5. \backslash
 $\dot{\gamma} \dot{\gamma}$ 6. $| \backslash \dot{\gamma} x$ 7. $| \backslash \dot{\gamma} \dot{\gamma} x$ 8. $\backslash | \backslash x$
9. $\backslash | \dot{\gamma} x$

Exercise 2

1. $\backslash \dot{\gamma} \dot{\gamma} x$ 2. $\downarrow \backslash \dot{\gamma} x$ 3. $\dot{\gamma} \backslash \dot{\gamma} x$ 4. $\backslash \dot{\gamma} \backslash$
 $\dot{\gamma} x$ 5. $\backslash \backslash \dot{\gamma} \dot{\gamma} x$ 6. $/ \backslash \dot{\gamma} x$ 7. $/ \backslash \dot{\gamma} | \dot{x}$
8. $\downarrow \dot{\gamma} x$ 9. $| / \dot{\gamma} \dot{x}$ 10. $| \dot{\gamma} \dot{x}$ 11. $| / \backslash |$
 $\dot{\gamma} \dot{x}$ 12. $| \dot{\gamma} \dot{x}$ 13. $| \dot{\gamma} x$ 14. $| \dot{\gamma} \dot{\gamma} x$
15. $| \dot{\gamma} \backslash x$ 16. $/ \backslash | \dot{\gamma} \dot{x}$ 17. $/ \backslash | \dot{\gamma} \dot{x}$ 18. $/$
 $\dot{\gamma} \dot{\gamma} \dot{\gamma} x$ 19. $/ \dot{\gamma} \dot{\gamma} x$ 20. $| / \backslash \dot{\gamma} x$ 21. $/$
 $\backslash \dot{\gamma} \dot{\gamma} | \dot{\gamma} \dot{x}$ 22. $/ \dot{\gamma} | \dot{x}$ 23. $/ \backslash \dot{\gamma} \dot{x}$
 $|| x$ 24. $\backslash \dot{\gamma} \backslash \dot{\gamma} \dot{\gamma} | \dot{\gamma} x$ 25. $\backslash \dot{\gamma} \dot{\gamma} | /$
 \dot{x} 26. $\backslash \dot{\gamma} \dot{\gamma} \dot{x}$

CHAPTER II

Exercise 3

1. $\cdot \dot{\gamma} \gamma / x$
2. $\dot{\gamma} \gamma \gamma / x$
3. $\dot{\gamma} \setminus \gamma x$
4. $/ \setminus \dot{\gamma}$
5. $(\dot{\gamma} \setminus \gamma) x$
6. $\dot{\gamma} \setminus \gamma \cdot (\dot{\gamma} \gamma) x$
7. $(\dot{\gamma} \setminus \gamma) - x$
8. $(\dot{\gamma} \setminus \gamma) - (\dot{\gamma}) x$
9. $(\dot{\gamma} \setminus \gamma) \setminus \gamma x$
10. $/ \setminus \dot{\gamma} \gamma \cdot ?$
11. $(\dot{\gamma} \setminus \gamma) / x$
12. $(\dot{\gamma} \setminus \gamma) - (\dot{\gamma}) x$
13. $/ \setminus \dot{\gamma} \gamma \cdot ?$
14. $/ \setminus \dot{\gamma} \gamma / \gamma ?$
15. $\dot{\gamma} \setminus \gamma \setminus \gamma x$
16. $/ \setminus \dot{\gamma} \gamma x$
17. $/ \setminus (\dot{\gamma}) x$
18. $(\dot{\gamma} \setminus \gamma) - (\dot{\gamma}) x$
19. $/ \setminus (\dot{\gamma} \setminus \gamma) \setminus \gamma x$
20. $(\dot{\gamma} \setminus \gamma) () x$
21. $(\dot{\gamma} \setminus \gamma) / \gamma x$

Exercise 4

1. $(\dot{\gamma} \setminus \gamma) x$
2. $/ \setminus (\dot{\gamma} \setminus \gamma) x$
3. $\dot{\gamma} (\dot{\gamma} \setminus \gamma) / x$
4. $/ \setminus \dot{\gamma} (\dot{\gamma} \setminus \gamma) x$
5. $/ \setminus \dot{\gamma} \gamma \cdot ?$
6. $\dot{\gamma} \setminus \gamma \setminus \gamma / x$
7. $(\dot{\gamma} \setminus \gamma) \setminus \gamma \cdot ?$
8. $(\dot{\gamma} \setminus \gamma) \setminus \gamma x$
9. $/ \setminus (\dot{\gamma} \setminus \gamma) \setminus \gamma x$
10. $\setminus \dot{\gamma} \setminus \gamma () x$
11. $(\dot{\gamma} \setminus \gamma) \setminus \gamma x$
12. $\dot{\gamma} \setminus \gamma \setminus \gamma / x$
13. $(\dot{\gamma} \setminus \gamma) \setminus \gamma / x$
14. $/ \setminus (\dot{\gamma} \setminus \gamma) \setminus \gamma x$
15. $(\dot{\gamma} \setminus \gamma) \setminus \gamma / x$
16. $/ \setminus \dot{\gamma} \setminus \gamma x$
17. $/ \setminus \dot{\gamma} () x$
18. $(\dot{\gamma} \setminus \gamma) \setminus \gamma x$
19. $(\dot{\gamma} \setminus \gamma) \setminus \gamma \setminus \gamma \cdot ?$
20. $/ \setminus (\dot{\gamma} \setminus \gamma) \setminus \gamma x$
21. $(\dot{\gamma} \setminus \gamma) \setminus \gamma \setminus \gamma x$

CHAPTER III

Exercise 6

- 1. $\sqrt{x} \cdot \sqrt{x}$ 2. $\sqrt{x} \cdot \sqrt{x}$ 3. $\sqrt{x} \cdot \sqrt{x}$
- 4. $\sqrt{x} \cdot \sqrt{x}$ 5. $\sqrt{x} \cdot \sqrt{x}$
- 6. $\sqrt{x} \cdot \sqrt{x}$ 7. $\sqrt{x} \cdot \sqrt{x}$
- 8. $\sqrt{x} \cdot \sqrt{x}$ 9. $\sqrt{x} \cdot \sqrt{x}$
- 10. $\sqrt{x} \cdot \sqrt{x}$ 11. $\sqrt{x} \cdot \sqrt{x}$
- 12. $\sqrt{x} \cdot \sqrt{x}$ 13. $\sqrt{x} \cdot \sqrt{x}$ 14. $\sqrt{x} \cdot \sqrt{x}$
- 15. $\sqrt{x} \cdot \sqrt{x}$ 16. $\sqrt{x} \cdot \sqrt{x}$
- 17. $\sqrt{x} \cdot \sqrt{x}$ 18. $\sqrt{x} \cdot \sqrt{x}$
- 19. $\sqrt{x} \cdot \sqrt{x}$
- 20. $\sqrt{x} \cdot \sqrt{x}$ 21. $\sqrt{x} \cdot \sqrt{x}$ 22. $\sqrt{x} \cdot \sqrt{x}$
- 23. $\sqrt{x} \cdot \sqrt{x}$ 24. $\sqrt{x} \cdot \sqrt{x}$
- 25. $\sqrt{x} \cdot \sqrt{x}$ 26. $\sqrt{x} \cdot \sqrt{x}$ 27. $\sqrt{x} \cdot \sqrt{x}$
- 28. $\sqrt{x} \cdot \sqrt{x}$ 29. $\sqrt{x} \cdot \sqrt{x}$
- 30. $\sqrt{x} \cdot \sqrt{x}$
- 31. $\sqrt{x} \cdot \sqrt{x}$ 32. $\sqrt{x} \cdot \sqrt{x}$
- 33. $\sqrt{x} \cdot \sqrt{x}$ 34. $\sqrt{x} \cdot \sqrt{x}$

Exercise 7

- 1. $\sqrt{x} \cdot \sqrt{x}$ 2. $\sqrt{x} \cdot \sqrt{x}$
- 3. $\sqrt{x} \cdot \sqrt{x}$ 4. $\sqrt{x} \cdot \sqrt{x}$ 5. $\sqrt{x} \cdot \sqrt{x}$

- 1. \sqrt{x} 6. $() \sqrt{x}$ 7. \sqrt{x}
- 2. \sqrt{x} 8. $() \sqrt{x}$ 9. \sqrt{x}
- 3. \sqrt{x} 10. \sqrt{x}
- 4. \sqrt{x} 11. \sqrt{x} 12. \sqrt{x}
- 13. \sqrt{x} 14. \sqrt{x} 15. \sqrt{x}
- 16. \sqrt{x} 17. \sqrt{x}
- 18. \sqrt{x}
- 19. \sqrt{x} 20. \sqrt{x}
- 21. \sqrt{x} 22. \sqrt{x} 23. \sqrt{x}
- 24. \sqrt{x} 25. \sqrt{x}
- 26. \sqrt{x}
- 27. \sqrt{x} 28. \sqrt{x}
- 29. \sqrt{x} 30. \sqrt{x}
- 31. \sqrt{x} 32. \sqrt{x} 33. \sqrt{x}
- 34. \sqrt{x} 35. \sqrt{x}
- 36. \sqrt{x} 37. \sqrt{x}
- 38. \sqrt{x}

Exercise 8

- 1. $() \sqrt{x}$ 2. \sqrt{x}
- 3. \sqrt{x} 4. \sqrt{x} 5. \sqrt{x}
- 6. \sqrt{x} 7. \sqrt{x}

- 1. $w \cdot L ?$ 8. $\downarrow \downarrow \downarrow \downarrow ?$ 9. $\downarrow \downarrow \downarrow \downarrow$
- 2. $\downarrow \downarrow \downarrow \downarrow$ 10. $\downarrow \downarrow \downarrow \downarrow ?$ 11. $\downarrow \downarrow \downarrow \downarrow$
- 12. $\downarrow \downarrow \downarrow \downarrow$ 13. $(\downarrow \downarrow \downarrow \downarrow) \downarrow$
- 14. $\downarrow \downarrow \downarrow \downarrow ?$ 15. $(\downarrow \downarrow \downarrow \downarrow) \downarrow$
- 16. $\downarrow \downarrow \downarrow \downarrow$ 17. $(\downarrow \downarrow \downarrow \downarrow)$
- 18. $\downarrow \downarrow \downarrow \downarrow$ 19. $\downarrow \downarrow \downarrow \downarrow$
- 20. $\downarrow \downarrow \downarrow \downarrow$

CHAPTER IV

Exercise 9

1. $\dot{\gamma} \rightarrow 2 \rightarrow x$
2. $r \rightarrow \dot{\gamma} \rightarrow x$
3. $(\gamma) \rightarrow \dot{\gamma} \rightarrow x$
4. $r \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
5. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
6. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
7. $(\gamma) \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
8. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
9. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
10. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
11. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
12. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
13. $(\gamma) \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
14. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
15. $(\gamma) \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
16. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
17. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
18. $(\gamma) \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
19. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
20. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
21. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
22. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
23. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
24. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
25. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
26. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
27. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$

Exercise 10

1. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
2. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
3. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
4. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
5. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
6. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$
7. $\dot{\gamma} \rightarrow \dot{\gamma} \rightarrow \dot{\gamma} \rightarrow x$

15. (2) ገጽ ገጽ x 16. ገጽ (L ገጽ ገጽ x 17. ገጽ
 ገጽ ገጽ ገጽ x 18. ገጽ ገጽ ገጽ ገጽ ገጽ
 ገጽ x 19. ገጽ ገጽ ገጽ ገጽ ገጽ x 20. ገጽ ገጽ
 ገጽ (L ገጽ ገጽ L x 21. ገጽ ገጽ ገጽ ገጽ x
 22. ገጽ ገጽ ገጽ ገጽ x 23. ገጽ ገጽ ገጽ ገጽ ገጽ
 ገጽ ገጽ x 24. () ገጽ ገጽ ገጽ ገጽ x
 25. ገጽ ገጽ ገጽ ገጽ ገጽ x 26. ገጽ ገጽ ገጽ ገጽ ገጽ x
 27. ገጽ ገጽ ገጽ ገጽ ገጽ x

Exercise 12

1. ገጽ ገጽ ገጽ ገጽ ገጽ x 2. ገጽ ገጽ ገጽ ገጽ ገጽ x
 3. ገጽ ገጽ ገጽ ገጽ x 4. ገጽ ገጽ ገጽ ገጽ ገጽ x
 5. ገጽ ገጽ ገጽ ገጽ ገጽ x
 6. (2 ገጽ) ገጽ ገጽ ገጽ x 7. ገጽ ገጽ ገጽ ገጽ ገጽ x
 8. ገጽ ገጽ ገጽ ገጽ ገጽ x 9. ገጽ ገጽ ገጽ ገጽ ገጽ x
 10. ገጽ ገጽ ገጽ ገጽ ገጽ x 11. (2 ገጽ) ገጽ ገጽ ገጽ x
 12. ገጽ () ገጽ ገጽ ገጽ x 13. ገጽ ገጽ ገጽ ገጽ ገጽ x
 14. ገጽ ገጽ ገጽ ገጽ ገጽ x
 15. ገጽ ገጽ ገጽ ገጽ ገጽ x 16. ገጽ ገጽ ገጽ
 ገጽ ገጽ ገጽ ገጽ ገጽ x 17. ገጽ ገጽ ገጽ ገጽ ገጽ
 ገጽ ገጽ ገጽ ገጽ x 18. ገጽ ገጽ ገጽ ገጽ ገጽ
 ገጽ ገጽ x 19. ገጽ ገጽ ገጽ ገጽ x 20. ገጽ ገጽ ገጽ

4 <) ✓) 1 2 1 \ x

CHAPTER V

Exercise 13

1. $(x^2 - 2x + 1)(x^2 + 2x + 1)$
2. $(x^2 - 1)(x^2 + 1)$
3. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
4. $(x^2 + 1)(x^2 - 1)$
5. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
6. $(x^2 + 1)(x^2 - 1)$
7. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
8. $(x^2 + 1)(x^2 - 1)$
9. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
10. $(x^2 + 1)(x^2 - 1)$
11. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
12. $(x^2 + 1)(x^2 - 1)$
13. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
14. $(x^2 + 1)(x^2 - 1)$
15. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
16. $(x^2 + 1)(x^2 - 1)$
17. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
18. $(x^2 + 1)(x^2 - 1)$
19. $(x^2 + 2x + 1)(x^2 - 2x + 1)$

Exercise 14

1. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
2. $(x^2 + 1)(x^2 - 1)$
3. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
4. $(x^2 + 1)(x^2 - 1)$
5. $(x^2 + 2x + 1)(x^2 - 2x + 1)$
6. $(x^2 + 1)(x^2 - 1)$

7. $\sqrt{2} \cdot \sqrt{3} = \sqrt{6}$
8. $\sqrt{16} = 4$ 9. $\sqrt{9} = 3$
10. $\sqrt{25} = 5$ 11. $\sqrt{4} = 2$
12. $\sqrt{36} = 6$ 13. $\sqrt{49} = 7$
14. $\sqrt{64} = 8$ 15. $\sqrt{81} = 9$
16. $\sqrt{100} = 10$ 17. $\sqrt{121} = 11$
18. $\sqrt{144} = 12$ 19. $\sqrt{169} = 13$
20. $\sqrt{196} = 14$ 21. $\sqrt{225} = 15$
22. $\sqrt{256} = 16$ 23. $\sqrt{289} = 17$
24. $\sqrt{324} = 18$ 25. $\sqrt{361} = 19$
26. $\sqrt{400} = 20$

Exercise 15

1. $\sqrt{16} = 4$ 2. $\sqrt{9} = 3$
3. $\sqrt{25} = 5$ 4. $\sqrt{4} = 2$
5. $\sqrt{36} = 6$ 6. $\sqrt{49} = 7$
7. $\sqrt{64} = 8$

7. $\dots \dots \dots x$ 8. $\dots \dots \dots x$
 9. $\dots \dots \dots x$ 10. $\dots \dots \dots x$
 11. $\dots \dots \dots x$ 12. $\dots \dots \dots x$
 13. $\dots \dots \dots x$ 14. $\dots \dots \dots x$ 15. $\dots \dots \dots x$
 16. $\dots \dots \dots x$ 17. $\dots \dots \dots x$ 18. $\dots \dots \dots x$
 19. $\dots \dots \dots x$ 20. $\dots \dots \dots x$
 21. $\dots \dots \dots x$ 22. $\dots \dots \dots x$
 23. $\dots \dots \dots x$ 24. $\dots \dots \dots x$ 25. $\dots \dots \dots x$ 26. $\dots \dots \dots x$
 27. $\dots \dots \dots x$ 28. $\dots \dots \dots x$
 29. $\dots \dots \dots x$

Exercise 16

1. $\dots \dots \dots x$ 2. $\dots \dots \dots x$
 3. $\dots \dots \dots x$ 4. $\dots \dots \dots x$ 5. $\dots \dots \dots x$
 6. $\dots \dots \dots x$

- 7. \dots
- 8. \dots
- 9. \dots
- 10. \dots
- 11. \dots
- 12. \dots
- 13. \dots
- 14. \dots

Exercise 17

- 1. \dots
- 2. \dots
- 3. \dots
- 4. \dots
- 5. \dots
- 6. \dots
- 7. \dots
- 8. \dots
- 9. \dots
- 10. \dots
- 11. \dots
- 12. \dots
- 13. \dots
- 14. \dots
- 15. \dots
- 16. \dots
- 17. \dots

~ 4/12/2020 *

5. $\sqrt{2} \rightarrow \sqrt{x}$
6. $\sqrt{2} \rightarrow \sqrt{x}$
7. $\sqrt{2} \rightarrow \sqrt{x}$
8. $\sqrt{2} \rightarrow \sqrt{x}$

Exercise 19

1. $\sqrt{2} \rightarrow \sqrt{x}$

Handwritten musical notation on a staff.

2.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

3.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

4.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

5.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

CHAPTER VII

Exercise 21

1. $\int_0^1 x^2 dx = \frac{1}{3} x^3 \Big|_0^1 = \frac{1}{3} (1^3 - 0^3) = \frac{1}{3}$
 $\int_1^2 x^2 dx = \frac{1}{3} x^3 \Big|_1^2 = \frac{1}{3} (2^3 - 1^3) = \frac{1}{3} (8 - 1) = \frac{7}{3}$
 $\int_0^2 x^2 dx = \frac{1}{3} x^3 \Big|_0^2 = \frac{1}{3} (2^3 - 0^3) = \frac{8}{3}$
 $\int_0^1 x^3 dx = \frac{1}{4} x^4 \Big|_0^1 = \frac{1}{4} (1^4 - 0^4) = \frac{1}{4}$
 $\int_1^2 x^3 dx = \frac{1}{4} x^4 \Big|_1^2 = \frac{1}{4} (2^4 - 1^4) = \frac{1}{4} (16 - 1) = \frac{15}{4}$
 $\int_0^2 x^3 dx = \frac{1}{4} x^4 \Big|_0^2 = \frac{1}{4} (2^4 - 0^4) = \frac{16}{4} = 4$
 $\int_0^1 x^4 dx = \frac{1}{5} x^5 \Big|_0^1 = \frac{1}{5} (1^5 - 0^5) = \frac{1}{5}$
 $\int_1^2 x^4 dx = \frac{1}{5} x^5 \Big|_1^2 = \frac{1}{5} (2^5 - 1^5) = \frac{1}{5} (32 - 1) = \frac{31}{5}$
 $\int_0^2 x^4 dx = \frac{1}{5} x^5 \Big|_0^2 = \frac{1}{5} (2^5 - 0^5) = \frac{32}{5}$

2. $\int_0^1 x^2 dx = \frac{1}{3} x^3 \Big|_0^1 = \frac{1}{3}$
 $\int_1^2 x^2 dx = \frac{1}{3} x^3 \Big|_1^2 = \frac{7}{3}$
 $\int_0^2 x^2 dx = \frac{8}{3}$
 $\int_0^1 x^3 dx = \frac{1}{4} x^4 \Big|_0^1 = \frac{1}{4}$
 $\int_1^2 x^3 dx = \frac{15}{4}$
 $\int_0^2 x^3 dx = 4$
 $\int_0^1 x^4 dx = \frac{1}{5} x^5 \Big|_0^1 = \frac{1}{5}$
 $\int_1^2 x^4 dx = \frac{31}{5}$
 $\int_0^2 x^4 dx = \frac{32}{5}$

Exercise 22

1. $\int_0^1 x^2 dx = \frac{1}{3} x^3 \Big|_0^1 = \frac{1}{3}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^3} = \frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = \frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = \frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = \frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$

3. $\frac{d}{dx} \frac{1}{x^7} = \frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = \frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = \frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = \frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$

Exercise 23

1. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

Exercise 25

1. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$

2. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$

مکتبہ اسلامیہ، لاہور، پاکستان
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء

۲. ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء

Exercise 28

۱. ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء
 ۱۹۵۰ء

$\frac{1}{x^2} = x^{-2} \Rightarrow \frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$ $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$ $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$ $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$ $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$ $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$ $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$
 $\frac{d}{dx} \frac{1}{x^{11}} = -\frac{11}{x^{12}}$ $\frac{d}{dx} \frac{1}{x^{12}} = -\frac{12}{x^{13}}$ $\frac{d}{dx} \frac{1}{x^{13}} = -\frac{13}{x^{14}}$
 $\frac{d}{dx} \frac{1}{x^{14}} = -\frac{14}{x^{15}}$ $\frac{d}{dx} \frac{1}{x^{15}} = -\frac{15}{x^{16}}$

Exercise 29

1. $\frac{d}{dx} x^2 = 2x$ $\frac{d}{dx} x^3 = 3x^2$ $\frac{d}{dx} x^4 = 4x^3$ $\frac{d}{dx} x^5 = 5x^4$
 $\frac{d}{dx} x^6 = 6x^5$ $\frac{d}{dx} x^7 = 7x^6$ $\frac{d}{dx} x^8 = 8x^7$ $\frac{d}{dx} x^9 = 9x^8$
 $\frac{d}{dx} x^{10} = 10x^9$ $\frac{d}{dx} x^{11} = 11x^{10}$ $\frac{d}{dx} x^{12} = 12x^{11}$ $\frac{d}{dx} x^{13} = 13x^{12}$
 $\frac{d}{dx} x^{14} = 14x^{13}$ $\frac{d}{dx} x^{15} = 15x^{14}$ $\frac{d}{dx} x^{16} = 16x^{15}$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$

ما مزايا و فوائد من استخدام
 الحاسب الآلي في التعليم
 من حيث توفير الوقت والجهد
 وتسهيل الوصول للمواد التعليمية
 وتعدد الوسائط التعليمية
 وتسهيل التفاعل بين المتعلمين

Exercise 31

1. ما هي مزايا استخدام الحاسب الآلي في التعليم؟
 من حيث توفير الوقت والجهد
 وتسهيل الوصول للمواد التعليمية
 وتعدد الوسائط التعليمية
 وتسهيل التفاعل بين المتعلمين
 وتسهيل التعلم الذاتي
 وتسهيل التعلم التعاوني
 وتسهيل التعلم الفردي

2. ما هي فوائد استخدام الحاسب الآلي في التعليم؟
 من حيث توفير الوقت والجهد
 وتسهيل الوصول للمواد التعليمية
 وتعدد الوسائط التعليمية
 وتسهيل التفاعل بين المتعلمين
 وتسهيل التعلم الذاتي
 وتسهيل التعلم التعاوني
 وتسهيل التعلم الفردي

1. $\frac{1}{x^2} = x^{-2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$

Exercise 32

1. $\frac{d}{dx} x^3 = 3x^2$ $\frac{d}{dx} x^2 = 2x$ $\frac{d}{dx} x = 1$
 $\frac{d}{dx} x^4 = 4x^3$ $\frac{d}{dx} x^5 = 5x^4$ $\frac{d}{dx} x^6 = 6x^5$
 $\frac{d}{dx} x^7 = 7x^6$ $\frac{d}{dx} x^8 = 8x^7$ $\frac{d}{dx} x^9 = 9x^8$
 $\frac{d}{dx} x^{10} = 10x^9$ $\frac{d}{dx} x^{11} = 11x^{10}$ $\frac{d}{dx} x^{12} = 12x^{11}$
 $\frac{d}{dx} x^{13} = 13x^{12}$ $\frac{d}{dx} x^{14} = 14x^{13}$ $\frac{d}{dx} x^{15} = 15x^{14}$
 $\frac{d}{dx} x^{16} = 16x^{15}$ $\frac{d}{dx} x^{17} = 17x^{16}$ $\frac{d}{dx} x^{18} = 18x^{17}$
 $\frac{d}{dx} x^{19} = 19x^{18}$ $\frac{d}{dx} x^{20} = 20x^{19}$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$ $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$ $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$ $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$ $\frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$
 $\frac{d}{dx} x^{-11} = -11x^{-12} = -\frac{11}{x^{12}}$ $\frac{d}{dx} x^{-12} = -12x^{-13} = -\frac{12}{x^{13}}$
 $\frac{d}{dx} x^{-13} = -13x^{-14} = -\frac{13}{x^{14}}$ $\frac{d}{dx} x^{-14} = -14x^{-15} = -\frac{14}{x^{15}}$
 $\frac{d}{dx} x^{-15} = -15x^{-16} = -\frac{15}{x^{16}}$ $\frac{d}{dx} x^{-16} = -16x^{-17} = -\frac{16}{x^{17}}$
 $\frac{d}{dx} x^{-17} = -17x^{-18} = -\frac{17}{x^{18}}$ $\frac{d}{dx} x^{-18} = -18x^{-19} = -\frac{18}{x^{19}}$
 $\frac{d}{dx} x^{-19} = -19x^{-20} = -\frac{19}{x^{20}}$

CHAPTER IX

Exercise 34

1. $\frac{1}{x^2} \frac{d}{dx} (x^2 + 1)^{-1/2}$
 $\frac{1}{x^2} \cdot (-1/2)(x^2 + 1)^{-3/2} \cdot 2x$
 $= \frac{1}{x^2} \cdot (-x)(x^2 + 1)^{-3/2}$
 $= -\frac{1}{x(x^2 + 1)^{3/2}}$
 $= -\frac{1}{x(x^2 + 1)\sqrt{x^2 + 1}}$
 $= -\frac{1}{x(x^2 + 1)\sqrt{x^2 + 1}}$
2. $\frac{1}{x^2} \frac{d}{dx} (x^2 + 1)^{-1/2}$
 $\frac{1}{x^2} \cdot (-1/2)(x^2 + 1)^{-3/2} \cdot 2x$
 $= \frac{1}{x^2} \cdot (-x)(x^2 + 1)^{-3/2}$
 $= -\frac{1}{x(x^2 + 1)^{3/2}}$
 $= -\frac{1}{x(x^2 + 1)\sqrt{x^2 + 1}}$
 $= -\frac{1}{x(x^2 + 1)\sqrt{x^2 + 1}}$

Exercise 35

1. $\frac{1}{x^2} \frac{d}{dx} (x^2 + 1)^{-1/2}$
 $\frac{1}{x^2} \cdot (-1/2)(x^2 + 1)^{-3/2} \cdot 2x$
 $= \frac{1}{x^2} \cdot (-x)(x^2 + 1)^{-3/2}$
 $= -\frac{1}{x(x^2 + 1)^{3/2}}$
 $= -\frac{1}{x(x^2 + 1)\sqrt{x^2 + 1}}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

2. $\frac{1}{x^3} = x^{-3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$

Exercise 36

1. $\frac{d}{dx} x^2 = 2x$
 $\frac{d}{dx} x^3 = 3x^2$
 $\frac{d}{dx} x^4 = 4x^3$
 $\frac{d}{dx} x^5 = 5x^4$
 $\frac{d}{dx} x^6 = 6x^5$
 $\frac{d}{dx} x^7 = 7x^6$
 $\frac{d}{dx} x^8 = 8x^7$
 $\frac{d}{dx} x^9 = 9x^8$
 $\frac{d}{dx} x^{10} = 10x^9$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 2x + 1 = (x-1)^2$
 $x^2 + 4x + 4 = (x+2)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 6x + 9 = (x-3)^2$

Exercise 37

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 2x + 1 = (x-1)^2$
 $x^2 + 4x + 4 = (x+2)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 6x + 9 = (x-3)^2$

2. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 2x + 1 = (x-1)^2$
 $x^2 + 4x + 4 = (x+2)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 6x + 9 = (x-3)^2$

Exercise 38

1. $\sim x \wedge p \rightarrow \sim (x \wedge p)$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$
 $\sim x \wedge p \rightarrow \sim x \vee \sim p$

2. $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$

Exercise 39

1. $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$
 $\sim (x \wedge p) \rightarrow \sim x \vee \sim p$

$a^2 + b^2 = (a+bi)(a-bi)$
 $(a+bi)^2 = a^2 + 2abi + b^2i^2 = a^2 - b^2 + 2abi$
 $(a-bi)^2 = a^2 - 2abi + b^2i^2 = a^2 - b^2 - 2abi$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 2. $(a+bi)(c+di) = ac + adi + bci + bdi^2 = (ac-bd) + (ad+bc)i$
 $(a-bi)(c+di) = ac + adi - bci - bdi^2 = (ac+bd) + (ad-bc)i$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 $(a+bi)(c+di) = ac + adi + bci + bdi^2 = (ac-bd) + (ad+bc)i$
 $(a-bi)(c+di) = ac + adi - bci - bdi^2 = (ac+bd) + (ad-bc)i$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$

Exercise 40

1. $(a+bi)(c+di) = ac + adi + bci + bdi^2 = (ac-bd) + (ad+bc)i$
 $(a-bi)(c+di) = ac + adi - bci - bdi^2 = (ac+bd) + (ad-bc)i$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 $(a+bi)(c+di) = ac + adi + bci + bdi^2 = (ac-bd) + (ad+bc)i$
 $(a-bi)(c+di) = ac + adi - bci - bdi^2 = (ac+bd) + (ad-bc)i$
 $(a+bi)(a-bi) = a^2 - b^2i^2 = a^2 + b^2$
 $(a+bi)(c+di) = ac + adi + bci + bdi^2 = (ac-bd) + (ad+bc)i$

$\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$

2. $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$

Exercise 43

1. $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$
 $\sqrt{a^2 + b^2} = \sqrt{a^2 + b^2}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = \frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = \frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = \frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = \frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = \frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = \frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = \frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = \frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$

Exercise 44

1. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$

2. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$

2. $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$

3. $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$

Exercise 46

$\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$
 $\frac{1}{2} \sqrt{10} x^2 - \sqrt{10} x + \sqrt{10}$

Handwritten musical notation on a staff, consisting of a single line with various rhythmic and melodic symbols.

Exercise 47

1. Handwritten musical notation on a staff, starting with a treble clef and a key signature of one flat. The notation includes various rhythmic values and melodic lines.

2. Handwritten musical notation on a staff, starting with a treble clef and a key signature of one flat. The notation includes various rhythmic values and melodic lines.

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

Exercise 50

1. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2}$
 $= -2x^{-3} = -\frac{2}{x^3}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

2. $\frac{d}{dx} \ln x = \frac{1}{x}$
 $\frac{d}{dx} \ln \frac{1}{x} = \frac{d}{dx} \ln x^{-1} = -1x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} \ln \frac{1}{x^2} = \frac{d}{dx} \ln x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \ln \frac{1}{x^3} = \frac{d}{dx} \ln x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \ln \frac{1}{x^4} = \frac{d}{dx} \ln x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} \ln \frac{1}{x^5} = \frac{d}{dx} \ln x^{-5} = -5x^{-6} = -\frac{5}{x^6}$

Exercise 51

1. $\frac{d}{dx} \ln x = \frac{1}{x}$
 $\frac{d}{dx} \ln \frac{1}{x} = \frac{d}{dx} \ln x^{-1} = -1x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} \ln \frac{1}{x^2} = \frac{d}{dx} \ln x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \ln \frac{1}{x^3} = \frac{d}{dx} \ln x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \ln \frac{1}{x^4} = \frac{d}{dx} \ln x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} \ln \frac{1}{x^5} = \frac{d}{dx} \ln x^{-5} = -5x^{-6} = -\frac{5}{x^6}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \ln(x^2 + 1) = \frac{1}{x^2 + 1} \cdot 2x = \frac{2x}{x^2 + 1}$
 $\frac{d}{dx} \ln(x^2 - 1) = \frac{1}{x^2 - 1} \cdot 2x = \frac{2x}{x^2 - 1}$
 $\frac{d}{dx} \ln(x^2 + 2x + 1) = \frac{1}{x^2 + 2x + 1} \cdot (2x + 2) = \frac{2x + 2}{(x + 1)^2}$
 $\frac{d}{dx} \ln(x^2 - 2x + 1) = \frac{1}{x^2 - 2x + 1} \cdot (2x - 2) = \frac{2x - 2}{(x - 1)^2}$
 $\frac{d}{dx} \ln(x^2 + 1) = \frac{2x}{x^2 + 1}$
 $\frac{d}{dx} \ln(x^2 - 1) = \frac{2x}{x^2 - 1}$

Exercise 53

1. $a \times b = c$ ከሚኖረው $a = 1$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 2$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 1$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 2$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?

2. $a \times b = c$ ከሚኖረው $a = 2$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 1$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 1$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 2$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?

Exercise 54

1. $a \times b = c$ ከሚኖረው $a = 1$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 2$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 1$ ሲሆን c ስንገኝ?
 $a = 1$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 2$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 2$ ሲሆን c ስንገኝ?
 $a = 3$ ሲሆን $b = 3$ ሲሆን c ስንገኝ?

2. $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$

Exercise 55

1. $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$

2. $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$
 $\sin^2 x + \cos^2 x = 1$

۱. $x^2 + 4x + 4 = (x+2)^2$
 $x^2 - 6x + 9 = (x-3)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 14x + 49 = (x+7)^2$
 $x^2 - 12x + 36 = (x-6)^2$

Exercise 56

1. $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 10x + 25 = (x-5)^2$
 $x^2 + 8x + 16 = (x+4)^2$
 $x^2 - 14x + 49 = (x-7)^2$
 $x^2 + 12x + 36 = (x+6)^2$
 $x^2 - 16x + 64 = (x-8)^2$
 $x^2 + 18x + 81 = (x+9)^2$
 $x^2 - 20x + 100 = (x-10)^2$
 $x^2 + 22x + 121 = (x+11)^2$
 $x^2 - 24x + 144 = (x-12)^2$
 $x^2 + 26x + 169 = (x+13)^2$
 $x^2 - 28x + 196 = (x-14)^2$
 $x^2 + 30x + 225 = (x+15)^2$
 $x^2 - 32x + 256 = (x-16)^2$
 $x^2 + 34x + 289 = (x+17)^2$
 $x^2 - 36x + 324 = (x-18)^2$
 $x^2 + 38x + 361 = (x+19)^2$
 $x^2 - 40x + 400 = (x-20)^2$

2. $x^2 + 4x + 4 = (x+2)^2$
 $x^2 - 6x + 9 = (x-3)^2$
 $x^2 + 8x + 16 = (x+4)^2$
 $x^2 - 10x + 25 = (x-5)^2$
 $x^2 + 12x + 36 = (x+6)^2$
 $x^2 - 14x + 49 = (x-7)^2$
 $x^2 + 16x + 64 = (x+8)^2$
 $x^2 - 18x + 81 = (x-9)^2$
 $x^2 + 20x + 100 = (x+10)^2$
 $x^2 - 22x + 121 = (x-11)^2$
 $x^2 + 24x + 144 = (x+12)^2$
 $x^2 - 26x + 169 = (x-13)^2$
 $x^2 + 28x + 196 = (x+14)^2$
 $x^2 - 30x + 225 = (x-15)^2$
 $x^2 + 32x + 256 = (x+16)^2$
 $x^2 - 34x + 289 = (x-17)^2$
 $x^2 + 36x + 324 = (x+18)^2$
 $x^2 - 38x + 361 = (x-19)^2$
 $x^2 + 40x + 400 = (x+20)^2$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$

Exercise 57

- $\frac{d}{dx} (x^2 + 3x - 5)$
 $= \frac{d}{dx} x^2 + \frac{d}{dx} 3x - \frac{d}{dx} 5$
 $= 2x + 3 - 0$
 $= 2x + 3$
- $\frac{d}{dx} (x^3 + 2x^2 - 5x + 7)$
 $= \frac{d}{dx} x^3 + \frac{d}{dx} 2x^2 - \frac{d}{dx} 5x + \frac{d}{dx} 7$
 $= 3x^2 + 4x - 5 + 0$
 $= 3x^2 + 4x - 5$

Exercise 59

1. $\exists x \exists y (x \neq y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$

2. $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$

Exercise 60

1. $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$
 $\exists x \exists y (x < y \wedge \forall z (x < z \vee y < z))$

.
 →
 .
 .
 →
 .

2.

Exercise 61

1.

2. $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$

Exercise 65

- $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
- $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$
 $\frac{1}{x^2} \cdot \frac{1}{x^2} = \frac{1}{x^4}$

Handwritten text at the top of the page, possibly a title or introductory sentence.

Exercise 66

1. Handwritten text for exercise 1, consisting of several lines of cursive script.

2. Handwritten text for exercise 2, consisting of several lines of cursive script.

2. $\int x \sqrt{x^2 - 1} dx$
 $\int x \sqrt{x^2 - 1} dx = \int \frac{1}{2} (2x) \sqrt{x^2 - 1} dx$
 $= \frac{1}{2} \int u^{\frac{1}{2}} du$
 $= \frac{1}{2} \cdot \frac{2}{3} u^{\frac{3}{2}} + C$
 $= \frac{1}{3} (x^2 - 1)^{\frac{3}{2}} + C$

CHAPTER XII

Exercise 69

1. $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
2. $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$
 $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$

Exercise 70

1. $\frac{1}{x^2} + \frac{1}{x} + 1 + x + x^2 + \dots$

2. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$

2. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$
 $x^2 + 14x + 49 = (x+7)^2$
 $x^2 - 16x + 64 = (x-8)^2$
 $x^2 + 18x + 81 = (x+9)^2$
 $x^2 - 20x + 100 = (x-10)^2$
 $x^2 + 22x + 121 = (x+11)^2$
 $x^2 - 24x + 144 = (x-12)^2$
 $x^2 + 26x + 169 = (x+13)^2$
 $x^2 - 28x + 196 = (x-14)^2$
 $x^2 + 30x + 225 = (x+15)^2$
 $x^2 - 32x + 256 = (x-16)^2$
 $x^2 + 34x + 289 = (x+17)^2$
 $x^2 - 36x + 324 = (x-18)^2$
 $x^2 + 38x + 361 = (x+19)^2$
 $x^2 - 40x + 400 = (x-20)^2$

Exercise 72

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$

1. $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$

2. $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$

Exercise 73

1. $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$
 $\frac{1}{y_1} \frac{dy_1}{dx} = \frac{1}{y_2} \frac{dy_2}{dx}$

1. $\sqrt{16} = 4$, $\sqrt{25} = 5$, $\sqrt{36} = 6$, $\sqrt{49} = 7$, $\sqrt{64} = 8$, $\sqrt{81} = 9$, $\sqrt{100} = 10$
 $\sqrt{121} = 11$, $\sqrt{144} = 12$, $\sqrt{169} = 13$, $\sqrt{196} = 14$, $\sqrt{225} = 15$
 $\sqrt{256} = 16$, $\sqrt{289} = 17$, $\sqrt{324} = 18$, $\sqrt{361} = 19$, $\sqrt{400} = 20$
 $\sqrt{441} = 21$, $\sqrt{484} = 22$, $\sqrt{529} = 23$, $\sqrt{576} = 24$, $\sqrt{625} = 25$
 $\sqrt{676} = 26$, $\sqrt{729} = 27$, $\sqrt{784} = 28$, $\sqrt{841} = 29$, $\sqrt{900} = 30$
 $\sqrt{961} = 31$, $\sqrt{1024} = 32$, $\sqrt{1089} = 33$, $\sqrt{1156} = 34$, $\sqrt{1225} = 35$
 $\sqrt{1296} = 36$, $\sqrt{1369} = 37$, $\sqrt{1444} = 38$, $\sqrt{1521} = 39$, $\sqrt{1600} = 40$
 $\sqrt{1681} = 41$, $\sqrt{1764} = 42$, $\sqrt{1849} = 43$, $\sqrt{1936} = 44$, $\sqrt{2025} = 45$
 $\sqrt{2116} = 46$, $\sqrt{2209} = 47$, $\sqrt{2304} = 48$, $\sqrt{2401} = 49$, $\sqrt{2500} = 50$
 $\sqrt{2601} = 51$, $\sqrt{2704} = 52$, $\sqrt{2809} = 53$, $\sqrt{2916} = 54$, $\sqrt{3025} = 55$
 $\sqrt{3136} = 56$, $\sqrt{3249} = 57$, $\sqrt{3364} = 58$, $\sqrt{3481} = 59$, $\sqrt{3600} = 60$
 $\sqrt{3721} = 61$, $\sqrt{3844} = 62$, $\sqrt{3969} = 63$, $\sqrt{4096} = 64$, $\sqrt{4225} = 65$
 $\sqrt{4356} = 66$, $\sqrt{4489} = 67$, $\sqrt{4624} = 68$, $\sqrt{4761} = 69$, $\sqrt{4900} = 70$
 $\sqrt{5041} = 71$, $\sqrt{5184} = 72$, $\sqrt{5329} = 73$, $\sqrt{5476} = 74$, $\sqrt{5625} = 75$
 $\sqrt{5776} = 76$, $\sqrt{5929} = 77$, $\sqrt{6084} = 78$, $\sqrt{6241} = 79$, $\sqrt{6400} = 80$
 $\sqrt{6561} = 81$, $\sqrt{6724} = 82$, $\sqrt{6889} = 83$, $\sqrt{7056} = 84$, $\sqrt{7225} = 85$
 $\sqrt{7396} = 86$, $\sqrt{7569} = 87$, $\sqrt{7744} = 88$, $\sqrt{7921} = 89$, $\sqrt{8100} = 90$
 $\sqrt{8281} = 91$, $\sqrt{8464} = 92$, $\sqrt{8649} = 93$, $\sqrt{8836} = 94$, $\sqrt{9025} = 95$
 $\sqrt{9216} = 96$, $\sqrt{9409} = 97$, $\sqrt{9604} = 98$, $\sqrt{9801} = 99$, $\sqrt{10000} = 100$

Exercise 74

1. $\sqrt{16} = 4$, $\sqrt{25} = 5$, $\sqrt{36} = 6$, $\sqrt{49} = 7$, $\sqrt{64} = 8$, $\sqrt{81} = 9$, $\sqrt{100} = 10$
 $\sqrt{121} = 11$, $\sqrt{144} = 12$, $\sqrt{169} = 13$, $\sqrt{196} = 14$, $\sqrt{225} = 15$
 $\sqrt{256} = 16$, $\sqrt{289} = 17$, $\sqrt{324} = 18$, $\sqrt{361} = 19$, $\sqrt{400} = 20$
 $\sqrt{441} = 21$, $\sqrt{484} = 22$, $\sqrt{529} = 23$, $\sqrt{576} = 24$, $\sqrt{625} = 25$
 $\sqrt{676} = 26$, $\sqrt{729} = 27$, $\sqrt{784} = 28$, $\sqrt{841} = 29$, $\sqrt{900} = 30$
 $\sqrt{961} = 31$, $\sqrt{1024} = 32$, $\sqrt{1089} = 33$, $\sqrt{1156} = 34$, $\sqrt{1225} = 35$
 $\sqrt{1296} = 36$, $\sqrt{1369} = 37$, $\sqrt{1444} = 38$, $\sqrt{1521} = 39$, $\sqrt{1600} = 40$
 $\sqrt{1681} = 41$, $\sqrt{1764} = 42$, $\sqrt{1849} = 43$, $\sqrt{1936} = 44$, $\sqrt{2025} = 45$
 $\sqrt{2116} = 46$, $\sqrt{2209} = 47$, $\sqrt{2304} = 48$, $\sqrt{2401} = 49$, $\sqrt{2500} = 50$
 $\sqrt{2601} = 51$, $\sqrt{2704} = 52$, $\sqrt{2809} = 53$, $\sqrt{2916} = 54$, $\sqrt{3025} = 55$
 $\sqrt{3136} = 56$, $\sqrt{3249} = 57$, $\sqrt{3364} = 58$, $\sqrt{3481} = 59$, $\sqrt{3600} = 60$
 $\sqrt{3721} = 61$, $\sqrt{3844} = 62$, $\sqrt{3969} = 63$, $\sqrt{4096} = 64$, $\sqrt{4225} = 65$
 $\sqrt{4356} = 66$, $\sqrt{4489} = 67$, $\sqrt{4624} = 68$, $\sqrt{4761} = 69$, $\sqrt{4900} = 70$
 $\sqrt{5041} = 71$, $\sqrt{5184} = 72$, $\sqrt{5329} = 73$, $\sqrt{5476} = 74$, $\sqrt{5625} = 75$
 $\sqrt{5776} = 76$, $\sqrt{5929} = 77$, $\sqrt{6084} = 78$, $\sqrt{6241} = 79$, $\sqrt{6400} = 80$
 $\sqrt{6561} = 81$, $\sqrt{6724} = 82$, $\sqrt{6889} = 83$, $\sqrt{7056} = 84$, $\sqrt{7225} = 85$
 $\sqrt{7396} = 86$, $\sqrt{7569} = 87$, $\sqrt{7744} = 88$, $\sqrt{7921} = 89$, $\sqrt{8100} = 90$
 $\sqrt{8281} = 91$, $\sqrt{8464} = 92$, $\sqrt{8649} = 93$, $\sqrt{8836} = 94$, $\sqrt{9025} = 95$
 $\sqrt{9216} = 96$, $\sqrt{9409} = 97$, $\sqrt{9604} = 98$, $\sqrt{9801} = 99$, $\sqrt{10000} = 100$

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$

Exercise 75

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$

2. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 - 4x + 4 = (x-2)^2$
 $x^2 + 6x + 9 = (x+3)^2$
 $x^2 - 8x + 16 = (x-4)^2$
 $x^2 + 10x + 25 = (x+5)^2$
 $x^2 - 12x + 36 = (x-6)^2$

Handwritten musical notation on a staff.

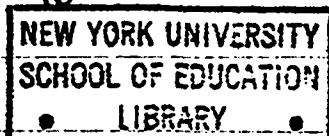
Exercise 84

1. Handwritten musical notation for exercise 1, consisting of several lines of notes and rests.

2. Handwritten musical notation for exercise 2, consisting of several lines of notes and rests.

Exercise 85

Handwritten musical notation for exercise 85, consisting of several lines of notes and rests.



۱. $\frac{1}{x^2} = x^{-2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$

Exercise 86

1. $\frac{d}{dx} x^{263} = 263x^{262}$
 $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$

2. $\frac{d}{dx} x^{116} = 116x^{115}$
 $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$

CHAPTER XIV

Exercise 87

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

2. $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

Exercise 88

1. $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -\frac{2}{x^3}$

1. $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$

Exercise 89

1. $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2}$
 $= -2x^{-3}$
 $= -\frac{2}{x^3}$

Exercise 90

1. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2}$
 $= -2x^{-3}$
 $= -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = \frac{d}{dx} x^{-2}$
 $= -2x^{-3}$
 $= -\frac{2}{x^3}$

5. $\frac{1}{x^2} = x^{-2}$, $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$

Exercise 91

- $\frac{d}{dx} x^2 = 2x$
 $\frac{d}{dx} x^3 = 3x^2$
 $\frac{d}{dx} x^4 = 4x^3$
 $\frac{d}{dx} x^5 = 5x^4$
 $\frac{d}{dx} x^6 = 6x^5$
 $\frac{d}{dx} x^7 = 7x^6$
 $\frac{d}{dx} x^8 = 8x^7$
 $\frac{d}{dx} x^9 = 9x^8$
 $\frac{d}{dx} x^{10} = 10x^9$
- $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$

CHAPTER XV

Exercise 92

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

2. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

Exercise 93

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -\frac{2}{x^3}$

1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3}$
 $= -2x^{-3} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \ln(x^2) = \frac{1}{x^2} \cdot 2x$
 $= \frac{2x}{x^2} = \frac{2}{x}$
 $\frac{d}{dx} \ln(x^3) = \frac{1}{x^3} \cdot 3x^2$
 $= \frac{3x^2}{x^3} = \frac{3}{x}$
 $\frac{d}{dx} \ln(x^4) = \frac{1}{x^4} \cdot 4x^3$
 $= \frac{4x^3}{x^4} = \frac{4}{x}$
 $\frac{d}{dx} \ln(x^5) = \frac{1}{x^5} \cdot 5x^4$
 $= \frac{5x^4}{x^5} = \frac{5}{x}$
 $\frac{d}{dx} \ln(x^6) = \frac{1}{x^6} \cdot 6x^5$
 $= \frac{6x^5}{x^6} = \frac{6}{x}$
 $\frac{d}{dx} \ln(x^7) = \frac{1}{x^7} \cdot 7x^6$
 $= \frac{7x^6}{x^7} = \frac{7}{x}$

Exercise 94

1. $\frac{d}{dx} \ln(x^2) = \frac{1}{x^2} \cdot 2x = \frac{2}{x}$
 $\frac{d}{dx} \ln(x^3) = \frac{1}{x^3} \cdot 3x^2 = \frac{3}{x}$
 $\frac{d}{dx} \ln(x^4) = \frac{1}{x^4} \cdot 4x^3 = \frac{4}{x}$
 $\frac{d}{dx} \ln(x^5) = \frac{1}{x^5} \cdot 5x^4 = \frac{5}{x}$
 $\frac{d}{dx} \ln(x^6) = \frac{1}{x^6} \cdot 6x^5 = \frac{6}{x}$
 $\frac{d}{dx} \ln(x^7) = \frac{1}{x^7} \cdot 7x^6 = \frac{7}{x}$

2. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

2. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

3. $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

Handwritten text at the top of the page, possibly a title or introductory sentence.

Exercise 96

1. Handwritten mathematical derivation or proof for the first problem.
2. Handwritten mathematical derivation or proof for the second problem.
3. Handwritten mathematical derivation or proof for the third problem.

~b x d

Exercise 98

1. x ✓ y w → → b ✓ y y w x ✓
 l ✓ h y ✓ b ✓ y o y a u x l
 w y s i x b d l w e h z l r b
 e / y l h x y a s l d ✓
 e o s y x o l e o s y p b ✓ b
 l h x d

2. h y x ✓ b o r w / > b w l e s x
 / a z a y o y w m t i e e
 > / h v o s x n z b t i s u
 o y w t e s / n v y w x s
 / a b a l e e e z y n y r y
 ' h x m y w y - v y y t i s e s
 / x ✓ y w e s o r n b i s l h x d

Exercise 99

1. x ✓ y w e u o > y u y y x ✓)
 w e l b t i s y h x y a b x
 ✓ w i o l z s y y x w u o
 o - u ✓ b h z z r o y e e s y x

1. $\int \frac{1}{x^2} dx = \int x^{-2} dx = \frac{x^{-2+1}}{-2+1} = \frac{x^{-1}}{-1} = -\frac{1}{x} + C$
 2. $\int \frac{1}{x^3} dx = \int x^{-3} dx = \frac{x^{-3+1}}{-3+1} = \frac{x^{-2}}{-2} = -\frac{1}{2x^2} + C$
 $\int \frac{1}{x^4} dx = \int x^{-4} dx = \frac{x^{-4+1}}{-4+1} = \frac{x^{-3}}{-3} = -\frac{1}{3x^3} + C$
 $\int \frac{1}{x^5} dx = \int x^{-5} dx = \frac{x^{-5+1}}{-5+1} = \frac{x^{-4}}{-4} = -\frac{1}{4x^4} + C$
 $\int \frac{1}{x^6} dx = \int x^{-6} dx = \frac{x^{-6+1}}{-6+1} = \frac{x^{-5}}{-5} = -\frac{1}{5x^5} + C$
 $\int \frac{1}{x^7} dx = \int x^{-7} dx = \frac{x^{-7+1}}{-7+1} = \frac{x^{-6}}{-6} = -\frac{1}{6x^6} + C$
 $\int \frac{1}{x^8} dx = \int x^{-8} dx = \frac{x^{-8+1}}{-8+1} = \frac{x^{-7}}{-7} = -\frac{1}{7x^7} + C$
 $\int \frac{1}{x^9} dx = \int x^{-9} dx = \frac{x^{-9+1}}{-9+1} = \frac{x^{-8}}{-8} = -\frac{1}{8x^8} + C$
 $\int \frac{1}{x^{10}} dx = \int x^{-10} dx = \frac{x^{-10+1}}{-10+1} = \frac{x^{-9}}{-9} = -\frac{1}{9x^9} + C$

CHAPTER XVI

Exercise 100

1. $\frac{1}{x^2} = x^{-2}$, $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$
2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$

Exercise 101

1. $\frac{d}{dx} x^2 = 2x$
 $\frac{d}{dx} x^3 = 3x^2$
 $\frac{d}{dx} x^4 = 4x^3$
 $\frac{d}{dx} x^5 = 5x^4$
 $\frac{d}{dx} x^6 = 6x^5$
 $\frac{d}{dx} x^7 = 7x^6$
 $\frac{d}{dx} x^8 = 8x^7$
 $\frac{d}{dx} x^9 = 9x^8$
 $\frac{d}{dx} x^{10} = 10x^9$
 $\frac{d}{dx} x^{11} = 11x^{10}$
 $\frac{d}{dx} x^{12} = 12x^{11}$
 $\frac{d}{dx} x^{13} = 13x^{12}$
 $\frac{d}{dx} x^{14} = 14x^{13}$
 $\frac{d}{dx} x^{15} = 15x^{14}$
 $\frac{d}{dx} x^{16} = 16x^{15}$
 $\frac{d}{dx} x^{17} = 17x^{16}$
 $\frac{d}{dx} x^{18} = 18x^{17}$
 $\frac{d}{dx} x^{19} = 19x^{18}$
 $\frac{d}{dx} x^{20} = 20x^{19}$

2. $\frac{1}{x^2} = x^{-2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -8x^{-9} = -\frac{8}{x^9}$

Exercise 102

1. $\frac{d}{dx} x^2 = 2x$
 $\frac{d}{dx} x^3 = 3x^2$
 $\frac{d}{dx} x^4 = 4x^3$
 $\frac{d}{dx} x^5 = 5x^4$
 $\frac{d}{dx} x^6 = 6x^5$
 $\frac{d}{dx} x^7 = 7x^6$
 $\frac{d}{dx} x^8 = 8x^7$
 $\frac{d}{dx} x^9 = 9x^8$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$

$\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$
 $\frac{1}{2} \frac{d}{dt} (x^2 + y^2) = x \dot{x} + y \dot{y}$

Exercise 103

1. $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$

2. $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$
 $\frac{d}{dt} (x^2 + y^2) = 2x \dot{x} + 2y \dot{y}$

Exercise 104

1. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$

2. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$

3. $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$
 $x^2 + 2x + 1 = (x+1)^2$

Handwritten text in Arabic script, possibly a list or notes.

Exercise 105

1. Handwritten text in Arabic script, starting with the number 1.

2. Handwritten text in Arabic script, starting with the number 2.

CHAPTER XVII

Exercise 106

1. $\frac{1}{x^2} = x^{-2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} \frac{1}{x} = -\frac{1}{x^2}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^3} = -\frac{3}{x^4}$
 $\frac{d}{dx} \frac{1}{x^4} = -\frac{4}{x^5}$
 $\frac{d}{dx} \frac{1}{x^5} = -\frac{5}{x^6}$
 $\frac{d}{dx} \frac{1}{x^6} = -\frac{6}{x^7}$
 $\frac{d}{dx} \frac{1}{x^7} = -\frac{7}{x^8}$
 $\frac{d}{dx} \frac{1}{x^8} = -\frac{8}{x^9}$
 $\frac{d}{dx} \frac{1}{x^9} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} \frac{1}{x^{10}} = -\frac{10}{x^{11}}$

Exercise 107

1. $\frac{1}{x^2} = x^{-2}$ $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{1}{x^3} = x^{-3}$ $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{1}{x^4} = x^{-4}$ $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{1}{x^5} = x^{-5}$ $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{1}{x^6} = x^{-6}$ $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{1}{x^7} = x^{-7}$ $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{1}{x^8} = x^{-8}$ $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{1}{x^9} = x^{-9}$ $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$
 $\frac{1}{x^{10}} = x^{-10}$ $\frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$

2. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} x^{-3} = -3x^{-4} = -\frac{3}{x^4}$
 $\frac{d}{dx} x^{-4} = -4x^{-5} = -\frac{4}{x^5}$
 $\frac{d}{dx} x^{-5} = -5x^{-6} = -\frac{5}{x^6}$
 $\frac{d}{dx} x^{-6} = -6x^{-7} = -\frac{6}{x^7}$
 $\frac{d}{dx} x^{-7} = -7x^{-8} = -\frac{7}{x^8}$
 $\frac{d}{dx} x^{-8} = -8x^{-9} = -\frac{8}{x^9}$
 $\frac{d}{dx} x^{-9} = -9x^{-10} = -\frac{9}{x^{10}}$
 $\frac{d}{dx} x^{-10} = -10x^{-11} = -\frac{10}{x^{11}}$

Exercise 108

1. $\frac{d}{dx} x^{-1} = -x^{-2} = -\frac{1}{x^2}$

Exercise 111

1. $\sqrt{x} \sqrt{y} = \sqrt{xy}$ $\sqrt{a} \sqrt{b} = \sqrt{ab}$ $\sqrt{c} \sqrt{d} = \sqrt{cd}$
 $\sqrt{e} \sqrt{f} = \sqrt{ef}$ $\sqrt{g} \sqrt{h} = \sqrt{gh}$ $\sqrt{i} \sqrt{j} = \sqrt{ij}$
 $\sqrt{k} \sqrt{l} = \sqrt{kl}$ $\sqrt{m} \sqrt{n} = \sqrt{mn}$ $\sqrt{o} \sqrt{p} = \sqrt{op}$
 $\sqrt{q} \sqrt{r} = \sqrt{qr}$ $\sqrt{s} \sqrt{t} = \sqrt{st}$ $\sqrt{u} \sqrt{v} = \sqrt{uv}$
2. $\sqrt{x} \sqrt{y} = \sqrt{xy}$ $\sqrt{a} \sqrt{b} = \sqrt{ab}$ $\sqrt{c} \sqrt{d} = \sqrt{cd}$
 $\sqrt{e} \sqrt{f} = \sqrt{ef}$ $\sqrt{g} \sqrt{h} = \sqrt{gh}$ $\sqrt{i} \sqrt{j} = \sqrt{ij}$
 $\sqrt{k} \sqrt{l} = \sqrt{kl}$ $\sqrt{m} \sqrt{n} = \sqrt{mn}$ $\sqrt{o} \sqrt{p} = \sqrt{op}$
 $\sqrt{q} \sqrt{r} = \sqrt{qr}$ $\sqrt{s} \sqrt{t} = \sqrt{st}$ $\sqrt{u} \sqrt{v} = \sqrt{uv}$

Exercise 112

1. $\sqrt{x} \sqrt{y} = \sqrt{xy}$ $\sqrt{a} \sqrt{b} = \sqrt{ab}$ $\sqrt{c} \sqrt{d} = \sqrt{cd}$
 $\sqrt{e} \sqrt{f} = \sqrt{ef}$ $\sqrt{g} \sqrt{h} = \sqrt{gh}$ $\sqrt{i} \sqrt{j} = \sqrt{ij}$
 $\sqrt{k} \sqrt{l} = \sqrt{kl}$ $\sqrt{m} \sqrt{n} = \sqrt{mn}$ $\sqrt{o} \sqrt{p} = \sqrt{op}$
 $\sqrt{q} \sqrt{r} = \sqrt{qr}$ $\sqrt{s} \sqrt{t} = \sqrt{st}$ $\sqrt{u} \sqrt{v} = \sqrt{uv}$
2. $\sqrt{x} \sqrt{y} = \sqrt{xy}$ $\sqrt{a} \sqrt{b} = \sqrt{ab}$ $\sqrt{c} \sqrt{d} = \sqrt{cd}$
 $\sqrt{e} \sqrt{f} = \sqrt{ef}$ $\sqrt{g} \sqrt{h} = \sqrt{gh}$ $\sqrt{i} \sqrt{j} = \sqrt{ij}$
 $\sqrt{k} \sqrt{l} = \sqrt{kl}$ $\sqrt{m} \sqrt{n} = \sqrt{mn}$ $\sqrt{o} \sqrt{p} = \sqrt{op}$
 $\sqrt{q} \sqrt{r} = \sqrt{qr}$ $\sqrt{s} \sqrt{t} = \sqrt{st}$ $\sqrt{u} \sqrt{v} = \sqrt{uv}$

4 - 5 8 x 7 1 - 1 2 5 6 3 x 2 0

TRANSCRIPT OF SHORTHAND

CHAPTER I

Exercise 1

1. Do it today.
2. Do it too.
3. Two do it.
4. Who paid it?
5. Two paid today.
6. But who paid?
7. But two pay today.
8. Pay it too.¹
9. Pay it today. (23-28)

Exercise 2

1. Who paid today?
2. Do the pay today.
3. Pay the two today.
4. Who paid the two today?
5. The two paid today.
6. Which two¹ paid?
7. Which two paid it?
8. Do the page.
9. Do which page?
10. Do page eight.

11. But which two do page eight?
12. Do page² eight today.
13. Date the page.
14. Date the page today.
15. Date page two.
16. Which two date page eight?
17. Which two date³ the page?
18. Who paid the eight today?
19. Age eight paid today.
20. But age two paid.
21. The two who paid today do⁴ page eight, age two.
22. Which age paid it?
23. Age two, page eight, do it.
24. Be paid to do the page, but be paid⁵ to do it today.
25. Be paid to do it which day?
26. Be paid to do the age, too. (114-126)

CHAPTER II

Exercise 3

1. Two paid to do it.
2. Both paid to do it.
3. Both pay today.
4. Which two have paid?
5. They both have paid today.
6. Do¹ they both say they have paid?
7. They both say so.
8. They have both paid, so they say.
9. They shall both pay² today.
10. Who shall do page two?
11. They shall both do it.
12. They shall do it today, so they say.
13. But who shall³ show page eight?
14. Who shall show page eight to them?
15. Both shall show the date to them.
16. Show them the page.⁴
17. Show them page eight.
18. They shall be paid, so they say.
19. The day they show it they both shall be paid,⁵ too.
20. They both age, so they say.
21. They have to do it to them. (112-122)

Exercise 4

1. They both think they paid.
2. Two say they think they paid today.
3. Both think they shall do page eight, too.¹
4. Which two do they think they shall do?
5. Which two shall touch the page?
6. Both shall touch page eight.²
7. They think both shall be paid to touch it, but who shall pay them?
8. They both have paid up to date.
9. The³ day they pay up they shall both do page two.
10. Be up to date, so they say.
11. They shall show us the page.
12. Both⁴ have paid us up to date.
13. They say they shall pay us to do it.
14. The day they both pay us, they shall be⁵ up to date.
15. They think age eight the usual age to do it.
16. Show us the usual page to touch.
17. It was the⁶ usual show they say.
18. Was it usual to pay to touch the page?
19. They think it was usual to pay to do it, but⁷ was it the usual age to have to pay?
20. Do they usually have to pay to touch it?
21. They show us they usually⁸ pay to touch page two. (165-184)

Exercise 5

1. They usually pay them, too, so they say.
2. Was it usual to pay both to show us which page to touch up?

3. They¹ both say it was usual to do page eight.
4. Who was up to page eight?
5. Both say they shall do up to page² two.
6. Which was the page they usually show us?
7. They think they have to show the pay to us.
8. They have³ usually paid us to do it, but shall they pay today?
9. Today they shall pay to do up to page eight.
10. Which page⁴ shall they show to them?
11. They shall show them both the page to touch. (94-104)

CHAPTER III

Exercise 6

1. They will have to beg them to do it.
2. Both beg us to do page eight.
3. They came to beg us to pay them.
4. Who¹ came to beg us to do it?
5. They came to change the page.
6. The change was paid to them today.
7. Which two came² to pay us the usual change?
8. They will change the check to pay them.
9. Today the check shall be paid.
10. Who³ will be paid to change the check?
11. They have come to beg us to change the check.
12. Who will come to check⁴ the page today?
13. Both say they think they will come today.
14. They paid the check, but it was the usual⁵ delay.
15. They say the delay today was usual.
16. They came to the game today.
17. Shall the game delay the show?
18. They⁶ think the game shall delay them.
19. They came, so they say, to beg us to delay the check.
20. They will give⁷ us the check.
21. Give them the pay today.
22. Who will come to give us the usual change?

23. Shall they be given⁸ the check?
24. Which date was given to them?
25. The age given to us was age eight.
26. The check was given to⁹ him.
27. The usual pay was given to him.
28. They will have to show him the game.
29. Do they know which page to show¹⁰ him?
30. They know they will have to show him page two.
31. Both say they know they will have to give up today.¹¹
32. We shall touch it today, too.
33. Do we have to delay the game?
34. We know the check was paid to him, but we¹² have to change the date. (245-267)

Exercise 7

1. We love to show him the game.
2. We shall love to come to the show.
3. They will love to have the check.
4. The¹ check they paid was too low.
5. We think the pay was too low.
6. They usually beg us to pay the low check.
7. We² love to mail him the change.
8. They say they will mail the game to us today.
9. We know the mail came the³ usual day.
10. The day the mail came, the change was low, but we shall pay it today.
11. Do they make the usual⁴ pay?
12. Who will make us touch the page?

13. Which two shall make us touch it?
14. Both shall make him do it.
15. May we⁵ mail him the check?
16. May we show him the game?
17. They may make up the game to show to him.
18. We think they⁶ may delay the game.
19. Maybe the game shall be given today.
20. Maybe the check was too low to mail to them.
21. Maybe⁷ the pay was low.
22. Was the name given to him?
23. The game was given the usual name.
24. Maybe the name was given⁸ to them.
25. We shall give them no mail today.
26. They say we shall have no pay, but they have paid him.
27. We⁹ know they have given the game no name.
28. The usual thing to do was to delay the game.
29. They may give him the¹⁰ usual thing to do.
30. The usual age to do the thing was age eight, so they say.
31. The usual way to do the¹¹ thing was to touch it.
32. Show them the way to do the page.
33. We shall show him the way to the game.
34. Maybe¹² they know the way to do the thing.
35. They will show us the way to do it.
36. It will be given to them today.¹³
37. Who will show them the way to the game?
38. Maybe they will show him the name. (274-311)

Exercise 8

1. They say they will come to the game today.
2. They think they will be given no mail.
3. Show them the way to¹ make change.
4. Who will come to the game today?
5. Do they think we shall beg him to come?
6. Maybe we shall² change the date.
7. Do they know the date to mail the check?
8. Have we both paid the check?
9. We have given him³ the usual check to mail to them today.
10. Shall we delay the mail?
11. We have come to change the name.
12. We know⁴ they will come to change the name today, but we shall delay the change.
13. They say it was too low to touch.⁵
14. Which thing shall be given to him today?
15. They beg us to give them the check, so we shall have to⁶ mail it to them.
16. The thing to do was to make them delay the mail.
17. They both say the date was May.
18. They⁷ love to give him the mail.
19. We have no change to give them.
20. We think they will come to the game which will⁸ be given today. (163-179)

CHAPTER IV

Exercise 9

1. A page was given to him.
2. Who will give them a check?
3. They say they will pay a check for him.
4. Who will¹ mail him a check for the game?
5. They will be paid for a page of mail.
6. A delay of a day may change the game.²
7. They know of a way to make the change for him.
8. On which date shall we pay for it?
9. We shall show it³ to them on page two.
10. We think they had to give him the mail on the usual date.
11. Both of them had come⁴ for the game.
12. We had the usual pay, but the check given to them was too low.
13. They usually beg us for a⁵ dollar.
14. Who had a dollar of the pay today?
15. They say we shall have to pay them for the game, but the date⁶ on the check may delay us.
16. They will mail it to pa today.
17. We love to show the game to pa, but ma may⁷ delay him.
18. They say they both had to show ma the way to change it, but we think pa had to do it.

19. Ma shall⁸ give them a dollar on the day they touch the thing.
20. We think pa shall add a dollar to the check.
21. We⁹ had to beg them to add to the low pay.
22. They will add the change at the game.
23. Ma had a dollar to add¹⁰ to the change at the show.
24. They will have to add a page at the back.
25. On the back of page eight was the¹¹ usual thing.
26. We had given them no name on the back of the check.
27. We think they will have to back up to¹² make it. (242-284)

Exercise 10

1. They may come to the bank for a check.
2. The name on the back of the check shall show the bank they paid us¹ for the game.
3. We think pa may mail a dollar to the bank.
4. We paid them cash for the check.
5. It was usual² for the bank to cash the check but maybe they had no name at the back.
6. They had to pay cash for the³ package.
7. We came back to change the package.
8. The cash we paid for the package was too low, so we had to⁴ add a dollar.
9. They will give him an eight dollar check for the package.
10. We bought them a package for⁵ cash today.
11. The game they bought us shall be paid for today.
12. We think they came to show us the law, but⁶ we know the law.

13. They came to beg us to change the law, but we shall add to it.
14. They bought a saw to⁷ give to him, but the law may delay them.
15. We saw him at the bank today.
16. We saw the package they bought to⁸ give to ma.
17. We saw them talk to pa at the back of the bank.
18. We think they will give a talk on the law⁹ today.
19. Who will talk on the way to make a law?
20. We got the cash at the bank today.
21. We got back the package¹⁰ which we bought for pa.
22. They say they got him a job at the bank.
23. We shall show them the way to do the¹¹ job.
24. They had a job at the bank for low pay.
25. They say it was too long a job to do today.
26. They bought¹² a long, low package for ma, but pa may make them change it.
27. They had a long talk, but we think they got¹³ the job.

(262-304)

Exercise 11

1. We shall take ma to the game today.
2. They will have to take back the package they bought us.
3. We think¹ it will take too long to do the job.
4. We got enough cash to pay them.
5. They will have to take enough change² to cash the check.
6. We shall get enough cash today to pay back the bank.
7. Maybe they will get him a³ job at the bank.

8. They may get him a job on Monday.
9. Monday was the day on which we got the mail job for⁴ both of them.
10. Do they get back on Monday?
11. On which day of the month do we have to mail them the check?
12. They⁵ say the month of May may be long enough to do the job.
13. Which Monday of the month do we get for the⁶ game?
14. The delay may take a month, but it will add to the pay for the job.
15. They saw the show a month ago.⁷
16. We saw them talk to him a day ago.
17. They will give him an envelope to mail to us.
18. We saw him take a name⁸ off the envelope a day ago.
19. We shall make them take the envelope off the package.
20. A month ago we saw⁹ them take the name off the check.
21. They will take the envelope away today.
22. We had to beg him to take¹⁰ the mail away.
23. We had to give the package away to get enough cash to pay him for the envelope.
24. They say¹¹ they will be off the job for the month of May.
25. They had enough cash among them to pay the check.
26. Who¹² among us shall be at the show which will be given on May 29?
27. They love to take away the cash which we¹³ have among us.

(263-298)

Exercise 12

1. A check was given to them for the package long ago.
2. We saw them at the show, but we had no way to talk¹ to them.
3. They got a package for us at the bank.
4. May we have a check for the game bought a month ago,² on the 15th of May?
5. We think they had a long talk, but we know they will give him no job.
6. They say the³ envelope was paid for on May 21.
7. We think they may take the name off the back of the envelope.
8. We shall⁴ take up page eight on Monday, May 13.
9. They will be paid the usual dollar a day to do the long job.
10. We got⁵ enough cash to come back to pay for the package.
11. They say the thing to do may be to delay the law.⁶
12. Who among them saw him take the package away?
13. We may show them the way to do the job, but it will take⁷ them too long.
14. We know they will be at the game, but we think they will both come back on Monday.
15. We⁸ usually give the long job to them, but we may have to make a change.
16. They will have to pay for the package,⁹ but we think they may get a delay of a month.
17. We had no cash to pay him for the game, so we had to¹⁰

get a check for him at the bank.

18. We think we shall get enough cash among them to pay him for the job.

19. We¹¹ usually take off the month of May.

20. The check they paid us for the job was too low, so we had to give¹² it up. (241-282)

CHAPTER V

Exercise 13

1. They say they may come to the game in the month of May.
2. The day for the game in May may be any Monday.¹
3. Any package they take to the game may be in the way.
4. Maybe they will have to check any package they² bought, but they say it will make no difference to them.
5. We think they saw a different package in the³ bank.
6. A different envelope may add to any usual difference in the package we bought.
7. We ought to pay the⁴ difference in cash.
8. They say we ought to get any job we wish.
9. They wish to give the package away, but⁵ they ought to take it back.
10. They say we ought to go to a different bank to cash the check, but we wish⁶ to give it to the bank we know.
11. We think they ought to go to the game in a different way, but they say⁷ it will make no difference which way they go.
12. They can go away for a month, but they have to be back⁸ in May.
13. Both of them can make up the package to be given to him today, but they wish to be paid for⁹ the job.
14. Maybe we ought to put enough cash in the envelope to pay them back.

15. They say the law can delay¹⁰ the change of any name to be given to the bank, but we think the name we put up on the bank a month ago¹¹ was in no way a change.

16. We think enough cash can be put in the envelope to pay for the package which¹² they usually mail to us.

17. We put in a long job on the package, but we think we shall have to beg them to¹³ pay us for it, anyway.

18. We know they owe us a dollar for the job anyway, but we think they may delay for¹⁴ a month.

19. They say they owe us a dollar, but we think they paid us a day ago; anyway, we know they owe¹⁵ him for the game they bought. (306-343)

Exercise 14

1. They say we shall have to mail each package for them.

2. We may have to change each check at the bank.¹

3. They both usually eat on the job, but today each may eat at the game.

4. The fee to eat at the game was a²dollar each.

5. We owe them a fee for the package which they bought each of us.

6. We ought to see each of³ them get the usual fee for the job.

7. We can beg them to see the show, but we may have to pay the fee for⁴ each of them.

8. We wish to see him teach them the way to do it.

9. We think they may teach him to put enough⁵ cash in the bank to pay for the check.

10. We came today to see him teach the game to each of them.
11. They⁶ say she may teach us the game in a different way.
12. She ought to eat at the game, but the fee may be a⁷ dollar.
13. She ought to teach pa to keep the mail in the usual way.
14. They wish to keep enough cash among⁸ them to pay back each of us.
15. She ought to keep enough cash to leave for the game on Monday.
16. They wish to⁹ leave the cash for the package at the bank.
17. We can leave the long envelope in the package for a day.¹⁰
18. She can go to the big game on Monday, if she can cash the big check at the bank.
19. If we can leave the big¹¹ envelope at the bank today, we can mail them a different envelope on Monday.
20. If they keep the big¹² package, we shall have to mail them a bill for it.
21. The bill can be paid in cash if they take the package¹³ back to the bank.
22. They say they will take the package off the ship if we pay the bill today.
23. We shall have¹⁴ to beg them to take us to see the big ship.
24. If they live on the ship for a month they will be given¹⁵ a big check, but they say they wish to take a different job.
25. They say they love to live on the ship,¹⁶ but we think they will leave the ship if they get a job at the bank.
26. We shall have to pay a big bill if ¹⁷ we live for a month in the usual way. (348-398)

Exercise 15

1. We paid the bill for the big book a month ago.
2. They each bought him a book for a dollar.
3. We shall have¹ to look for a name for the book.
4. If we look for him we shall delay the game.
5. We shall have to look in² the bank book to see if we have enough cash to pay the bill.
6. She took a check to the bank to get³ enough cash to pay for the book.
7. It took too long to get to the game, but we saw a bit of it anyway.
8. Maybe⁴ we can see a bit of the show if we leave on Monday.
9. We took him to see the big ship on the way to the⁵ game.
10. She took him into the bank to show him the way to cash a check.
11. If we wish to mail them a check⁶ we shall have to put it into an envelope.
12. They will have to talk to him, if they wish to take a package⁷ into the bank.
13. They will be leaving for the big game in a day.
14. If they go to the game, they will be⁸ leaving a big job.
15. They say they will be doing the job on the way to the game.
16. If they will be doing a bit⁹ of the job on the way, they will be paid for it.
17. Having a long talk may be enough to delay the show.¹⁰
18. She was having us look at the book on the way to the show.

19. The game was being given on a day in May.¹¹
20. The mail was being given to him in the usual way, but it was taking too long.
21. They will be taking the¹² package back to the ship today.
22. We shall be going away on the ship in a day.
23. Who will be going to the¹³ bank to cash the check today?
24. They say they will be living on the ship for a month.
25. We think they will¹⁴ be living in the usual way on the ship.
26. We ought to be looking for them on the way to the show.
27. We shall¹⁵ be making enough cash on the job to go looking for a big package.
28. We had no way of making a change in¹⁶ the bill. (322-379)

Exercise 16

1. They had to take the baby to the show which was being given in May.
2. They wish to know if they may see¹ the lovely baby.
3. We can show them a lovely thing to give to the baby.
4. They say they have a copy of the² bill to show to him.
5. A lovely copy of the ship was given to them.
6. A copy of the book was given to the³ lady who was going away on the ship.
7. The lady took him to see the show on a lovely day in May.
8. They say⁴ the lady was going to give the family enough money to keep them going for a month.
9. The family had to⁵ give him the money to pay for the package.

10. The family got enough money to pay back many of them in cash.⁶
11. Many of them came to see the big game.
12. A copy of the big deal was given to the family.
13. Many of us⁷ may have to make a deal at the bank to get enough money to pay for going to the show.
14. If we delay the⁸ deal, we shall be making no money for the package. (170-194)

Exercise 17

1. We ought to pay them the bill we owe them for the package we bought.
2. May we see the big book which was¹ to be given to him?
3. We owe many of them money, but we shall pay them back the day we make a deal at² the bank.
4. We ought to put the money we make on the job in the bank.
5. May we have a copy of the bill for³ the package we bought on May 22?
6. If we pay him a fee for doing the job, we shall have no money to put⁴ in the bank.
7. If we get the job at the show, we shall have enough money to pay the family for a month.⁵
8. We shall mail them a check for the book we bought a month ago.
9. Money was being given to the family⁶ each month.
10. They will be leaving for the game if they can get enough money to go.
11. If the lady can come⁷ in to see us, she may get a copy

of the book.

12. Maybe we can go to see the game on a different day.

13. The⁸ lady was looking for an envelope big enough to take the cash to the bank.

14. If they wish to make any money⁹ for the job, they will have to do it in a different way.

15. We wish to ship the package to them, but they¹⁰ will have to give us a check for it.

16. We shall have to go into the bank to get the money to pay for the¹¹ bill.

17. They will be taking enough money for the job to be making a living. (235-273)

CHAPTER VI

Exercise 18

1. Both of them are making enough money to go to the show, but they say they have to put the money in the bank.¹ Maybe we are going to go to the game in May. If both of them are going to the game, they will have to² keep the money they make on the job long enough to pay for the game. Our job may pay us enough in³ cash to take us to the game and the show. If we wish to go to both the game and the show, we shall have⁴ to put our money in the bank for a month. We are leaving for the game on Monday, and we shall go to⁵ the show in May. If we take our family to the game, we shall have to take the baby, too. (117-137)
2. We think we ought to put our name on the back of the book we bought, and mail it to them in an envelope.¹ If we mail them the book, we shall have to change the name on the package. Maybe we ought to talk² to the lady who bought a book for them a month ago, and see if she put it in an envelope. We think we³ should mail the package, but they say it will make no difference if we take it to them on our way to⁴ the show. We are going to the show on Monday, and if we mail the book, it should get to them in a day. (100-115)
3. We ought to teach your family to live on the money they make. Your pa should put enough money in the¹ bank each

month to keep the family living in the usual way. If your family put a dollar a day into² the bank for a year, they should have enough money to go away and to be living in a different way. The³ family pay may be too low to put away a dollar a day, but we think your pa should go looking for a⁴ job in which the pay may be enough to keep the family going. (92-100)

4. We saw a large package on the ship on our way to the game. We shall have to get the lady to say whose¹ large package it was. She should know whose package it was if she was living on the ship. They think² we should thank the lady for making up the large package, but we are leaving for the game today, and³ we shall have no way of going back to the ship to thank the lady. We can thank the lady, whose job in⁴ making up the package was so lovely, if we mail a book to the ship. (93-102)

5. They will have to read the mail if they wish to know on which day the game can be given. If they¹ read the mail on the way, they should reach the game today. We see them reading the mail each day, but² if they delay leaving long enough, they will get no pay for reading the mail. The mail should be ready³ to be read today, and if they do read it, they can reach the game on Monday. (75-80)

6. The road to the game should be ready for any of them on the day of the game. Whose job shall it be to¹ get the road ready for the big game? If they do the big job and get the

road ready for the game, we² shall reach the game today. They say it should take an hour to get the road ready, but an hour may³ be too long. (61-71)

7. If they get the road ready early, they should make money on the game. Whose job was it to get the road¹ ready early enough to have the game today? We know whose job it was, and we think it was wrong to² give him the job to do. It was wrong if the money we paid him for the job was too low.

(57-64)

8. We bought the book, The Arm of the Law, and if we get to the game early, we can read it. Maybe we¹ can mail them a copy of the book, The Arm of the Law, to thank them for having put the mail into an² envelope. (42-47)

Exercise 19

1. We think they will appear at the show early today. If they do appear today, we can assure them of a¹ job in the show. They have a job at the bank, but if we assure them of a job in the show today, we think² they will thank us, and take the job. They usually appear at the show in a car. We think they will³ keep the car on the money they will get if they appear in the show. We know the money they will get⁴ for the job, and we think they will make no error in taking it. If we change the show for them, and make⁵ an error in doing so, it will make no difference to them, for they will get the large check we have⁶ put in the bank for them. We think we can assure them they will make no error if they keep the car,⁷ for the job ought to pay them enough money to keep it. (151-167)

2. We shall have to take the car to them and have them put on

a door. The door on the car may appear to be¹ fair, but it will be going any day. We have to take the car on a poor road, and the door may come off.² If they get the road ready, we may get the car door to them. A fair or poor road may make the car door³ come off. They live too far away to take the car on a fair or poor road, They assure us it will⁴ take far too long to get the road ready for a large car, and so we shall have to get a different door on⁵ the car. (102-120)

3. They live on a farm far away. We usually go to see them in May, but we are too poor to take a car, and¹we have no way of going to see them or the farm. We fear the family may have no money to live on² if we go away to the farm. We shall thank them if they should assure us we can live on the farm for a³ year. If we do take a car to the farm, we fear the road may be poor, or the car may be poor. We think⁴ we shall talk to the family, and see if they can go to the farm, too. (94-113)

4. They say they will be in poor form for the game. We think a job on a farm may keep them in fair form¹ for the big game. If we take four of them to the farm, we can assure them they will appear for the game² in fair form. Which four do they think we ought to take to the farm? We fear we shall be making an³ error in taking four of them, and leaving them on a farm far away, but if they wish to go, we shall⁴ take them. They say they wish to go to a fur farm. If they go to a fur farm, they will make enough money⁵ to take a car back to the game. (106-123)

5. We are going to take a room at a fur farm for the month

of May. If we take a room at the fur farm, it¹ may be too far away for us to take the car to the factory each day. We shall take the car to the² factory today or tomorrow, and see if it will take too long. If we go to the factory tomorrow, we may have³ to change the date of our party for the baby. The party can be given at the farm if they can get back⁴ tomorrow. If we give the party at the fur farm, we shall have to carry the baby a long way, and the⁵ farm may charge for the party on our bill. If the farm can assure us of a low charge for the party, we⁶ shall carry the baby to the farm. The farm can assure us of a low charge for the party if we give it⁷ in the month of March. They have no room for a large party in May, but they can carry on a party in⁸ March.

(161-186)

Exercise 20

1. We think they can get a fair job at the factory in March.
2. The charge for the door of the car was put¹ on our March bill.
3. We think they should have no fear of having to leave the farm in which they live.
4. Four² of them took the car to the farm and back.
5. We shall have a party in a large room of the factory.
6. We³ think we can assure them of a fair job on the farm or at the factory.
7. We think the car ought to be⁴ ready to leave today or tomorrow.
8. The lady may make a deal for the factory, but she may have to get a⁵ check at the bank to pay for the factory.

9. They say they will take a copy of the book to the fur farm to⁶ read the month they will be away.
10. We wish to thank them for taking us to the game and to the show.
11. They⁷ had to take the door off the car, so we paid them a fee for the job.
12. We ought to give the poor family⁸ enough money to keep them on the farm for a year.
13. We should reach the poor road on the way to the⁹ factory today or tomorrow.
14. If we give them the money we think they may get a large red car.
15. They may¹⁰ appear in the show tomorrow if we give them a large check for the job. (213-242)

CHAPTER VII

Exercise 21

1. "I think we ought to give a party at the factory. I know we can get many of them to come to a party,¹ but I fear they may have a job on the day of the party." "How can we know if they will come to a party?"² "If we get a car to carry them to the factory, I think they will come." "How can we get a car for them³ if we have no money?" "Why, we can make a deal at the bank for money for a car." "The bank may have⁴ to know how and why we are taking the money, and I think money for a party may be a poor deal for them⁵ to make." "They will give you money for a car if they think you are ready to pay the money back." "You ⁶ know the factory had a poor year, and we have no money in the bank." "I know the bank can make no error⁷ in making the deal, for we are ready to give up the factory if we can make no money, and pay them back⁸ for the car." (162-191)

2. "How long do you think it will take to get the road ready for the big game in March?" "I can assure you¹ they will do the job with no delay, and I think the road should be ready early in March. With a fair² job and no error we ought to have room for many of them at the game." "Why should we have to make up a³ large road to give a game?" "The road may have to be large enough to carry a car or two to the game⁴ and

back with no delay." "When we go to the game, do you think we ought to carry a large check?" "How can⁵ I say what money you should carry with you?" "I wish to know what charge I shall have to pay at the⁶ game." "I think you would have to pay a dollar for the game, and a dollar for a car to get to the game."⁷ "Do you think it would pay me to go to the game if I have to come back to the bank tomorrow?" "They say⁸ they can assure me of a fair charge for the game, and I think I can assure you of an early game when⁹ they give it." "If they can assure me of what you say, I will go to the game and get back to the job¹⁰ tomorrow." (201-233)

Exercise 22

1. "When do you think we shall have the money to buy a car?" "I should say we should have enough cash to¹ buy a car by May." "I like a car I saw a day or so ago, when we had to go to the factory, and I think we² should buy it." "The car you say you like was bought by a lady we know a day ago." "Anyway, I would have to³ go to the bank and get the money if I bought a car for my farm." "If you wish, you may take my car for⁴ today, but you will have to get it back to me on time." "At what time do you think you will have to⁵ have the car?" "I wish you would get the car back to me at the hour of five." "I think I can get back on⁶ time, by five, but if I have a delay on the way, I may get back tonight." "I wish to go to a party tonight,⁷ so you will have to get the car back to me by five." (151-185)
2. "They say they saw a fire at the factory tonight. The fire they saw was too big to check. We ought to¹ have a

boy to keep an eye on the factory and check any fire." "I know a boy who would enjoy taking the² job." "Any boy who would enjoy going to a fire would do a poor job." "I think a boy can enjoy going to a³ fire, and do a fair job for you. The boy I know who would like to take the job may go away to a farm for the⁴ month of July." "He may enjoy going away, but we can give him no time off. He will have to be on⁵ the job for the month of July, but we can give him a month off in March or May." (115-139)

3. "They say you can have the time of your life on the farm if you go away in May." "I am ready to go away¹ in May, but the boy may wish to go in July." "We think he can enjoy life at the farm any time of the year."² "Maybe he can, but I know he would like to go away in July." "If both you and the boy are going away for³ the month of July, we shall give him the job at the factory when you come back." (75-91)

Exercise 23

1. "I think we can allow the boy to take the car out to the party tonight." "We shall allow him to take the¹ car out of the county if you go with him." "You allowed him to take the car out of the county a month ago² when I was away." "We had no time to go out with him a month ago, but you have the time tonight. Anyway,³ if we allowed him to take the car out of the county tonight, we should have to allow him to take it⁴ out of the county at any time." (86-99)

2. "I wish you would keep your eyes on the new item they will issue tomorrow." "I have had my eyes on the¹ new item for a

long time, but it may take a month for the new issue to come out." "I think they will² issue it tomorrow if they wish to get enough money to pay for the item." "If you knew they would have to³ issue the item, you should have paid them for it a month ago." "I had no money to buy the item a month⁴ ago, but I knew they would have to issue it." (89-100)

3. The bill you owe us was due a month ago, and the money should be ready now. We know you got fair value¹ for the "Power" car you now enjoy, and we think we should have the money which was due a long time ago. When² you buy an item like the "Power" car with a view to having fair value for your money, you should be³ ready to pay for the item. Few of us would buy an item like the "Power" car with the view of having fair⁴ value, and pay no money when the bill was due. If you will now pay the bill which was due on the "Power"⁵ car, we shall be ready to give you fair value at any time on any deal which you may make. (117-133)

Exercise 24

1. If we allow him to buy the new car today, he may have no money to pay now for the high charge on the car.¹ I think he can pay now for the charge on the car, but in a month or so he may say the bill for the car² was too high. They hope he will buy the car, and take them out to the farm for a day. He may do it to make³ them happy, but I hope he will get fair value on the car. If he can pay the high charge on the car now,⁴ he will get fair value on any deal he may make for the car in a year. The head of the bank was happy to⁵ give him the money to pay for the car now, but he may have to pay

a high charge back to the head of the bank⁶ for the money he took. We know the family shall be happy if he will buy a car now, and we hope he⁷ will be ready to pay back any money due to the head of the bank. (152-189)

2. We shall have to keep our eyes on the road beyond the factory if we wish to see him. He may take the¹ high road beyond the factory and get back to the factory early. If we keep our eyes on the high road, he² may go into the factory by a door far beyond the road. Anyway, if we look for him, we may hope to see³ him and talk to him. We hope to take him to the show tonight if we can get in touch with him. We know⁴ the charge for the show may be far beyond what he can pay, but if we take him, he will enjoy it.

(98-114)

Exercise 25

1. I am going to buy a farm for the family. I may have to get the money for it by making a deal with the¹ head of the bank, but the value we shall get, and the new view on life which we shall have, should be enough² to make us happy. The farm may be far beyond the road, but we shall enjoy living far away. I shall pay³ the bank back by making a deal with them for any item we have on the farm. We may make a fair living on⁴ the farm, and I think we shall be happy. (87-103)

2. I should like to go away for the month of July. If I do go away, I think he can take charge of the factory¹ for a month. The job of head of the factory may appear to be

a poor job, but the pay should be high, and² he may enjoy a different job. I was happy on the job, and I had it for a year. The job of head of the³ factory may give him the power to take charge of the bank. If he can make a go of the job, I hope⁴ to leave him in charge for a long time.

(87-106)

CHAPTER VIII

Exercise 26

1. We are ready to give you advice on any items you may wish to buy. The advice we give you on these¹ items may save you some money. We advise you to come to our sale on Monday, and save on any of these items.² We are advising those of you who live far away today, so you may get to the sale early on Monday³ and buy those things which save you money. We keep advising you of our sales so you may get fair value⁴ for your money, and save some money on those items which we sell for a low charge. If we sell these⁵ items at any of our sales, you know you can save money when you buy them. We hope to see you come to⁶ our Monday sale, and we advise you to buy those things on which you can save money. (136-148)

2. We are anxious to have you buy several of those items which we have put on sale today. We are anxious¹ to sell as many items as we can in this big sale, so we can get enough money to pay several large bills² which are due. These bills have to be paid by tomorrow, and we are advising you to come in today and³ buy those things which we sell in this sale. If you do as we advise, you will save some money, and we⁴ can save this business. We think you should be anxious to get fair value for your money, and we wish⁵ to save the money which we have put into this business.

You will have our thanks if you come to our⁶ sale today and buy as many things as you can. We shall show our thanks by having many sales at which⁷ you can get our advice on several items on which you can save some money.

(154-164)

Exercise 27

1. We think you know we are now in the business of making cars. If you should desire to buy a car, we¹ can sell you any of our cars at the sale we are now having, or else we can sell you the car now, and² charge it to you in a month. We think you know the way we do business, and we can assure you of our desire³ to sell cars to folks who wish to buy at a fair value. If we sold a poor value to the folks who desire⁴ to buy these cars, we should have to go out of business, or else face a loss of some of our business.⁵ We have no desire to face the loss of any of our business, so we advise you to come in and buy for⁶ less, and get a fair value. If these cars can be sold to folks for less money, we think they should buy⁷ at our sale now. (144-165)

2. "Has any of you seen our new cars?" "He has seen the new cars, and he now wishes to buy, but he wishes to¹ buy at a sale." "His desire to buy at a sale would make our cars sell at a loss. If he can buy any² makes of cars for the money he would like to pay, we shall sell him our car at a loss." "He makes enough³ money to buy a car, and pay a fair value, but his money has to be given to his family. This makes him wish⁴ to pay as low a charge as he can. We have seen his farm, and we know he and his family live miles⁵ away on a poor road.

This may make him less ready to buy a car." "If he and his folks live miles away, and⁶ he has to come in to the factory each day, he has a reason for looking for a car." "He has a reason for⁷ looking at cars, but he may have a reason for his desire to pay less money." (154-182)

Exercise 28

1. It is several months since we have seen him, and we would like to know if he has sold his business.¹ We miss his business, since we sold him many of our items, and he came to our sales each month. If you² have any news as to what he is doing, we should be happy if you would mail us such news. It is a long³ time since we have had any news of him or his business, and such a delay seems to have no reason. If we⁴ wish to get any news, we may have to get in touch with his office. It may be we miss him by an hour or⁵ so each time we go to his office, or else he may wish us to miss him. If we get no news of⁶ him soon, we shall take his bills to the bank and see if we can get any money for the bills. If the⁷ bank should wish to give us money for such bills, we should soon know if he is in business, and if he has⁸ an office.

(162-186)

2. Sir:

You will receive a notice on Wednesday which will save you some money. The notice which you will¹ receive on Wednesday is being given to each customer of our business. You, as a customer of our² business, shall receive a notice which gives news of our big July sale.

Our sale notice gives you advice³ on what things to buy, and how to buy them. It seems to us to be a sale which will save you a few⁴ dollars on each item you buy. When you receive the notice on Wednesday, we hope you will look at⁵ the charge on each item, and see if it seems to save you money. Check off on the notice each item⁶ which does save you money, and we shall mail you those items in a few days.

Does this appear to be the way⁷ for us to give each customer fair value? We think it does, and if you do, too, we shall mail to you in⁸ a few days each item which you check.

Yours, (168-175)

Exercise 29

1. Sir:

How many years is it since you have had a month off? We think many of us have had to be on the job¹ each day for a dozen years with no time to get away.

If you desire to get away for a month this year² and make up for the dozen years you have had to be on the job, we think you should get in touch with³ this office. For a small fee we can give you advice which will assure you of a nice time for a month⁴ or many months. If you wish to go away on a ship, if you wish to stay at a small farm, if you like to⁵ be in the city; we can give you advice which will save you money for a day's, a month's, or a year's⁶ stay, and assure you of a nice time on a ship, at a small farm, or in the city.

Decide now what you would⁷ like to do. If you decide

now, you will receive our advice for a small fee, and you will assure yourself⁸ of a nice month away. Assure yourself of a nice time and decide now!

Yours, (176-200)

2. Sir:

We think you buy the "City Times" each day. If you do buy the "City Times", we think you know we¹ are going to put out a copy of the "Times" on Sunday, and name it the "Sunday Times."

The new "Sunday² Times" shall give the same service to each customer as the "City Times" and shall come out at the same³ time of the day. As a special service we shall give two new books to each customer who will sign the⁴ receipt which came with this notice. If you sign the receipt, you will receive the special service of⁵ the "Sunday Times" for two years, and you will get two new books.

Sign this receipt now if you wish to get⁶ the special service of the "Sunday Times" and two new books.

Yours, (133-136)

Exercise 30

1. Sir:

Two boys I know have set up a box business for which they use my office. It is my desire to see¹ the boys stay in the box business which they have set up, and make money in it.

I think the charges they² make for each box are small, and I know you would like to save money on each box you use.

In case you³ wish to have copies of the charges they make on each box they sell, you will have to make out this receipt⁴ and mail it to my office. I will mail you back copies of the charges they make for each box, and for⁵ each case sold. If you use a case a day, you will save money in a month's time, and you will thank the boys for⁶ going into the box business.

If you wish to use this receipt, mail it to my business office, and you will⁷ receive as many items as you wish. I know the boys can give you special service.

Yours, (157-185)

2. To Miss May Page:

I am sorry to know you will have to delay taking the new house this Saturday because¹ your pa is sick. I know you would like to take the house this Saturday, but since your pa is too sick² to stay in the city, I think I can keep the house for you for a month.

I would like to know by Tuesday if³ you desire me to keep the house for you for a month. If you mail me a notice by Tuesday, I shall have⁴ an excuse for the office in case a customer comes in to see us for the house. I should have such an⁵ excuse ready if a customer comes in, or else the office may think I have no desire to stay in the⁶ business. If you can mail a notice to the office by Saturday or Tuesday in which you say you will have to⁷ stay on the farm because your pa is sick, it will cause the office to back me up in any excuse I give to⁸ a customer.

I am sorry you will have to stay on the farm, because

I know you would like to stay in the⁹ new house. I know the office is sorry to delay the sale because it will cause a loss of money, but I¹⁰ think the cause of the delay is enough of an excuse to have them keep the house for you.

Yours, (219-245)

Exercise 31

1. To Mrs. Hope Day:

We should like to secure your advice on some of the things we wish to sell this month in¹ the way of music.

We think we can secure a piece of music of which we can sell many copies. Because we² wish to take no guess on how many copies of this piece of music we can sell, we wish to secure your³ advice. We are receiving the music tomorrow, and since it is said a business can have no loss on any piece⁴ of music you like, we shall pay you a fair fee for your advice.

You will notice we have said we are⁵ receiving the music tomorrow. This gives you enough time to come to our office and see if you like⁶ it. It gives us a few hours in which to decide if we wish to keep the piece of music, or to mail it back.⁷ We know we can decide in a few hours if we wish to keep it. We have no desire to guess on this⁸ music and, if you give us some advice, we think we shall have no reason to guess.

We hope to see you⁹ tomorrow.

Yours, (183-202)

2. To Mrs. Carry Miles:

We wish to speak to you on the subject of the invoice

which is now due on the suit you¹ bought on Tuesday.

The invoice on the suit was due on Saturday, and we think you should have come in² to speak to us on the subject if you had no money to pay for the suit. You have had the use of the suit³ for some time, and we think you should pay the invoice for the item you are using, and which would seem⁴ to give you fair value. We have to pay for any items we are using in our business, and it would seem⁵ to us to be fair to have each customer pay the invoice for any item she bought and is using. Yes, we⁶ pay each bill and invoice when it is due, and we think you should do the same.

We are anxious to have⁷ your answer soon, because we have no desire to go to law to have you pay a small invoice of six dollars.⁸ If you mail a check for six dollars with your answer, you shall save yourself and us the time, yes,⁹ and the money, too, of a law suit.

Yours, (188-207)

Exercise 32

1. Sir:

I am answering your notice of Tuesday, in which you say you wish me to pay the invoice on the suit¹ I bought.

In answering, I wish to give you the history of the suit, and the way in which it has given me² poor use. I suppose its poor value is the same as the value of similar things which you sell, and³ I suppose its history is similar to items you carry in your business.

I have had to pay five dollars⁴ since I bought the suit to get it to look fair on me, and to give me any service.

I suppose you now sense⁵ the reason why I am taking my time with the invoice, and why I think the similar items you carry may⁶ be as poor as the suit I bought. I think the history of the suit goes far in answering why I have paid no⁷ invoice.

I think this answer goes far enough to have you sense what I wish to pay on the suit. I think a dollar for⁸ the suit I bought is a fair charge, since I have paid five dollars in having it give me service.⁹

Yours, (181-200)

2. Sir:

If the bills you owe cause you loss of sleep, make you look at life with a long face, make you¹ seem sorry for yourself, etc., we think you should desire our advice. Thus, we are going to give you² advice which will make you sleep like a baby, look at life with a happy face, make you happy to be living,³ etc.

For a long time we have had a small side business in which we would make a special charge to those⁴ folks who had reason to desire to get some money. We suppose you will be happy to know our side business⁵ is now a bank service which you can use to get the money you desire. Yes, if you wish to have ⁶ some money you can get it at our bank, and thus you will save yourself being subjected to loss of sleep,⁷ too many bills, etc.

Our fee is specially set for those folks who have a small house which they can use⁸ to back up the money they get. Use the receipt with this notice when answering.

Yours, (177-185)

Exercise 33

1. To Mrs. Hope March:

We do a large business with those folks who wish to buy a house because any house we¹ sell gives fair value.

If you wish to buy a house in Power City, we can show you a small house or a² large house, both of which will save you some money. You will have no reason to be sorry if you buy a³ house in Power City, because it is similar to the city in which you now live. We pay any service charges⁴ on a new house for six years, and we secure for you a fair deal at the Power City Bank if you wish to⁵ get money to pay for the house. If you see a house you like and we have no similar house which we⁶ can show you, we shall be happy to buy the house you like and sell it back to you at a loss to our office.⁷

We suppose you can sense how anxious we are to be of service to you. If you think you can do business⁸ with us, come to our office this Wednesday, and we shall go out with you to look at any house you⁹ desire.

Yours, (183-204)

2. Sir:

I am answering your notice in which you said you are ready and anxious to sell me any house I wish¹ to buy in Power City.

I am anxious to buy a farm which will be six miles or so out of the city at the² side of a fair road to the city. The farm may be as far away as a dozen miles, but the road

to the city³ should be fair enough so my boys can take the car to the factory in which they have a job with no⁴ loss of time. If you know of such a farm and wish to sell it, I shall come to your office to speak to⁵ you on the subject. I shall be away on Wednesday, but if you will be in your office on Tuesday, I will⁶ come in to see you.

I hope to be receiving enough money for the house in which I now live to pay cash⁷ for any farm which I buy. I shall be happy if you can get me a house similar to the house in which I am⁸ living. If you decide you can, mail me an answer soon.

Yours, (172-200)

CHAPTER IX

Exercise 34

1. Sir:

I was advised to get in touch with you by Mrs. March, who said you are going to have your first¹ sale of the year this Saturday. She advised me of your sale at which she said you would sell many items² at cost.

May I have a list of the items at your first sale which will be sold at cost. I will use³ the list of items to check off those things which I most desire. All of your items are usually too high⁴ for me to buy, but at your first sale most of them may be sold at a cost which is all right for me⁵ to pay.

If you have no time to mail me a list of the cost of the items at your first sale, may I come⁶ to your office to get a list of all the items, or most of the items, which will be sold.

I hope it will be⁷ all right for me to come to your office to get this list.

Yours, (152-175)

2. Sir:

Since Mrs. March advised you of our first sale, we are most anxious to have you come to our office¹ and get a list of all the items to go on sale.

As you know, most of these items are to be sold at cost.² We think all, or almost all, of the things on sale may be bought by you at cost. Though you say³ the charge on these items in the past was too high for you to buy them, we think they now are low enough⁴ for most folks to get fair value. Though we have had almost all the items in stock for some time past,⁵ they all are ready for service.

If you wish, you may come to our office in the next day or so to check⁶ on the cost of the items we have in stock. We think we have the largest stock of items in the city,⁷ and we know we have the largest stock to be sold at cost. We shall be happy to see you in the next⁸ few days at our first sale.

Yours, (166-185)

Exercise 35

1. Sir:

Although we have already sold you some of the lovely things we have in stock, we also wish to give¹ you notice of a new stock of items which we have just bought.

We are always happy to get in touch² with a past customer who has already bought some of our items, although we now have a special reason for³ doing so. The special reason is the new stock we have just bought, although we think the special low⁴ charge on the new stock is also a fair reason. We have always had an August sale, but we know the sale⁵ for this next August shall be the largest and best we have had. It will be the largest because we have⁶ the

most stock, and it will be the best because of the low charges on the stock.

We know each past⁷ customer of our business has lost no money on any stock which he has bought. We may have lost money at⁸ some of our sales, but the customer has always had service and value for his money.

We hope to see you⁹ in the next few days and have you buy some of our special stock.

Yours, (194-202)

2. To Miss Hope Page:

We think you should stop at our new store in the next few days to see and study the new¹ style of stock we have just bought.

The store has all the past items which we know you like and, also,² a stock of new things which are new in style and which we think you should stop in to study. The³ last, but in no way the least, of the new things at the store is a new low charge which we have set on each⁴ style in the store. Last year we know you passed by our store several times to buy at a different⁵ store. We think the least you should do this year is to study our new style of stock, and see if the style⁶ and cost of our stock are fair.

Just come in soon and see the store which gives the most and the best⁷ for the least money.

Yours, (146-161)

Exercise 36

1. Sir:

I wish you would use your influence to suggest a new post to be given to the head of the bank. He¹ is used to his post as head of the bank, but he has lost the influence he had in the city last year² because his post gives him no time to stay in the city.

Last year he was in the city all the time and³ he had influence with all the folks in the city, but this year he has to go to a different state each⁴ month. Because he goes to different states all the time he has no time to stay in this state and still⁵ keep up his influence.

We know he is used to being head of the bank, but maybe a different post in⁶ the state can still keep him in this city. He is always influenced by you so we wish you would talk to⁷ him and see if he will take the new post which you suggest. He may still be influenced by what I have⁸ said in this notice.

Yours, (165-182)

2. Sir:

I must give you the story of my talk with the head of the bank. The story must be given to you,¹ so you will know what to say to him when you see him.

I passed the bank a day ago and saw him on the job,² so I advised him to see you as to a different post in the state. He was put out by my story, and I³ had to advise him to see you to get the rest of the story.

I think he will be influenced by you if he⁴ comes in to get the rest of the story. I suggest you give him the same reason which you have already⁵ given to me. He still states he can do a fair job as head of the bank and keep his influence in the⁶ city, but if you suggest a post which he would like, he may give up his job at the bank.

I think he is⁷ ready to take a rest for a time, so it may influence him if you suggest it.

Yours, (156-183)

Exercise 37

1. Sir:

On the basis of the new style of things which you have in stock, we should like to buy several¹ cases of items.

We should like to know, also, the basis for the charge you make on several cases of² these items. We, ourselves, use cost of the cases as the basis for the charge we make, but we think you³ have a different basis for your charges. It is necessary for us to have several cases of the new style⁴ soon, as we, ourselves, wish to sell it in our new store.

Since it is necessary for us to get the cases⁵ soon, we hope you waste no time in making them up. If a waste of time or any delay is necessary, at⁶ least give us notice in a few days.

Yours, (128-135)

2. Sir:

I know how necessary it is for you to receive the cases

of things which I sold you a month ago,¹ since I, myself, must get all items to each customer on time.

I, myself, have had to take a loss many² times because of delay in items which I bought. The head of our factory has, himself, had to make up for³ a loss many times because of delay. He, himself, can state just what it is to get a stock of things⁴ and have no time to sell it.

The basis for the success of our business is, in itself, due to our⁵ success in having each case of stock ready for a customer on time. In itself, this is enough to have the⁶ folks who deal with us be on time themselves when they pay for the things which they buy. If we,⁷ ourselves, ship on time and those who buy our things pay on time, themselves, it makes for much of the⁸ success of our factory.

We hope you, yourself, have much success by use of the same basis for doing⁹ business.

Yours, (182-188)

Exercise 38

1. To Mrs. May Long:

It was sweet of you to suggest we come to visit you as soon as we get to New York.¹ We shall stop in to visit you and your sweet baby as soon as we get to New York.

We know New York City² is the largest city in the United States, but we think the city is as large now as it should be,³ and it may be much too large. The city we live in is as large as we think any city should be, and New⁴ York is six times as large. You know, we have to come past almost

all the states in the United States⁵ of America to get to New York. We come past no state which has as many folks, and no city⁶ which is as large as New York in all of the United States of America.

We hope the time we have in New⁷ York is as nice as the time we had last year. We hope we shall see you and your sweet baby soon.

Yours,⁸ (160-180)

2. To Miss Hope Post:

We are especially happy to know you will visit New York soon. The city is at its best¹ at this season of the year, and we think we can assure you of an especially nice visit this season.

We² think the size of the city is as large as it will be for some time, but the size of New York is what³ makes us like it. Your city is still young, and when it is the age New York is now, maybe it will be⁴ as large as New York.

We shall see if we can give you a busy time when you get to the city. If we keep⁵ you busy, you will like the size of the city, and the many things which we can do.

Our young baby is as⁶ sweet as she can be, and we know she will be happy to see you. The young boy says he will take you⁷ to any show to which you would like to go. We know when he says such a thing, he will save up enough⁸ money to do it.

Love to all your folks.

Yours, (169-195)

Exercise 39

1. Sir:

It is our policy to pay any bill which we owe, and we think each customer should pay any bill which¹ is due and owing to us.

You owe us money which you should have paid several years ago, and we can think² of no especial reason why we should have to ask you for money which is due us. It is our policy³ to ask for money owing to us when we think the customer has no desire to deal with us in a fair way.

We⁴ must ask you for the money which you owe us, because the language used by you when we last got in⁵ touch with you gives us reason to think you have no desire to pay us. Such language seems to us to show⁶ why you have had a poor year. The language itself is enough to cause us to think you will have no⁷ success if you do all your business this way.

We have no desire to keep on asking you to pay the bill⁸ which is owing to us. We are asking you now to pay as much as you can. We shall be ready to check your⁹ bill as paid if you will give us anything you can on what you owe. It is our policy to take anything a¹⁰ customer can give when we wish to stop doing business with him.

Yours, (211-235)

2. Sir:

We are sorry, but we can give nothing for some time on the stock which we bought at your store. Our¹ business was too poor last season for us to pay for all the stock we

bought. If you would check your² books, you would see we have already paid you something for the items we last bought, and we can³ now pay nothing to add to what we have already paid.

We know we should have paid you something on the⁴ stock we last bought at your store, but the stock was so poor we had no way of making any money on it.⁵ Many items we have bought at your store in the last year have given us poor value.

It should be of no especial⁶ news to you, when we say our policy is to pay for anything we buy, but since you owe us for some stock⁷ which we had to mail back to you several months ago, and since our business is now poor, we are sorry⁸ to say we can give you nothing for some time.

Yours, (170-184)

Exercise 40

1. Sir:

We are especially anxious to buy some of the new stock you have at your store, but we are too busy¹ to come to the city for a month or so.

We shall be in as soon as we can, as we wish to study your new² policy of sales on all small items you carry in stock. Such a policy should make the large items sell³ almost as soon as the small items. We think we may be using such a policy soon if we can get enough⁴ stock to sell. We think we can buy several cases of stock for a low charge, but it is necessary to have⁵ as much as a dozen cases of

stock to use your policy.

We shall be in some day this season to study⁶ your new policy.

Yours, (124-138)

2. Sir:

We are happy to know you are busy, but we wish you would come in to see us and see how big a success¹ our new policy is.

The last time you came into our store we had sold most of our stock at a loss, and² we also had paid out most of the money we had in the bank. Now, it is necessary for us to get the³ largest store in the city to keep all our stock, and we are making a nice bit of money on the items we sell.⁴ As we know it is our policy of doing business which has given us this success, we shall be happy to have⁵ you study our store policy.

We suggest you come in soon to see us.

Yours, (114-132)

CHAPTER X

Exercise 41

1. Sir:

If you wish to act on the store which is to let, you will have to act soon.

In the past few days,¹ many folks have asked to see the store, and they have kept us busy answering them. In most cases, they² have asked to see how the store was kept, but we are not yet ready to let them see it. We are not³ ready yet because we know you have not seen the store, and we wish you to act on it first.

If you had⁴ sent us a note last month, we could have let the store, and it would not be to let now. At least, you⁵ could have sent us some reason why you have not come to see the store; just a note with the reason for⁶ your being so late. But, you have not yet sent us a note or a reason for being late, so we shall have⁷ to let the store to the first customer who wishes to act on our to let sign.

Yours, (156-176)

2. Sir:

We wished to act on the store which was to let last month, but we wished to wait for a good business¹ month so that we could get enough money to pay for the store.

We have had a good business month² this March, but we

still have not enough money to act on the store, so that we shall have to wait for³ next month or you will have to sell the store now.

We had a bad year, and if not for the good business⁴ in March we might have had to sell our store. It was our bad business which did not let us answer⁵ your notes, but we might take the store next month if we do as good a business in May as we did in March.⁶

We sent you several notes in the past few days, but they might not have reached you as yet. If the notes⁷ had reached your office, you would know the story of our business in the past year, and why we⁸ did not get in touch with you.

Yours, (167-182)

Exercise 42

1. Sir:

If you could cut the charge on the bed which we wished to buy, we might take it.

We think the charge¹ on the bed must be cut a few dollars if you are going to get a customer for it. The charge for any² item we buy must fit the money we can pay for it. In the case of the bed, the cost does not yet fit³ the money we are ready to pay, and it will have to be cut in cost. We have bought goods at your store⁴ in the past, and we have had good service, but we think the charge on your goods is too high; especially⁵ so in the case of the bed.

We have left a note with the head of your store in which we say that we⁶ think your goods are too high in cost.

We hope the note we left may be a good influence in having you⁷ cut the cost of goods to any customer of your store.

Yours, (151-172)

2. Sir:

We received last night the recent note which you sent to us. As soon as we received the note, we¹ took a look at our books so that we might check the cost of recent goods which we had sold. We thought² the goods which we had sold in recent months did not cost the customer too much, and we thought the note³ which we had received might show that you had not bought any goods at our store in some time.

It seems⁴ to us that our goods are quite low, and we think we are quite right when we say that you have not⁵ bought any goods at our store in a long time. We have a lot of goods in stock right now, and we thought⁶ you might like to come in some night and see them. Not an item in our lot of goods is too high for⁷ the value and service you will get.

Come in tonight or tomorrow night, and see our lot of goods. We assure⁸ you that they will be quite low, and that you will be given good value for your money.

Yours, (179-193)

Exercise 43

1. Sir:

We sent you a lot of goods last night without the bill. If you have received the items without¹ any bill, we think you should know that the goods cost six dollars.

If you do not wish to accept² the goods without the attached bill, we shall be happy to have you add to the goods the bill which we³ have attached to this note. We think you can accept the bill, although it did not come with the lot⁴ of goods. Since the goods arrived at your store without the attached bill, you may have thought we sent⁵ them because you had already paid for them. This is not so. If, for this reason, you do not wish to⁶ accept the goods, we shall come to get them without any service charge to you.

You may be certain that⁷ we have charged you for the goods on our books, and we shall be certain to take off our books any goods⁸ charged to you in the lot which arrived last night.

Yours, (172-174)

2. Sir:

I have received your catalog of goods, and I think it is absolutely the best I have seen.

I have¹ had many a good catalog sent to me, but this is absolutely the best of them all. I had almost decided to² come to your store, but the catalog gives me all the items in the store, and I have now decided I³ can get what I desire by writing you a note. I am certain I shall get absolutely all the things I wish just⁴ by writing to you. I think, now, that if I had written to you a few months ago for a catalog, I could⁵ have decided at that time on absolutely all the things I must have.

I think this written note is the least⁶ I can do to show you how much I think of your store and its way of doing business.

Yours, (137-151)

Exercise 44

1. Sir:

It is now some time since we have shipped you any of our goods, and although we have written to you¹ in the past, we have received no answer.

If, sometime in the past few months, you have not received² absolutely fair value on the goods we have shipped to you, we should like to know about it. Sometimes,³ in the past, we have shipped goods to a customer, and the goods have arrived a little late, or else the customer⁴ may have thought the charge was a little high. The best way to get absolutely fair service is to let us⁵ know how the goods we shipped to you reached you. By writing to us you give us some light on the subject,⁶ and if we have some light on how goods reached you, we can be certain that you did get good service.⁷

We have sent out many lots of goods to you and we know you are a good customer. We should like to⁸ know how the last few lots of goods reached you, and if we can do anything for you in the way of new⁹ goods.

Yours, (182-193)

2. Sir:

We think the entire lot of goods which you shipped to us last month reached us entirely too late.¹ Four or five times now, the entire case of goods has arrived entirely

too late for us to take our² goods to the market.

You can see that the result of this may be to cause us to get our goods to the market³ too late to sell anything. The result of taking our goods to the market late is a loss of money for⁴ us. You can see, as a result, that the entire cost of the goods may be lost if we get to the market⁵ late. We have had to get to the market late entirely too many times, and though we have sent you⁶ several notes you still take too long to ship our goods.

Except for being too late with the goods, and⁷ except for not answering our notes, we think you do a fair job. But, if this note does not result⁸ in good service on the next lot of goods, we shall stop taking your items.

Yours, (175-183)

Exercise 45

1. Sir:

I am waiting now for an answer to my recent note to you in which I stated that I had talked with¹ the head of your business.

At the time I talked with him, he stated that your office was waiting to get² its new catalog. He stated, also, that if he got the new catalog, he would have it sent to me. Almost³ an entire month has passed, and I am still waiting for the new catalog about which the head of your⁴ business talked with me.

Do you not think it is about time for you to give me in writing a reason for⁵ not having sent me the new catalog? I doubt that you have not yet received the catalog, and I think⁶

the way in which you act about the entire business is enough to make me doubt that you give fair value on⁷ the items which you sell.

If you have any doubt about my story, or my recent notes to you about⁸ the catalog, I shall be happy to come to your store and speak to you about the entire case.

Yours, (178-189)

2. Sir:

The head of our store stated that he met you about a month ago, but instead of making a deal to¹ mail you a catalog at the time you met, he was waiting to get a note by mail. Instead of answering him² by mail, he said you talked to him about it a day or so ago, and today we received your note in which³ you asked why we had not sent the catalog.

Indeed, we have sent you a catalog, but you may not yet⁴ have received it. If we can meet any desire of a customer, we do indeed meet it. If you think we should⁵ meet a wish of yours, instead of waiting, just get in touch with us, and we shall, indeed, meet your⁶ wish.

We hope we have met by this note any basis for doubt which you might have had about our service.⁷

Yours, (141-152)

3. Sir:

We are sometimes asked by those folks who are quite fat to get special goods for them. As a result¹ we now have in stock a special-size bed, and a special-size sheet which should be just the thing for² any customer who is quite large or fat.

The special-size sheet can fit any bed, but it is especially fit³ for service on the special-size bed. The sheet is nine feet long, and the bed is seven feet long. We think⁴ that a bed seven feet long is just right for those folks who are quite large.

We shall be happy to show⁵ you our new stock at any time.

Yours, (107-114)

Exercise 46

Sir:

We think we sent you in a recent notice the right rate on our writing items.

The right rate on these¹ items is a dollar a box, although a recent change in the rate to us may cause a cut in the charge² and thus effect a change in the rate to you. If the change in cost does effect a change in the right³ rate to you, we shall absolutely mail you a note to that effect.

The fact that we are writing to you now,⁴ should show that we shall write to you if we receive a change in cost in the next few days. In fact,⁵ we wrote to you two days ago to give you the right rate, and we shall write to you as soon as we get⁶ a different rate.

When we wrote to you last time, we stated that we might have a new store in your⁷ territory soon. We should like you to know that we shall locate the store in your city, which is, without⁸ a doubt, in your territory. We shall locate the new store in your territory, and have it ready for⁹ business by July.

We had looked at many a store in your territory when we wished to locate the new¹⁰ store, but we looked at the store in your city for just a few minutes, and decided to take it. Although¹¹ we had looked for a store for some time, it took but a few minutes to sign for the store we looked at¹² in your territory. We think those few minutes shall pay us back in good business.

Yours, (257-274)

Exercise 47

1. Sir:

We wish to inform you that we have received your recent note in which you stated that you might¹ locate your new store in the same territory as our business.

We think we should inform you that our² territory is never good for business until the month of November. Thus, we think you should never have³ decided to locate the store in this city in July, but that you should wait at least until November first.⁴

Unless you wait until November, we think your new store shall only cost you money. Unless you are⁵ ready to take a loss of a lot of money, you will only waste your time if you locate in this city early⁶ in July.

We shall be only too happy to inform you of anything which you may wish to know, unless you⁷ have absolutely decided not to wait until November.

Sincerely yours, (153-149)

2. Sir:

We shall certainly thank you for the news you sent us

in your recent note, and for the fact that¹ you may save us a good deal of money by asking us not to locate a store in your territory until November.²

We had decided almost certainly on the month of July, and we had recently informed the folks in³ your city that we would form a business in your city in July. Since we have already informed them of⁴ the date, they will certainly expect us in July, but we have recently had a loss of money on a different⁵ store, and we can use the loss of money as an excuse for not taking a store until November.

We think⁶ any excuse we give to the folks in your city should be satisfactory, and since we recently had to make⁷ a deal with the head of the bank, the excuse is not only satisfactory, but it also has a basis in fact.⁸

We hope the service we have given you in the past few months was satisfactory, and we wish to thank⁹ you for your recent notice.

Yours sincerely, (188-192)

Exercise 48

1. Sir:

We wish to inform you that your insurance policy money was due in January. It is now the first¹ of February, and we have had to carry the insurance policy along for a month since January in the hope² that you would pay for the insurance soon.

We shall carry the insurance along for the month of February³ only, and if you have not paid by the last of

February, we shall certainly let the policy go.

Together⁴ with your insurance, we have had to carry along the insurance of our business. It is altogether⁵ too much to expect us to keep our business going when we have to pay your bills together with our bills.⁶ We shall expect you to pay for your insurance in February, or we shall give up your business altogether.⁷

We expected you to write to us in January. We now expect you to write sometime in February, and⁸ if we get no answer, we shall let the policy go.

Sincerely yours, (173-168)

2. Sir:

I have had no time to write to you about my insurance policy, since I alone have had to take charge¹ of the business for exactly four months.

I shall certainly give you the money for the policy exactly on² the 15th of February, because in a few days I shall not be alone in the business, and I shall have the³ time to get the money. I know you expected to have the money in January, but I have had so little⁴ time since late last fall that I could not take off the time to write to you. Since the fall, my folks⁵ have had to be away, and I have had to take charge of the store alone. I feel that because I have⁶ had so little time since the fall, you will have no reason to let the policy go, and I think you must⁷ feel now that I had some reason for not writing.

I had something of an awful feeling in taking the⁸ store

myself, because I knew nothing about the job, but the awful feeling was due to the fact that I⁹ was new. Now that I have had the job since the fall, I have no awful feeling of doing the job alone, and¹⁰ I can take the time to write to you.

Yours sincerely, (210-223)

Exercise 49

1. Sir:

We have on file a bill which you owe us, and the file seems to show that the bill was due several¹ months ago.

Since you are a fellow customer, we should like to give you full time and full value for any² goods you buy, but as a fellow customer you must know that if we keep bills in the files too long we³ shall never get on in business. You must fully know the fact that the money you owe us is indeed money⁴ which we must use if we wish to keep our business going. Thus, we feel that as a fellow customer you⁵ should fully respect the service we give you, and should pay your bills. Our files show that the full⁶ bill was to be paid in February, and we feel that you should respect the due date on any bill you owe.⁷

We fully hope you will give us the money for the bill in the files, so that we may keep our respect⁸ for your way of doing business.

Sincerely yours, (169-179)

2. Sir:

The money which we owe you should follow in the next mail. We thought we had fully paid for the¹last bill, and,

as a result, we sent no money to follow along with our last note to you.

If you receive no² money in the next mail, just fill in the little notice with this note, and mail it back to us.³ We shall fill in a check and mail it to you, and you should receive it the next day.

We think it is best that⁴ the check follows this note, so that you can inspect the bill in your files with this note, and see if⁵ the charge is exactly the same as we have it. If the bill you inspect is exactly the same, the check⁶ that follows should meet the full bill we owe you. We may sometimes make an error when we pay your⁷ bills, and that is why we would like you to inspect fully each bill we pay.

We have long respected you and⁸ your business, and the reason we respect you is that you have always inspected all bills paid to⁹ you. We feel that it is only right for you to make an inspection of each bill we pay. If the bill is¹⁰ inspected, we know that the money paid is satisfactory to both of us.

Yours sincerely, (216-228)

Exercise 50

1. Sir:

Were you at the farm when the notice of the war news came? If you were, and thus knew nothing of¹ the war until you came back to the city, you know the reason why we would like to sell you a wire to be² put in at the farm.

If we were to put up a wire at the farm, you could get all the war news, and anything³ else you might like, without

going to the city. A wire would cost but little to put up, and you would⁴ always get good value for the money you put into it. You would not have to walk miles to get to the city.⁵ Instead of taking a walk to the city, you could get any news you wished at the farm.

If you were to desire⁶ a wire, we could put it up in a week or less. Write to us if you would like to have a wire, and we⁷ assure you that we shall do the job in a week.

Yours sincerely, (152-176)

2. Sir:

Do you suppose you could work for me at the farm for the month of July? I shall have to go away¹ that month, and I must have the work out by the last week in July, or the first week in August.

I know² it will be warm, especially if you were to be working at the farm, but the work should take only a few³ weeks, and it may not get warm until late in July. It would be worth a good deal to me if you were to⁴ take the job of working at the farm for a few weeks, and I shall make it worth a good deal of money to⁵ you.

If you think it will be worth it to you to work at the farm for several weeks in the warm months⁶ of July and August, wire me, and I shall mail you a check which I think should be satisfactory.

Sincerely yours,⁷ (140-160)

Exercise 51

1. May,

The folks were happy to know that you are working at

the factory. We feel we should have written¹ to you a few weeks ago, but we arrived at the farm when it was too warm to do anything except rest.

We² should like to know exactly what you are doing, how much your job is worth, what the city is like, etc.³ We certainly feel lost without you, but maybe you will come to see us for a few weeks if you get off⁴ sometime in the year.

The farm is quite satisfactory, and ma and pa are having a nice time. We looked for⁵ a farm for several weeks, and when we saw this farm we took it without waiting. We decided it was the⁶ best farm we could get for the money in this territory. The result of a few weeks at the farm seems to⁷ show that we were right in taking it.

We hope you will write to us soon.

Love, (155-167)

2. Sir:

We have decided to pay our bill with the attached check, but we think you should note that the¹ check is not quite the full size of the invoice. This is due to the fact that the goods we received² last week were certainly in a poor state. They looked as though they were used in your store for³ some time until we bought them, and as a result, we have decided to pay you the full invoice, less six⁴ dollars for the poor state of the goods.

We think the goods were not fit for service. In fact,⁵ we had to put some of our money into making them appear to be new and ready for good service.

We shall⁶ be happy, indeed, to show you the entire cost to us of making the goods fit for service. You will note⁷ that the cost was six dollars; exactly what we took off the bill.

Yours sincerely, (156-158)

CHAPTER XI

Exercise 52

1. Sir:

Many of the people in this city believe you are going to locate your factory in this city.

These¹ people believe that you would be able to save money, and apply what you save to a cut in the cost of your² goods, if you were able to place your factory in this city. If the belief of these people is right,³ and you were to place your factory in this city, you would make money on your items, and still be able⁴ to sell them at low cost. You could apply the money you save to making different items, or new items⁵ which people can use.

We believe that if you were to apply the money you are able to save to making any⁶ new article, the people who can use such a new article would certainly buy it, and you might make a⁷ good deal of money on the new article.

If you place your new building in this city, we feel the building⁸ shall save you money, and it is our belief that the building may make enough money to cause you to apply⁹ the money to a new article.

Yours sincerely, (189-196)

2. Sir:

We shall not be able to deliver the article you bought

at our store, and you will have to call for¹ it.

At first we believed we should be able to deliver it, but the charge for the article was so low² that if we were to give you delivery service it would cause us a loss. Thus, you will have to call for³ the article, unless you wish to pay to have it delivered. We know you believed you could have it⁴ delivered for nothing, but we shall not be able to do such a thing.

If you wish to call for the article,⁵ it will be available any night this week. If it is not available when you call, it will be in the⁶ delivery room. It might save you time if you called us first, so that we could have it ready for you. If⁷ you called or sent us a wire, we would not close until you got the article. We usually close at six⁸ o'clock, but if you call, we shall not close until you have reached our store and received the article.⁹ If you give us an hour or so until six o'clock, we can get the article out of the delivery room for¹⁰ you.

Yours sincerely, (202-214)

Exercise 53

1. Sir:

I bought an article at your store several weeks ago, but I did not get a notice till today that you¹ could not make delivery of the item.

Do you not think the best time to tell me you could not deliver² the article was the day I bought it? Also, do you not think you should tell me why you took till today³ to inform me you could not deliver? I do not believe it should

take a store two weeks to inform a⁴ customer that it will not deliver an item.

It seems to me that it is not fair to expect a customer to⁵ call at your store at a special time for delivery of any article he has bought. I feel, also, that any⁶ money I pay in calling your store should be sent back to me.

May I ask that you inform me if you are⁷ ready to pay me for the cost of calling and writing to you.

Yours sincerely, (155-165)

2. Sir:

We should like to have you call at our new building and see the many new things we have.

It is the¹ equal, we believe, of any store in the United States of America. You will notice that we can keep the store² equally cold or warm, or any way you like. In January the store is warm enough to equal a day in July.³ In August the store is cold enough to equal a day in March. The new things about the building are⁴ equalled only by the new items we sell. We believe the cost of each article can not be equalled by any⁵ store.

If you wish to visit the city at all, or if you wish to buy at all, visit our store first.⁶

Sincerely yours, (122-131)

Exercise 54

1. Sir:

If you wish to play the music you like best, you will

have to visit our store and see the new article¹ we have in stock which will play all the best music in the best way.

The article was placed in the² store a day ago by the head of our business, and we believe it was placed in stock at a cost which all³ people can meet. You can check the cost of the article by going to all places in the city, but we⁴ feel certain our cost is as low as that of any of the places in this city or in this state.

If you wish⁵ to play pleasant music at a low cost, you should come to see our new article. You can be certain that it⁶ will be pleasant for us to give you our best service.

Yours sincerely, (134-147)

2. To Miss May Black:

Please call at our store today, if possible, to see the new items which we have on sale.¹

We know you will be pleased to see all the new fall things, and we believe it will be possible for you² to save a good deal of money and still please yourself, if you buy some of the fall things we have in³ stock.

We shall be pleased if you will ask for Miss Blue, who will show you our full stock of fall⁴ things. Miss Blue has had charge of these fall items for the past five years, and she will be certain to⁵ please you. So, Miss Black, if you can possibly take some time to come in and see our stock and⁶ possibly buy a few new things, we know you will be pleased.

Yours sincerely, (135-141)

Exercise 55

1. To Miss Hope Blank:

We think we can claim the right to having the best class of music items in the city.

We¹ claim the best class of music items only because we believe we can show you that we have the largest² stock of music in the city and because we think you know that we have a new article in stock which³ can play all our music with clear, pleasant notes. We believe you have come to our store since we have⁴ had the article which can play music with such clear, certain notes. You must know of this new article⁵ because it was used at the club for the show which was given at the club several weeks ago.

All the⁶ people at the club said that the claim we make to having the best class of music is absolutely clear,⁷ because we now use the new article to play all our music.

We expect to see you at our store, Miss Blank,⁸ and we shall be pleased to play our music for you.

Sincerely yours, (174-179)

2. Sir:

We enclose a duplicate copy of a couple of news items which we saw in the "Times" today.

We enclose¹ duplicate copies of a couple of these items because we wish to keep the "Times" on file ourselves for² several days. You will notice that a couple of the items which we are enclosing give the cost to³ you of some of the things which you may have to buy soon. We believe you will

not be able to duplicate⁴ the value of the items, whose cost we are enclosing, at any store in the state. We have also enclosed⁵ the cost of these items to us so that you can note the enclosed cost of the items to us with the charge⁶ we make to you. You will see, by all the charges which we include with this note, that you get⁷ these items almost at cost. We include some items which you might not think it possible to sell at the⁸ enclosed rate.

The cost of many of these things to us, including delivery, and including all charges for⁹ sale, may be the same as the cost to you.

Buy all the items whose charges are enclosed now, if you wish¹⁰ to save money.

Yours sincerely, (206-209)

Exercise 56

1. Sir:

If you will oblige us by making out the enclosed blank and taking it to your local store in which¹ our goods are sold, you will not only oblige us but you will oblige yourself.

We are obliged to deal² with the customer by way of any local store at which he does business. We can give you our low cost on³ goods because we save on building and store charges, and because any delivery of our goods comes by way⁴ of your local store. We are obliged to deal in this way if we wish to make available to you a low⁵ cost on our goods. We sometimes sell by way of the local paper, but the charge for using the paper⁶ in your local city is high and would

result in a high cost to you.

Many papers carry our items sold by⁷ your local store, but the name of the local store, instead of our name, is used in the papers. Instead⁸ of making sales by way of the papers, we can give you the best value by writing to you and enclosing⁹ a blank which you may use at your local store.

We are certain you will oblige us and yourself by¹⁰ going to your local store to look at our goods.

Sincerely yours, (212-219)

2. Sir:

We are enclosing a sample copy of the goods we sell at your local store.

If you wish to get a supply¹ of goods similar to this sample copy, write to us or go to a store in your city to see what supply² of items it has. If the total supply of goods at your local store does not seem to be like the sample³ we enclose, and the store is unable to give you what you desire, fill in the enclosed blank and mail⁴ the blank to us. We shall reply to you in a few days to let you know why the local store was unable to⁵ supply you with goods similar to the sample.

If you wish us to mail a supply of any items we have in⁶ stock, just reply on the enclosed blank, and we shall deliver the goods or reply to your note in a week.⁷

Yours sincerely, (143-156)

Exercise 57

1. Dear Sir:

We do not know if you wish us to address mail to your

house or to your business office.

If you¹ will agree to take all mail at your house, we shall address it with your house number. If you agree² to accept all mail at your office, we shall address it with your office number.

We must know how you³ wish the mail addressed if you wish to receive the best possible service. We first sent mail to you⁴ addressed to your house and numbered with the house number. You did not seem to like it so we have addressed⁵ and numbered this note with your office number. If this note is no better, we shall have to know exactly⁶ what you wish, to give you better service.

As a member of our mail service, you should get the⁷ best possible mail delivery. Since we desire to build up our business, we do not wish any member to⁸ give up our service. We feel that if members like our mail delivery, they will get us new members and⁹ thus build up our business.

Truly yours, (188-188)

2. Dear Sir:

We sent you a note in April, and we feel you may not have remembered to answer our April note.¹

If you can remember the note now, you will possibly remember that we asked you to reply as soon as² possible so that we could present your reply to the principal.

The principal wished to have as soon as³ possible, the total number of books available, so that he might present those books to the people who⁴ were going to study during

July and August. If we do not get the books to these people during July and⁵ August, both the principal and I feel that they may not be able to keep up with the class in the fall.⁶

Remember, these books are principally for those who wish to study during July and August, and the⁷ principal reason for having them study is to keep them equal with the rest of the class.

Yours truly, (159-158)

Exercise 58

1. Dear Sir:

I remembered to make a reply to your note of April 19, but I sent the reply to the principal.¹

The truth is, the total number of books we have is not enough for all the people who wish to study² for the fall class. The truth also is, that I think the books may do these people little or no good³ unless they have a teacher to work with them during July and August. If you can get a teacher, or⁴ several teachers, to work with them, they may possibly equal the class by the fall.

If you wish the books,⁵ I think I can get them for you at a low price. The usual price is a dollar a book, but the prices on⁶ books are going up, and if I can get you a total price on these books which will equal a price of a⁷ dollar each, I think you ought to take them.

If the principal can possibly get teachers for these people,⁸ and if you wish me to get books at low prices for

them, we may be able to work with them during July⁹ and August.

Yours truly, (184-197)

2. Dear Dr. Long:

We brought a package to your house a few days ago and delivered it to you with much care.¹

We should like to know if the package we brought to you with so much care was satisfactory. If it² was satisfactory, you may wish to use our delivery service for any items which you wish brought to³ you, or for any goods on which you desire careful delivery.

Since we brought the package to your house carefully, we⁴ feel that we can bring you the careful service you must have.

We call for goods or bring⁵ them to you carefully for a small price. We give our careful service on credit to any doctor if⁶ he does not wish to pay cash. If you wish to use our credit service, we charge a small price for the⁷ cost of the credit to us. We know our delivery business can bring you fair and careful service.⁸

Yours truly, (163-160)

Exercise 59

1. Dear Mrs. Able:

We are glad to know that you were able to get on credit some of the things you had to¹ have for the party. It makes us glad to know that some of the people who are dearest to us are going to² the party.

You and Dr. Long are the dearest people we know and we were most glad to get notes in which³ you both said you were going to the party.

Your story of the dress you bought makes us glad to know⁴ that the store gives a good customer credit for a dress or anything else without an extra service⁵ charge. We think you know that almost any store would make you pay an extra service charge if you⁶ bought a dress on credit.

We think the extra grade of service and the extra grade of value which the⁷ store gives is worth any time you give up in going to the city.

We are most anxious to get a note about⁸ the party and about how the dress looked on you. Be certain you write to us soon.

Yours, (177-187)

2. Dear Sir:

If you wish to have any goods delivered without having to pay an extra service charge, we¹ think you should use our "Liberty Express Service" this month.

As of the last week of this month, the² price of any express delivery must increase by a dollar for each express delivery. If you wish to³ have your goods delivered without having to pay any increase in price, just write to the manager of the⁴ "Liberty Express Service." The manager of "Liberty Express Service" should have the delivery on our books⁵ in a few days, and you will save the increase in price.

Remember to write to the manager of "Liberty⁶ Express

Service" and ask him to put notice of your delivery on our books.

Yours truly, (137-127)

Exercise 60

1. Dear Sir:

We believe you should take a trip during the month of October if you wish to have a good time¹ this year.

We can work out a program for you to follow on any trip during October which will cost² less money because you will be going away during a month when few people take a trip. Also, we know you³ will have the best time possible if you follow our program during October. You can trust us to set up⁴ a program for your trip which will cost you the least money. You can trust us to set up a program⁵ which will give you the best time.

We try to set up a program which will give the people who use it no⁶ trouble. We try to charge a price which most people can pay without any trouble. If you desire a trip⁷ with no trouble and the best service, you should try our program. Just fill in the enclosed blank⁸ and mail it to us. You can trust us to do the rest.

Yours truly, (173-180)

2. Dear Sir:

You wrote us a few days ago about a pretty house which we have for sale on some property close¹ to the water.

It is true that the pretty house and property close to the water are for sale, but it² is also true that the price

is far beyond the price which you wish to pay. The true price on the house³ alone is far beyond the price which you have given us. Also, any property in the city which can face⁴ the water is worth a lot of money.

We believe you must be trusting the price given to you by the⁵ bank for any house and property of the same size in the city, when you should be trusting the true value⁶ which we have given you for a house and property on the water side.

We assure you that the price we⁷ have given you is the proper price for the property. You can check with the bank to see if it is the⁸ proper price. If you feel that it is not the true and proper value, we shall be glad to show you something⁹ else.

Yours truly, (184-195)

Exercise 61

1. Dear Sir:

We regret the fact that you could not come to the program we put on at the "Fair." The purpose¹ of the program was to show how you could best use our goods.

We regret that you could not see the² program because we think the purpose brought out the best possible use of our goods to the customer.

We³ were surprised to note exactly how many people did not know the full purpose of our goods and we think⁴ it is possible that many people who came were surprised at the full value and purpose of our goods.⁵

The surprise of many people at the description of what our goods can do was enough to make us feel that⁶ you, too, would be surprised at a description of the full value of our goods. Thus, we are enclosing⁷ a description of the full purpose of our goods, and we feel that much of this description should surprise⁸ you.

We know you regret not having seen the show we put on, but we believe the enclosed description⁹ shall give you a pretty full story of what our goods do.

Yours truly, (194-193)

2. Dear Sir:

Our secretary sent you a separate notice and bill last week about the money which you owe us¹ for the work we did on your farm in the spring. The reason our secretary sent you a notice and a² bill by separate mail was to give you time to pay the bill for the work last spring.

It would seem as³ though the separate notice and bill sent by the secretary were not strong enough to get you to answer, or⁴ to pay for the building of the road on your farm last spring. It may be that the law is strong⁵ enough to make you pay money which you owe.

We think you know that it took us as much time to make your⁶ road as it does for us to work on a city street, and it certainly cost as much money to make as a city⁷ street. We think that since the price the city has to pay us for the building of a street is much beyond⁸ the price you have to pay us for the building of the road, you have no strong

reason for not being⁹ able to pay.

We shall expect an answer to this notice in a few days, or we shall go to law to get our¹⁰ money.

Yours truly, (203-221)

Exercise 62

1. Dear Sir:

We regard "Church College" as the best college for any boy or girl in this state.

"Church¹ College" has a record which we regard as the best because we know its boys and girls are as high in class² study as those in any college in the United States. We know of this record, and we regard the record as true³ because we, ourselves, have seen the course of study at "Church College", and we know the work which each⁴ boy and girl at the college must give to each course. Of course, we can say nothing as regards the⁵ work of the boys and girls out of college, but as regards the work of the boys and girls in each college⁶ course, we feel we can say it is of the best.

In accordance with your wish, and in accordance with the⁷ wish of the people at "Church College", we shall be glad to give notice of the record work of the boys⁸ and girls of the college to the city papers.

Yours truly, (171-177)

2. Dear Sir:

We believe the correct charge for the goods you purchased is in direct error to the bill¹ which you recently paid. Our records show that the correct bill should be six

dollars, and the check² which you paid to our secretary for the goods you purchased was for only a dollar.

We have written to our³ bank, and asked them to direct you to pay the correct bill of six dollars for the goods purchased by⁴you, so that we may correct our records. Thus, you will have to add five dollars to the check of a⁵ dollar which you have already paid, if you wish to direct us to take your bill off our books and correct⁶ our records.

We are glad to deal with a person like you, and have you purchase our goods because we⁷ know a person in your business does not purchase goods unless he can pay for them. We hope to see you⁸ in person when you next come in to our store to purchase stock.

Yours truly, (175-176)

Exercise 63

1. Dear Sir:

We were unable to agree with the bank regarding the terms which they wished to give us for the¹ property which you own.

The trouble was largely regarding the terms which they wished to pay for the² property you own, since we asked for a larger price, and they were not ready to pay the increase in price.³ Since the trouble regarding terms is largely due to the larger price you wish on your property, we⁴ may sell our property to the bank in a separate deal, and let you make terms with the bank regarding⁵ the property which you own.

The reason they have no wish to pay a larger price for the property, is⁶ largely due to the new road which the city

is building far beyond the property you own. They feel they⁷ should pay no regard to the new road, because it is too far away to be used, and we know your terms are⁸ largely on the basis of your regarding the new road as a reason for an increase in the value of the⁹ property you own.

Yours truly, (185-188)

2. Dear Sir:

We are afraid that the owner of the business shall not come to our dinner, nor shall the owner¹ answer our note asking him to come to dinner.

We are afraid he will not come to dinner, or try to² answer our note, because it was sent to him by our secretary, and not by us. Mr. Church, the owner of the³ business, is a remarkable person in that he will always try to have everything exactly as he would⁴ wish it; nor is he ever afraid to tell everybody exactly how he would like everything.

It is remarkable⁵ to us how a person like Mr. Church could ever get on in business, because everybody is afraid to deal⁶ with him. What is more remarkable is that Mr. Church has had more and more business every year on⁷ everything he has in stock, and yet everybody who has to deal with him as owner of the business is afraid⁸ of him.

To get back to the news of our dinner, we think he will not come, nor shall he answer our⁹ little note.

Sincerely yours, (185-187)

Exercise 64

1. Dear Sir:

Over a month ago, I wrote you a note asking you to

deliver my goods on Friday. It is now over¹ a week since Friday, the date on which I asked you to deliver, and you still make no effort either to² deliver the goods or to answer my note.

I am not asking for a favor either for myself or for my business;³ I am asking you to make an effort to deliver goods which were due over a week ago Friday. Either⁴ you make an effort to deliver the goods to me this Friday, or sometime near Friday, or I shall favor you⁵ with a law suit. It would seem to me that you will favor yourself if you deliver the goods sometime⁶ near the date set for delivery.

Either the manner in which you get money, or the manner in which you⁷ deliver goods has a good deal to do with success in business, and I believe the manner in which you deliver⁸ goods may have a good deal to do with the poor success with which you make money. Deliver goods on⁹ the date set or near the date set, and notice the manner in which you do more and more business.

Yours truly,¹⁰ (201-210)

2. Dear Sir:

We wish to offer you some of the best property in the city at a purchase price which is nearly¹ low enough to have you buy two lots.

However, if you will accept our offer for the piece of property² near the water, we are certain you will make nearly four times as much as you pay for the property.³ If you can show us any other property in the city for which you can get

nearly as good an offer as this,⁴ we shall take pleasure in making the sale at cost price to us.

We are certain you can get no other piece⁵ of property, nor any other offer, which will give you nearly as much pleasure as our property and our⁶ offer. However, we shall take pleasure in going with you on a trip to any others you wish to see. If you⁷ do see a number of others which you desire, we shall take pleasure in making the purchase for you.⁸

Yours truly, (162-169)

Exercise 65

1. Dear Sir:

We are sure that the remark which Mr. Spring wrote in his paper on Friday was not a remark¹ which he wished to direct at you.

We are also sure that the remark was not original with Mr. Spring, but² was a mere copy of a talk given some time ago by Mr. Black, in which Mr. Black remarked that many a³ delivery business was a mere excuse for taking up time.

Mr. Spring had no reason to make his⁴ article seem original, since in the article he remarked several times that he was obliged to⁵ Mr. Black for the original copy of the article.

You can be sure that your delivery business has our⁶ approval, or otherwise we would not deal with you. Surely, if we thought otherwise, and did not give you⁷ our approval, we would deal with some other delivery business. Last week we used your delivery service⁸ for some of our goods, and we

surely would not have called you if you did not have our approval.

You can⁹ be certain that we think your delivery business gives good service, and we surely give it our approval.¹⁰

Yours respectfully, (204-195)

2. Dear Sir:

This is a personal note to let you know that we have just bought a beautiful new two-story¹ building, and we think you will surely have something to regret if you do not see it.

The first floor has² many beautiful items for summer use, and we think you will see a good many lovely summer items on this³ floor which you must have.

The next floor has many items, some of which are beautiful enough to be kept⁴ on our first floor, but since most of these items are for fall and not summer use, we keep them on this⁵ floor.

The building itself is beautiful, and you can be sure that if we thought otherwise we would never⁶ write you a personal note asking you to come to see it.

It will be a pleasure to show you all our⁷ beautiful items on each floor of the store, and we feel sure that many of them shall have your personal⁸ approval.

Respectfully yours, (166-168)

Exercise 66

1. Dear Sir:

There will be no charge for the delivery of your goods to you by express freight.

This freight¹ is to be delivered to you free, because we

include the price of freight in the price we charge each² customer for every purchase.

You will notice that there is usually a charge of three dollars for the freight³ which we shall deliver to you, free of charge. However, we feel that we can deliver freight free⁴ and still make enough money to stay in business. We have used a free delivery service for three months⁵ now, and the increase in our business has given us enough money to take care of the extra charge to us⁶ for the delivery of freight free.

We feel that there is no reason why we should not sell our goods to⁷ a customer at the best possible price. We shall follow this principle as long as we can do so, and still⁸ make money in our business.

Yours respectfully, (170-166)

2. Dear Sir:

We wished to write to you before you left for a trip this summer, and ask you to be sure not¹ to forget to bring us the thirty dollars you owe us.

You may mail a check for thirty dollars to our² office before you leave, or, if you think you may forget to mail us the thirty dollars, we shall be glad³ to come to see you at any time before Thursday to get the money. We must have the money for some personal⁴ business before Thursday, and if you forget to have the money ready for us, we may have to bring⁵ suit, and thus delay your trip.

The thirty dollars was owing to us over three months ago, and we can see no⁶ reason why you should forget to pay

this money; especially since we have sent you several notes about⁷ it.

We shall expect to receive the money before Thursday, or, as we have said, we shall have to bring⁸ suit to get it.

Respectfully yours, (167-172)

Exercise 67

1. Dear Dr. Strong:

We are very glad to know that you wish to see a car cover similar to that which your¹ brother bought from us last Thursday.

Your brother was sure that you could use a cover for your car,² since you must take the car out in all weather, and sometimes the weather is very bad. We are sure that³ you must know the trouble you can have from a car if it is left out in bad weather without a cover.⁴ Indeed, your brother said he had not covered his car during the very bad weather last week, and because⁵ he had not covered it, he could not get it to go for over an hour.

The prices on a car cover are from⁶ three to six dollars. You can be sure that any cover you buy from us can give you good service in all⁷ weather.

Yours respectfully, (145-152)

2. Dear Mr. Blue:

We saw your folks at their farm last Thursday, and we think you will be glad to know that¹ they are very happy. They are having a good time taking care of their farm, and they are able to make money² through the sale of the stock on the farm.

We saw them because we were taking a trip through the state,³ and we remembered the name and address of their farm when we came to a city near it.

They are most anxious⁴ to see you, and they asked us to bring you with us if we passed by in the next few months. We are going⁵ through their city next Friday, and we thought you might like to come along with us. If you would like⁶ to do so, answer us before next Thursday, so that we can meet you on Friday and take you with us.

Yours⁷ respectfully, (142-154)

Exercise 68

1. Dear Sir:

We wish to inform you that we shall locate our new store in New York City some time during the¹ summer.

We shall make an effort to sell all our stock at a price which no other store in the city should² be able to duplicate. On the first day of business, we shall offer an article worth at least three³ dollars to every customer who makes a purchase of thirty dollars or more. We shall make a very strong⁴ effort to have enough sales people on each floor to give each customer the best possible service.

You⁵ may be certain that everything in stock shall be in the very best of style, as we shall bring into the⁶ store only those things which are new and up to date. We shall surely take pleasure in having you come⁷ to our new store when it is ready for business.

Respectfully yours, (153-153)

2. Dear Sir:

We are enclosing a bank book which you must have lost in our store last night.

In accordance¹ with the policy of our store, we should like to have you sign the enclosed blank receipt, and mail it to² us. The receipt is kept on file in the office of the store manager so that if there is any doubt about³ the owner of a lost article, we have on file the name and address of the person who received the article⁴ from us.

We hope we have give you satisfactory service, and we shall be much obliged if you will mail⁵ us the enclosed blank for our records.

Yours truly, (109-113)

CHAPTER XII

Exercise 69

1. Dear Price,

We have been having a fine time at college this year. I am sure that if you had known¹ the fun we were going to have, you would not have been quite so ready to take a trip, even if you had² known you would have a fine time and a lot of fun on your trip.

Of course, you do not have to study³ even a little on a trip, but you know as well as I do that if you wish to keep up with our class⁴ you will have enough to do to keep you busy when you get back, and that is not so much fun, even if you have⁵ had a trip all over the United States.

Had I known that your folks were going to take a trip during the college⁶ year, I would have given your pa a man-to-man talk, and at least he would have known that if you⁷ miss even a month you have a lot of trouble making it up.

Take my advice like a good little man, and⁸ study on your trip. It may even take away some of your fun, but at least you will keep up with the⁹ class.

Yours, (183-207)

2. Dear Sir:

It is our general opinion that within the last thirty days we have given you much better¹ service than we have

ever given you before.

We feel that you must have been given the same general opinion² within the last month, since we are now making each delivery by express. This should mean even better³ service than ever before. If the use of express delivery does mean even better service than before,⁴ we should be glad to have your opinion as to how far we should go in making an express delivery to⁵ the northern and southern states. Is it your general opinion that we should deliver our freight by⁶ express to both northern and southern states? Do you think it would mean an increase in cost to the⁷ customer if we were to deliver our goods by express freight to northern and southern states, or do⁸ you think the customer would save more than the increase in price by the better delivery time?

We⁹ would like to know, generally, what your opinion is on these things. Generally, we try to give each¹⁰ customer the service which he would most desire.

Yours truly, (211-195)

Exercise 70

1. Dear Sir:

I have often wished to give a party for all the men and women in my factory, and I should like¹ you to know that I am going to have such a party for all the men and women next Friday.

I shall be² very glad to have you come to this party of mine, and I assure you that if it is a success, I shall often³ have a party for the men and women who work at the factory. I am sure that the party of mine shall⁴ mean a fine time, and

a lot of fun for every man and woman who can come to it.

I am enclosing a notice⁵ which you will have to show to the man or woman who is at the door. I would like you to come to this⁶ party on Friday, and I hope you will come to any other party at the factory as often as it is given.⁷

Yours truly, (142-165)

2. Dear Sir:

We have been waiting for you to call at our office again so that we might again begin the business¹ deal about the mine which we were working out with you during the first week of June.

During the² time we have been waiting to see you, we have been able to begin to check again on the stock and we have³ done all that could have been done without you. We had to go down to the mine again and again to see⁴ exactly what could be done, and to note just how we could begin the work at the mine. We are sure that⁵ if you had gone down to the mine with us, we could have gone on with the work without waiting to see you⁶ again. Now, we shall have to go down to the mine again, this time with you, to see what can be done⁷ before we begin to work the mine. You can imagine how warm it is going to be down in the mine in the last⁸ week of June. You can also imagine how warm it is going to be when we begin to work down in the mine⁹ during the summer. Even though it is now June, it might be worth it to wait until the entire summer¹⁰ has gone before we begin to work the mine.

We expect to get an answer from you within a few days,

if¹¹ you wish to begin work at the mine.

Yours truly, (229-252)

Exercise 71

1. Dear Sir:

I am happy to learn that you have already gone down to inspect the mine, and that you are¹ ready to begin work.

Before we begin to work the mine, we shall have to learn how to take care of each² machine to be used; we shall have to learn how to follow the line of the mine; we shall have to inspect³ each machine; we shall have to make up a line of work, etc. Since there is so much work to be done, I⁴ believe one man should direct the work on the mine itself, and the other man should check each machine,⁵ keep the line of work going and take care of the books.

Since the mine is now open, I shall be ready⁶ to go down into the mine with you tomorrow. At that time we can decide what one job each man shall do.⁷ It is my opinion that we should keep the mine open during the summer, and work it during that time.⁸

I shall expect to meet you at the open mine at one o'clock tomorrow.

Yours truly, (176-187)

2. Dear Sir:

The plan which you wish to follow with regard to the way in which we run the mine is fine,¹ but I am not so sure that the mine shall remain open for us to inspect tomorrow. It may not remain open² for us to inspect because we have had a very strong rain for the last few days, and water may

have³ covered the floor of the mine.

Your plan is a satisfactory one for us to follow tomorrow, but⁴ if we wish to run through the mine and inspect it, we shall have to hope that the rain did not close⁵ up the floor of the mine to inspection. If the mine is not open, we shall be able to inspect only those⁶ things which are not covered by rain, or which usually remain in the open. We may have to return to the⁷ mine some time next week if we expect to be shown all of it. As I said in my last note, I have been⁸ down in the mine before, and I have been shown most of it, but I wish to return there with you because⁹ I have not been shown everything I wished to see. What is more, we should be shown everything in the¹⁰ mine if we expect to run it along the line of the plan on which you have been working.

I shall meet you¹¹ at the mine tomorrow, and, if necessary, we may have to return to the mine again next week.

Yours truly,¹² (240-257)

Exercise 72

1. Dear Sir:

In the last few months I have taken more than seven items from your store, and I have paid you¹ more than ten dollars for each item.

Last week I bought an item for over ten dollars in your store, and² I then asked to have the item taken to a small farm, about seven miles out of town. You can imagine³ my surprise when I received a note from your store several days ago, which said that no goods would be⁴ delivered by you more than ten miles out of town, but would have to be taken by the

customer. I then⁵ called the manager of the store to tell him that the farm was only seven miles out of town, but I was not⁶ able to get him in.

It seems to me that if you wish to win the respect of each customer, and then win a⁷ fine regard for your store, you must accept the delivery of goods, even if it is more than ten miles,⁸ although in this case it was only seven miles. You will certainly win no respect and regard if you⁹ write the customer that the goods must be taken by him.

Yours truly, (193-204)

2. Dear Sir:

Our own delivery service was not in use last week, and we had to turn to train service to make¹ each delivery. Also, as you state in your note, our manager was not in town, and our sales people could² not turn to anyone for advice.

For this reason, upon receiving a purchase which had to be delivered out³ of town, many of our sales people did not remember that we were using train service that week, and⁴ wrote upon the duplicate purchase receipt, "No Delivery." We know that such a thing should not happen⁵ to anyone, especially when there is train service to be used, and we are certain that it will not happen⁶ to anyone again.

You will notice that we are enclosing a copy of some things for children between the⁷ age of five and seven, which we happen to have purchased at a very low price. If you see anything among⁸ these items for children between five and seven which you must have, we shall be happy to deliver it⁹ at any time. Many of these beautiful items for children are

being sold at cost price.

You may be certain¹⁰ that you can turn to our delivery service for any delivery between seven and ten miles away, and we¹¹ can assure you that we shall be only too happy to take upon ourselves the cost of any delivery to you.¹²

Yours respectfully, (244-237)

Exercise 73

1. Dear Sir:

On behalf of our new business, we wish to inform you of the advantage to yourself of making every¹ purchase in our new store.

Our new store shall represent on behalf of the customer, the policy of² the best that money can buy for the least possible price. The advantage of the policy we represent should³ be, above all, to save the customer money, and to give him fine value.

We have represented such a⁴ policy for more than ten years, and our new store shall indeed be representative of the policy of good value⁵ on behalf of the customer, above all. If you wish to take advantage of our service, please come down⁶ to our new store, and notice the style and prices of our goods which are representative of our policy⁷ of fair value, above all, to the customer. We believe you will note that our prices are half those of⁸ any other store, and we are sure that you will be ready to buy if you can save half the purchase price.⁹

We know that half our job is done when you see our goods, because we sell at half price.

Yours truly, (200-198)

2. Dear Sir:

I gave my wife the catalog which you sent to me a week ago, and I think it will serve to refer¹ us to the items which we may wish to buy.

My wife ought to be able to use the catalog you gave me to refer² to the things which we must mail to a relative who has a farm far out of town. We do not usually³ see this relative, but we do buy all the stock he must have to serve him on his farm. We usually buy the⁴ items he has to use on the farm by way of a catalog similar to the one you gave to me for my wife.

I⁵ think the catalog you gave us shall serve my wife, and from it she should be able to get all the things our relative must have on his farm.

Yours truly, (129-149)

Exercise 74

1. Gentlemen:

We cannot find the draft which you sent to us a week or so ago.

Since we cannot find the draft,¹ we do not know the correct amount which we must pay on our account. The amount of our account as² shown on our books is \$105, but it may be that we can take advantage of a discount if we pay the draft³ for the amount of the account early enough.

Thus, we wish you would be kind enough to write to us again,⁴ so that we may find out if we can or cannot take advantage of the discount. We hope you will be kind⁵ enough to make out the draft, less the amount of the discount. We

shall surely pay the draft as soon⁶ as we receive it and find out how much we owe you.

Yours truly, (132-146)

2. Gentlemen:

A gentleman who said he represented your store called on us on the second or third of February,¹ and told us that our trade with you during the past year had not been satisfactory.

We are not sure² that the gentleman represented your store, but we want you to note that this is the second or third³ purchase we have placed with you this month. We feel that if the gentleman did represent you, he must have⁴ told you, upon looking at our books, that our trade with you is much more than it used to be. We have⁵ tried to purchase as much stock from you as we believed our trade could buy, and we want you to know⁶ we have told you several times that if you tried to cut your prices by a half or a third at one of your⁷ sales, we should be able to purchase even more goods from you than we now do.

We want you to keep a⁸ note of the number of times we purchase from you during each month. If you tried to keep such a record,⁹ you would note that we purchase from you usually on the second day of each month, and some time during¹⁰ the third week of each month. We think you should be glad to trade with a customer like ourselves.¹¹

Yours truly, (222-227)

Exercise 75

1. Gentlemen:

I believe I shall be at your office around seven o'clock to attend to the front door.

If I am¹ not able to come at that time to do the job on the front door, however, I shall ask a friend of mine² to try to get to your office around seven o'clock. I am sure that he will be able to attend to the³ front door as well as I can. My friend may be able to get to your office around five o'clock, and if I⁴ cannot be on the job, you should expect him between five and seven o'clock.

I found that the door turned⁵ in when I had to attend to it last year, and when I found it that way I turned it out. From your⁶ account of the door, I think you want it turned back because you found it better to use last year than you⁷ do this year.

If my friend has to attend to the front door, you had better tell him just which way you⁸ want it turned.

Yours truly, (165-182)

2. Gentlemen:

I won't be able to give you any payment for the goods I bought from you last month until late¹ in June.

I know that you usually ask for payment on the items you sell within one week from date of² purchase, but I won't be able to pay you for the goods until June. I may not be able to pay even then,³ because I haven't the money. I know that if I write to you and say I won't make payment because I⁴ haven't the money, you have enough ground to get a

judgment. I feel, however, since I have always given⁵ each payment on time, and since I haven't ever before said I won't make payment, that you will not⁶ try to get a judgment, even though you have the ground for one.

I am sure that I shall be able to pay you for⁷ the goods sometime during the summer, even if I haven't the money now. However, if you get a judgment,⁸ you may never get full payment.

Yours truly, (169-176)

Exercise 76

1. Gentlemen:

I can't make full settlement toward my account this month because so far I haven't been able¹ to sell all the goods which I purchased from you several months ago. However, even if I can't make² full payment in settlement of my account this month, I feel sure that if you will make shipment to my³ plant of several items at a fair price, I shall be able to pay you back toward full settlement of both⁴ the last shipment and the new shipment.

The point is that my plant has been working a good deal of⁵ the time, and I should be able to make enough money on a new shipment to get back on my feet again. I⁶ assure you that I don't want you to make shipment to me if you feel that I can't pay any amount toward⁷ settlement of my account. I should like to make the point, however, that I shall have no trouble⁸ in making payment on either the last or the next shipment.

May I hope to have a new shipment from you⁹ within a

few days.

Yours respectfully, (187-188)

2. Dear Sir:

We don't mind the fact that you are late in payment of the last shipment of goods we sent you,¹ but we think that you should have at least returned our draft on you with some reason why you couldn't² make payment.

We didn't know that you had received the draft and had not returned it until our bank³ told us that you didn't have enough money to make full settlement. Even though we didn't mind the⁴ fact that you couldn't pay us this month, we did mind such little thought for our good service to you.⁵

Doesn't it seem fair to you, that any draft we make out on you on a shipment of goods should either be⁶ paid, or returned to us with some notice as to why you couldn't make payment? If this doesn't seem fair⁷ to you, then we shall have to stop doing business with you, because there doesn't seem to be any other⁸ way for us to make a deal with you.

Yours truly, (170-171)

Exercise 77

1. Miss June Black

22 Front Street

New York, N. Y.

Dear Miss Black:

If you have given a moment or instant of thought to what you wanted to do for your¹ summer trip, we know you must have thought for more than a moment of taking a trip away from land on a² ship.

If you have never been away on a ship, we are sure that it isn't possible for you to know how lovely³ it is to be far away from thought or care of land. It isn't possible for you to imagine how lovely⁴ a ship can be at night, with land far away, and not a moment of care about you.

If you wish to spend a⁵ month away on a trip, and to spend very little money for that month, we advise you to write us this⁶ instant. You will not regret for an instant the time you spend away from land, and you will, we are⁷ sure, be anxious to take such a trip again next year.

Yours truly, (152-165)

2. The Liberty Bank

15 Third Street

New York, N. Y.

Gentlemen:

I should like to know how I stand with your personal account department since the last statement¹ you sent me.

Since I have received the last statement from the personal account department, I have² spent a good deal of money on a house, and I am anxious about my account now that I have spent such a³ large amount.

I came down to see the president of the bank about my statement last week, but I was told⁴ that I couldn't see him because he went out of town for a few days. If the president went out of town⁵ for only a few days, he should be back now, and I should be able to get some notice as to how I stand⁶ from your personal account department.

I feel certain that the money I spent couldn't have

brought my⁷ bank account too low, but I am anxious to get a bank statement so that I may know how I stand.

Yours⁸ respectfully, (163-166)

Exercise 78

1. Gentlemen:

We shall be glad to advance you one hundred dollars on the merchandise you now have in stock¹ if you are planning to open the new store.

We can furnish you with an advance of one hundred dollars² on the stock of merchandise you have in your present store, on the basis of half the stock in the new³ store you are planning to open in June. This would mean that you must arrange to furnish us with a⁴ note on half the merchandise which will go into the store you are planning, in return for a check from⁵ us for one hundred dollars which will represent an advance to you for the note on your merchandise.⁶

If you wish to arrange to furnish us with a note for one hundred dollars, we shall be glad to make an⁷ arrangement to give you the money. You must remember that the arrangement states that we are to have⁸ a half payment on the merchandise of your new store for the advance we are making you. Please arrange⁹ to call and tell us if you will agree to our terms.

Yours sincerely, (193-191)

2. Dear Sir:

We shall be glad to have an agent of our business call at your new store on the date you are¹ beginning business.

Our agent, Mr. Blue, shall study your business from the

beginning, and then he will² mail us any necessary correspondence with regard to your store. If you wish to write us any³ correspondence even before the beginning of your new business, we shall be happy to turn the correspondence⁴ over to our agent. You must know that our agent is one of the best men in the country when it comes⁵ to the point of making a definite arrangement for the set up of a beginning business. We have sent⁶ him to different people all over the country, and there is a definite increase in their beginning business⁷ when he is working with them.

If you wish, we can show you some of the correspondence we have⁸ received from Mr. Blue when he is working on a job, and you will note the definite arrangement he makes⁹ to increase the business of every store which is just beginning.

Respectfully yours, (197-185)

Exercise 79

1. Dear Mrs. Strong:

We wish to inform you that beginning with this Thursday, we shall keep our store open¹ every Thursday evening until June.

You will oblige us if you will kindly fill in the enclosed memorandum,² in which we refer to our being open each Thursday evening, and mail it back to us as soon as³ possible. The memorandum to which we refer is to be used to decide on the number of sales people who⁴ will have to be available on Thursday evening.

If you will fill out the memorandum and mail it to us,⁵ we shall refer it to the president of our store, so that he

may act on it. We hope you notice that we⁶ expect to refer to each memorandum which each customer has so kindly sent us, before we decide on the⁷ policy of our store.

Yours truly, (146-145)

2. Gentlemen:

I am happy that you have referred a note to each customer about the opening of your store¹ on Thursday evening.

For many years, I have wanted to buy at your store during some evening of the week,² but your policy has been to close at six o'clock every night. The fact that you have referred a³ memorandum to each customer about opening your store during the evening, makes me feel that you are doing⁴ a personal service for all.

I am enclosing the memorandum to which I have referred above, and I hope⁵ you will be able to use it in making up your store arrangement for Thursday evening.

Yours truly, (119-113)

Exercise 80

1. Gentlemen:

We may have a chance to pay back the balance of the amount we owe you if the dance we give¹ makes enough money.

The expense for the dance is very low, and we believe we have a fine chance to pay² back the balance and make some extra money. Many of our friends are certain to come to the dance, and³ many of them should bring friends with them.

It would be quite funny if we were to take a chance on a dance,⁴ and not only make enough money to pay for the expense of the dance, but also pay you the balance⁵ of what

we owe, and make some extra money for ourselves. However, if we were not to make enough money⁶ on the dance to pay for the expense, it would not be very funny.

We feel, though, that enough of our⁷ friends shall come to the dance to make up for the balance of what we owe you.

Yours sincerely, (158-166)

2. Gentlemen:

We are against using means like that of a dance to make a remittance on a business deal.¹

As you said, it would be quite funny to receive enough money on a dance to make a remittance, and as a² result, we are against such means. It would leave us open to a great deal of difficulty if we were to³ expect each customer to make a remittance by means of a dance. Indeed, it would be very difficult to tell⁴ some other customer to run a dance if he plans to pay us. You can be sure we would be up against⁵ the same difficulty with every customer who found that his plans for a great deal of business were not⁶ going as well as they should. It would be difficult, indeed, to tell such a customer to run a dance if⁷ he expected to pay us on time.

We feel that we must advise you not to go through with your plans because⁸ of the great difficulty in which such plans would place us.

Sincerely yours, (175-179)

Exercise 81

Dear June,

I must write you several lines with reference to the great fun we had at the gold mine oncel we got there.

I had been at the gold mine once before, but no one else had ever been there even once, so² that if you get a few lines from anyone else with reference to it, he will surely be greatly more³ surprised about the gold mine than I was.

The people who own the great gold mine guard the mine very⁴ carefully, and anyone who is working at the mine is responsible for every dollar's worth he may take out.⁵ The gold that is taken out of the mine is balanced very carefully against the price put on it by⁶ the United States with reference to its value. A very careful guard is placed around all shipments of gold,⁷ and the men placed on guard are responsible for all the gold in their care. The gold is covered by⁸ insurance, but even so there must be a guard for all shipments. The people who own a gold mine always⁹ try to keep the value of the gold balanced against the price put on it by the United States.

I would guess that¹⁰ these few lines with reference to the gold mine, the balanced price, and the shipments of gold have¹¹ been about things you didn't know till now.

Yours sincerely, (232-233)

Exercise 82

1. Mrs. Carry Church

121 President Street

New York, N. Y.

Dear Mrs. Church:

We wish to thank you for your kind remittance for the dress which you bought at our¹ store.

Our dress department has referred your remittance, with

a memorandum, to the personal charge account² department to write off the balance of your account.

We have just received a new shipment of fall³ merchandise, and we feel certain that you are planning to come and see our new merchandise at our fall⁴ opening. You should make a memorandum of the date of the fall opening, which will be on August 28. We⁵ know you will be kindly received by all our sales people.

It is our opinion that the fall opening, to which⁶ we have just referred, shall give you and your friends the best available merchandise at a price, which,⁷ in our judgment, cannot be met by any other store in the city.

Yours truly, (156-148)

2. Gentlemen:

We have been obliged to return to you some of the merchandise which we purchased at your¹ office last Saturday.

We were greatly surprised when the merchandise was delivered to us on Tuesday in² a very poor state. Because the merchandise looked so poor, we found that we were unable to sell it³ even at a very low price. For that reason, we were obliged to return it to you. If you can furnish us⁴ with the same or similar merchandise in a good state, we shall be glad to accept it.

Kindly let us know⁵ if you are going to furnish us with new merchandise, or a credit memorandum for the merchandise.

Yours⁶ respectfully, (123-116)

CHAPTER XIII

Exercise 83

1. Gentlemen:

We wish to call your attention to our new Division of Examination.

You must remember that¹ we used to mention the fact that we should like to set up a national department or division of our² business which would act as a division for the examination of property. The division would call the³ attention of the owner to any difference in the price or value of the property between the city examination⁴ and our own examination.

We know that our national Division of Examination can call the attention⁵ of the owner of property to any large difference in the value placed upon property for collection by⁶ any city, and the value placed upon the same property by us.

It would not be necessary for you to do more⁷ than mention to us that you wish us to give our attention to your property. For a small fee, we would⁸ give all our attention to your property, and on the basis of our examination we would mention to you⁹ what we think is the true basis of value that should be placed upon your property before the collection¹⁰ of any money by the city. You could, in fact,

mention our examination to the city as the basis¹¹ for having a new city examination before any collection of money is taken by the city.

We hope you will¹² use the new service which we have brought to your attention before the next city collection is due.¹³

Yours truly, (262-247)

2. Gentlemen:

I should be pleased to have you take action on my application for the addition of two weeks¹ to my summer vacation.

I am sure that my work at the train station can be done even if I get two weeks² extra vacation in addition to my usual vacation. In my application for an additional two weeks away³ from the station, I am sure that I stated the reason for my action in asking for the addition of two⁴ weeks to my vacation. The additional two weeks away from the station are necessary if I am to begin⁵ my college education.

As I stated, I wish to begin my college education this summer so that I may in⁶ time make application for a better job in your business. I feel that I can take charge of work which is⁷ different from that which I am doing at the station, but I must have a college education to do it.⁸ For this reason, I should like to begin my college education during my summer vacation.

I hope that you⁹ will take action on my application for two weeks additional vacation.

Yours respectfully, (197-192)

Exercise 84

1. Gentlemen:

My position as president of our organization does not give me the right to answer your¹ proposition without making it public.

You should know that I am in a situation, as president of the organization,² in which I may not use my position unless I make all information and every proposition public.³

Since you, in accordance with your position in the deal, do not want me to make the information public,⁴ I can do nothing about the situation except to stop the deal.

All information about the proposition⁵ must be given to each owner of stock in the business organization, and, since in your situation you do⁶ not wish me to make the information public, the only position I can take is that we cannot go on⁷ with the proposition.

Yours truly, (146-133)

2. Dear Sir:

We received yesterday your answer to our proposition, and we feel that you have no reason to¹ object to the proposition since we are ready to have you publish it.

We believe that the owner of any² stock in your organization would not object to the proposition which you returned to us yesterday,³ and, thus, we see no reason why you should not publish all the necessary information and terms. We⁴ believe that if any owner of stock were to read the entire proposition which you sent back yesterday,⁵ he would not only have no objection, but he would be most ready to organize a

new business on the terms⁶ set up.

There should be no objection to the organization of a new business, especially if the entire⁷ situation is known to the public and all the information is published. We feel that you would be doing⁸ your organization a favor if you were to organize a new business, and there will certainly be no⁹ objection at all if all the terms are published.

Yours truly, (191-177)

Exercise 85

Gentlemen:

I objected to the proposition you sent me a few days ago because I did not think it was for¹ publication. However, to my satisfaction, you have said that you are ready to have all information² published, and you have set up no objection to a public investigation of the terms of the proposition.³

I organized this business on the basis of terms similar to those in your proposition, so that when I⁴ objected to the terms, it was only because I thought they were not for publication. I am sure that⁵ a public investigation of the terms you are ready to have published shall give us all the necessary⁶ information before the new business is organized.

I feel great satisfaction in having all the information⁷ published, since publication means investigation by each owner before the new business is organized.⁸ If anything is objected to by an owner of stock, at least we have the satisfaction of making the⁹ objection public.

I trust that you will again write to me enclosing all

the terms and information in your¹⁰ proposition.

Sincerely yours, (205-182)

Exercise 86

1. First National Bank

263 Front Street

New York, N. Y.

Gentlemen:

I should like you to make an examination of my account, and give me any information in regard¹ to it which is necessary before I go into a business proposition.

If possible, I should like you to make² a division of the account into the amount going out each month, and the collection of money you make³ each month. Also, I should like you to mention something about the present business situation with⁴ regard to how the national situation would influence business. In addition, I should like to know⁵ your position with regard to an application for money on the basis of a fine business proposition.

May I⁶ ask you to write to me about the above items within the next few days.

Yours truly, (136-126)

2. Dear Dr. Price:

We shall be unable to take action until you give us more information about the business¹ proposition to which you referred in the note which we received from you yesterday.

It is our own² feeling, however, that you have enough money in your bank account to look about for any good business³ situation, especially if you are very careful of

the kind of business proposition you accept. We shall⁴ take great pleasure in making a careful examination of any business situation to which you refer us. Of⁵ course, we ask a small fee for our service, but we believe you will save more than the cost of the⁶ examination if you use our service.

If there is any additional information you wish to have, you may⁷ write to us at any time.

Yours truly, (147-137)

CHAPTER XIV

Exercise 87

1. Dear Mr. White:

In answer to your inquiry about our farm equipment, we wish to state that it is impossible¹ for you to get our particular equipment in your city.

In your inquiry about the particular farm² equipment which we sell, you request that we give you the name of a particular store at which you can³ purchase our equipment if it is impossible for us to deliver the equipment, or if it cannot be purchased⁴ in your city. We regret to state, in reply to your inquiry, that we find it impossible to deliver⁵ to your farm the equipment which you request, but we believe that you can purchase the equipment for⁶ your farm from White Farm Equipment, 210 Front Street, New York City.

We shall be happy to answer any⁷ other request you wish to make.

Yours truly, (148-142)

2. Gentlemen:

According to your recent note, the only place where I can buy your new improved equipment is¹ in New York City, at the office of White Farm Equipment.

It is very important for me to have this² improved

equipment soon, and at a city near enough to where I live so that I can see it before I buy it.³ Since New York City is too far away from where I live for me to visit, and since it is very important⁴ for me to have your improved equipment soon, I should like to have you quote me a price on your new⁵ improved equipment at the factory. According to your catalog, all prices you quote are on delivery to⁶ certain states. I do not want you to quote prices according to delivery at any definite place, since I⁷ believe I can have the equipment delivered to me by a freight service right from your factory.

Please⁸ answer me by return mail, since it is important for me to have your new, improved farm equipment soon.⁹

Very truly yours, (183-180)

Exercise 88

1. Gentlemen:

In my last note to you I requested the opportunity to see you about the requirements for any¹ improvement which should take place on your particular property.

If you will check back against the² note, you will see that I requested the opportunity to talk to you about these requirements only because³ I knew that you wished to see an improvement in the value of the property. If you truly cared about⁴ the importance of making an improvement in the property, you would have given me the opportunity which⁵ I requested to speak to you about the requirements of the property. You should, I feel, have sent an⁶ answer to me as to whether or

not you cared to improve the property.

You know the importance of having⁷ the property cared for in the best possible manner, whether or not you think the improvement should⁸ be taken care of by me. I believe that you will improve the property as soon as you know the importance⁹ to you of building up the value of the property. I believe, also, that whether I get the job or not,¹⁰ the value of the property will go up if you try to improve the property.

Yours truly, (217-205)

2. Dear Dr. White:

While we are willing to look over your equipment, and make you an offer for it alone, we¹ are not willing to accept it in trade for new equipment.

Our new equipment is well worth your while,² and if you feel you can use it to meet the requirements of your office, we are willing to give you a³ fine price for the equipment you now have. We shall then sell you our new equipment at the list price.⁴

While the particular equipment you now have may serve you well, you know very well that our new equipment⁵ will give you even better service.

If you are willing to accept our offer, we shall be pleased to⁶ have you get in touch with us.

Yours truly, (129-129)

Exercise 89

1. Dear Mr. White:

We try in our hat business to accord you as much

pleasure as we can by making up the¹ kind of hat we think you will want to buy.

In accord with our policy of making up a hat to suit you, we² have recently placed on sale a fine style of hat for a hot summer day. During the hot summer days,³ you have possibly gone around without a hat. We feel sure, however, that you will want the satisfaction⁴ of being in correct style if you can get a light hat in accord with the hot season of the year. We⁵ believe that our new light summer hat will help you keep in style, and, also, help to keep you in good⁶ health. It can help you to keep in good health by making certain that your head is covered on a hot⁷ summer day.

We know that style and health are important to you, and we believe our new summer hat can⁸ assure you of both style and health. We hope to have the pleasure of waiting on you at our store.

Very⁹ truly yours, (183-191)

2. Gentlemen:

I shall be glad to hear from you about the new hair equipment which you have just purchased.¹

The man with whom I used to deal had no hair machine, but now that I hear your hair equipment is² so fine I shall be glad to try it. To whom do I write in your office if I wish to make an arrangement³ to try the hair equipment here, in my home? I should like to try the new machine here in my home⁴ because I shall have no time to go to your office in the city until next week, and I wish to have my hair⁵ done in time for a party this Saturday.

May I hear from you as to whom I must write if I wish⁶ to try the hair equipment here, at my home.

Yours very truly, (132-143)

Exercise 90

1. Dear Mrs. Strong:

We should be glad to make an arrangement to bring our hair equipment to your home,¹ but the heart of our equipment is a machine which we must hold at our office. For this reason, we cannot² arrange to ship any equipment away, even for a day.

Since the heart of our equipment must³ be held here, we can arrange to do your hair only at the office where we hold our equipment. A friend⁴ of yours came to our office only the other day, since our equipment must be held here, and she said⁵ she found it to be very little trouble for her. We held a whole day open for her, because it should⁶ usually take a whole day to use our equipment, and she found that our use of the whole day for her gave⁷ her a fine result.

We shall not mind holding a full day open for you to use our equipment. We find that⁸ holding a full day open for use of our equipment gives the customer more satisfaction. If you wish⁹ us to arrange for holding our equipment ready for a whole day, please call us. We shall be very happy¹⁰ to serve you.

Sincerely yours, (206-206)

2. Gentlemen:

I hope that you will be able to make a prompt adjustment on the equipment which I recently¹ purchased from you.

Perhaps the trouble I had with the equipment was due to the fact that it was new,² or perhaps I do not know how to use it, but either way, I should like you to have a man call at my³ home to make a prompt adjustment. The adjustment must take place promptly because I am leaving here⁴ for the entire summer, and perhaps the entire fall, also. Thus, if you can have a man call promptly, I⁵ shall be able to leave my home with the equipment in proper adjustment.

Please be prompt to answer this⁶ note, and try to make an adjustment as promptly as possible.

Yours truly, (135-131)

Exercise 91

1. Gentlemen:

While I am anxious and willing to ship our goods by the particular freight service which you¹ represent, I still wish to have a list of prices for any freight shipped to any freight station in the² country.

My office requested this list of freight prices from you last week, so that our freight³ department could make an adjustment with regard to the charges you set up on each freight shipment. If⁴ we do not have this list of prices, we shall not be able to ship any goods by way of your particular⁵ service.

Perhaps you did not receive our note of last week, but we expect you to receive this one, and⁶ we should like you to answer promptly.

Yours very truly, (131-125)

2. Gentlemen:

We are sorry to have kept you waiting for the list of charges which we make for our freight¹ service, but we did not have the opportunity to make up a list of our new charges until this week.

We² believe it is impossible for you to get any other delivery service at prices as low as these. We³ deliver from your office to the home of the customer at a rate which is well worth your while. Whether⁴ you have your own delivery service or not, we quote you a rate which we think cannot be met by anyone.⁵

If you have any other inquiry to make of us, we shall be glad to answer it. We hope we shall have the⁶ opportunity to offer you our fine freight service.

Yours truly, (132-146)

CHAPTER XV

Exercise 92

1. Gentlemen:

We made up some equipment for you at the end of last year, and we thought we should write to¹ you to find out if you need any additional equipment this year.

When we made up the equipment for you² at the end of last year, it seemed to us that you might need some work done around the office. It³ seemed to us at the time that the first floor equipment in particular might need some additional work done⁴ on it.

We shall be quite willing to send a man over to your office to check on the requirements of⁵ the office, and to give you a list of those things which need attention. We can send with our representative⁶ a list of charges which we have made up for every job, from beginning to end. It seemed to us⁷ that the people with whom we deal would be glad to have a list of prices on all equipment which might⁸ need attention.

If you are willing to have us send a man over to your office to look over your equipment,⁹ please answer this note as soon as possible.

Yours sincerely (192-194)

2. Gentlemen:

We are sending you a signed check for a thousand dollars

in payment of our bill of October¹ 16.

In addition to the signed check for a thousand dollars, we are sending you, under separate cover,² a list of items which we understand you may wish to buy. You will understand, when you receive the³ list being sent to you under separate cover, why we feel there is a great opportunity for you to use⁴ these items in your business. We feel, however, that if you wish to get a full understanding of the⁵ list which we are sending you, you will have to come to see us, and talk over everything about it. We⁶ want you to be sure to have an understanding of everything about the deal before you take the goods.⁷ When you understand all the requirements, and the thousand and one things which have to be done, you⁸ will then be in a position to decide if you wish to buy the items.

We hope we have given you an⁹ understanding of what may need to be done about the list of items which we are sending you under separate¹⁰ cover. We shall ask you to return to us a signed receipt for this list, and some notice as to whether or¹¹ not you will come to see us about the items on the list.

Yours truly, (233-232)

Exercise 93

1. Dear Sir:

I shall be glad to have you come to my office next Wednesday at three o'clock to speak to me¹ about a possible position in my school. I have received word from the Board of Education that they² have mailed you a card with respect to the examination for high school teacher of history which

was given³ to you by the Board of Education.

The note from the Board of Education stated that the card which they⁴ mailed to you gave you notice to the effect that you had passed the examination for high school teacher⁵ of history. If you have received word from the Board of Education that you have passed the examination,⁶ and if you have on hand the card which they sent to you, I shall be glad to have you come to my⁷ office on Wednesday to speak to me about a position in my school.

Please be on hand at the school as⁸ promptly as possible. If you are not at hand, or if I receive no word from you on the date set, I shall⁹ have to offer the school position to some one else.

Very truly yours, (193-196)

2. Dear Mrs. White:

We have heard from the school that they find it very hard to handle your child.

The¹ school did not mention whether or not it was due to the fact that your child is too old for the school,² but we think it would not be so hard to handle your child, if he were put in a different school with³ children of his own age.

There is a school in your county about which we have heard a great many kind words,⁴ and it may be that if you mailed a note to that school you would find that they could handle your child⁵ with little or no trouble. You, too, may have heard some kind words about the school. Its name is⁶ the "County School for Children," and from all we have heard,

they can certainly handle any child who⁷ has been hard to handle at any other school. We believe that if you mailed a few words to the "County⁸ School" about the age of your child, you would find that he is not too old to go to the school.

We wish⁹ to thank you for the note you mailed to us asking for advice about a school for your child.

Yours sincerely,¹⁰ (201-210)

Exercise 94

1. Gentlemen:

The best receiving department in the world does not work well when the men in it are tired.¹ We don't expect to tell you that we can make your receiving department the best in the world, but² we do believe we can give you a better way of handling goods; one which will help your men in handling³ goods without making them too tired to work well.

All the work required if you wish to get the standard⁴ purchase filled promptly, may be done by handling the goods only once; that is, if you wish to have⁵ the standard purchase filled by the use of our equipment. We shall give you an arrangement of the⁶ receiving room which you should follow, and the necessary standard equipment required to follow through⁷ with the arrangement. Once the standard equipment required for the receiving room is set up, every purchase⁸ will be filled by only one handling, your men will not get tired, and we think you will have a receiving⁹ department equal to any in the world.

If you wish to hear more about our arrangement for a

receiving¹⁰ room, and the equipment to go with it, just fill in the enclosed card, and a catalog will be mailed¹¹ to you by return mail.

Yours truly, (226-215)

2. Gentlemen:

We wish to acknowledge receipt of the note which you wrote us yesterday. As you can see, we¹ took immediate action on your kind offer of a catalog.

We felt that if a knowledge of receiving room² arrangement, carried through by the use of the proper equipment, could assure us of better receiving³ room service, we would like to put that knowledge and equipment into immediate action. We have always⁴ felt that if the arrangement of each department in our store were carried through in the proper way,⁵ the immediate result would be a great advantage in time and money to us. We acknowledge the fact⁶ that we have not carried out the arrangement of our receiving department in the best possible manner,⁷ and we believe it is due to the fact that we have always felt the sales end of our business to be more⁸ important than the receiving end of it. At the present time, however, we must acknowledge our⁹ immediate need to save money on the goods we purchase, and it may be that the arrangement you suggest is¹⁰ the thing we must do.

We shall be glad to write to you if we need any additional service from your¹¹ office.

Very truly yours, (225-208)

Exercise 95

1. Gentlemen:

We received your note dated August 25, yesterday, and we wish to report that we have had¹ hardly any time at all to make up the part of the machine which you need.

You will notice from our report² to you dated August 20, that we have been here a very short time, and, as a result, we have hardly been³ able to make your machine part. We expect to start making the machine part within the next few days,⁴ and we should be able to report on any result in a short time. You must know that in addition to the⁵ part we must make for you, we have many other parts of equipment to make up. We hardly have time, on⁶ the short notice you have give us, to work on something for you, and on all the other parts at one and⁷ the same time.

As soon as we start on your machine part, we shall report to you. We expect to start⁸ on it within a day or two, so that you may expect a report dated about August 30.

We shall be happy to⁹ furnish you with any other equipment parts you may need, but we must be given fair notice.

Yours very¹⁰ truly, (202-211)

2. Dear Sir:

We have just started building the sort of home we know any married man will want to have. We¹ feel that every married man must want a home with a lovely view, and a fine yard for play and rest.

The² property for the home we have started building will face toward the water, with a yard at the back, away³

from the water. You may have already heard reports about how lovely the property itself is, but reports⁴ you have heard cannot tell you how beautiful the sort of building we have started on is; you must see⁵ it for yourself.

The yard at the back of the house is a fine place for children to play, and a lovely⁶ place for the other people in the house to rest. When you have seen the beautiful house and yard, you⁷ will know why we received a certificate for fine building from the city last year.

You must have heard⁸ the reports about the certificate which the city gave for the best building of the year. We are happy⁹ to say that we were given that certificate for a house of the same sort as the one we want you to see.¹⁰ We are certain that any married man can make his family happy just by taking them to see the house¹¹ we have started. We expect to have you visit the house within the next few days.

Yours very truly, (238-243)

3. Dear Sir:

If you have ever been at our school, you must have been surprised at the fine spirit of the¹ boys, and the way in which they have been schooled in the proper things to do.

We believe the fine spirit² of the school is due to the fact that the boys have been schooled in the use of their hands. They are³ told from the first day they begin to study at the school that they must use their hands to work the⁴ equipment or to use a machine. They are schooled in the handling of every piece of equipment, so that at⁵ the end of a year each boy can work every machine in the school.

We are certain that it is the fact⁶ that all the boys must use their hands, and get to know how to use every machine, which makes for the⁷ fine spirit of the school.

We shall take pleasure in having you come down with your boy to see the school,⁸ and notice the spirit of a school at work.

Yours respectfully, (172-180)

Exercise 96

1. Gentlemen:

We received a letter from you on October 16, after we had delivered a package of our goods,¹ which stated that you did not wish to purchase another item from us.

We wish to go further into this² matter, so that we may know the reason for your letter, and for your statement that you would not buy³ another thing from us. We believe that after we do go further into the matter, and find out exactly what⁴ was wrong with the goods we delivered to you, we shall be able to make a satisfactory adjustment with⁵ you.

We are sure that if you send us another letter with a statement of what you wish us to do, we⁶ shall be able to go further into the matter, and make absolutely certain that everything is satisfactory⁷ to you.

After the great number of years of satisfaction which we have given you, we feel that we⁸ should be given the opportunity to go further into this matter with you.

Very truly yours, (177-172)

2. My dear Sir:

With regard to your order of February 18, we assure

you that it will be a pleasure for¹ us to send a card to your mother, father and sister.

A separate card for each member of the family,² according to your order, will be delivered at your house no later than February 23. We think we have in³ each case just the right card for your mother, father and sister, but if you wish to see each card, you⁴ should come into the store later in the day.

We hope that this order will be satisfactory to your⁵ mother, father and sister. We shall be happy to fill any other order you may have at a later date.⁶

Respectfully yours, (123-125)

3. Gentlemen:

I have received several letters from you about a matter of two orders which I did not deliver.¹

I regret to say that it was impossible for me to deliver the orders because of several matters which² came up during the month. The two letters which you sent me were dated April 1, and April 3, and in³ the latter of the two you stated that there was no balance on your account, since you were enclosing⁴ a check to cover full payment of your account. There was no check in the latter of the two letters,⁵ however, and since at the time I was very busy with other matters, I did not answer you at once. It is⁶ my belief that you were in error when you stated in the latter of the two letters that you were⁷ enclosing a check. Before I deliver to you the two orders which I have on file, I think we should make⁸ an effort

to find the check in payment of your account.

I shall be happy to hear from you with regard⁹ to this matter or any other matters which have come up since your last two letters.

Very truly yours, (200-201)

Exercise 97

1. My dear Sir:

We wonder if you know that you must take a special interest in the handling of your car,¹ now that the cold winter weather has arrived.

We are happy to be able to offer you a special winter rate² on your car which will be in effect during December only. We can assure you that this wonderful³ offer is made at a price which is less than half the usual charge for winter equipment. It is to your⁴ interest to take advantage of the December rate.

If you wonder how we can make this wonderful December⁵ offer, we need only point out that December is a poor month for us, and it is to our interest to keep⁶ as busy as possible, even if we must offer equipment at cost prices.

It will be to your interest to⁷ bring your car to our service station to take advantage of the wonderful December offer. We are certain⁸ that when you see what you get for half the usual rate, you will wonder how we are able to do it.

Yours⁹ respectfully, (183-183)

2. Gentlemen:

I am rather interested in the nature of the winter equipment

you offer if a car is brought¹ to your service station during December.

I have not had a thing done on my car since September, but I am² interested in taking special care of the car in the future because the nature of my job has always³ required that I cover a great many miles during the winter. I believe the car has had rather poor⁴ handling since September, but I want it put into the best possible state for future use.

I should be interested⁵ to know the nature of the work you do, the price of the work, and whether or not you think the car⁶ will last until next September without another job being done. I would rather have the work done early⁷ in December than late in December so that I should be pleased to hear from you in the immediate future.⁸

Yours truly, (163-160)

Exercise 98

1. Gentlemen:

We are sure that you will be interested in the wonderfully fine picture we ordered for¹ your new home. We know that it took a longer time to get the picture than we expected when we first² ordered it, but now that we have it, we think you will be very well pleased with it.

If you wish us to³ deliver the picture to you, call us at any time during the day, and it will take us no longer than an hour⁴ to bring the picture to your home. You can be certain that the picture was wonderfully done, and that⁵ everything is just as you ordered.

We shall try to take no longer than is absolutely

necessary to⁶ deliver this wonderfully fine picture to your home.

Yours truly, (132-131)

2. Dear Mrs. Blue:

We wonder if you would like to meet the writer of the fine new book called, Building¹ Character.

The writer, Mr. Strong, will be at our store next Wednesday evening, and you can have a² copy of Building Character signed by the writer if you come to our store that evening. We have only³ two thousand copies of Building Character in stock and, therefore, if you wish a copy signed by the⁴writer, you will have to come early in the evening. Also, the writer will be at the store from five⁵ o'clock to seven o'clock only; therefore, you will have to be at the store during that time.

We want to⁶ be sure that you will be able to come to our store to get a copy of Building Character signed by the⁷writer. We are, therefore, enclosing a little note which will help you to remember the date and the⁸ time.

Yours very truly, (165-159)

Exercise 99

1. Gentlemen:

We understand that you are interested in some of the wonderful new equipment which we have¹ just purchased. We are, therefore, inclosing a catalog which gives a description of all the standard² equipment required in your line of business.

We are sure that you will do well by handling the³ standard equipment we have just purchased. If you are interested in more information, come in to our⁴ office at any time during the week, and we shall be happy to go over every point of interest.

We hope⁵ to hear from you in the very near future.

Yours truly, (111-100)

2. Gentlemen:

I have received word that you are going to open a new school for young children.

I should be¹ interested to know exactly what sort of children you expect to have at your school. Also, I should like² a copy of the course of study which you will use as the basis for the school work. If there is any³ further information which you have, and which you would like to send me, I should be glad to have it.⁴

As you might guess from this letter, I have a young child, four years of age, and I am, therefore,⁵ interested in any report on a good school to which I might send my child. If I am given a satisfactory⁶ report on your school, I shall be happy to send my child there.

I hope to receive a letter from you⁷ within a short time, since I am anxious to send my young boy to school in the near future.

Very truly⁸ yours, (161-165)

CHAPTER XVI

Exercise 100

1. Gentlemen:

A committee has been organized in connection with the need to put the company into complete¹ working condition.

As you know, the condition of the company has been very bad, and we consider any² committee concerning itself in connection with making the condition of the company better as having a³ difficult job. We should like to know, therefore, if you are in a position to consider some difficult⁴ committee work concerning the effort to get the company into complete working condition again.

If you⁵ are interested in any work concerning the complete working condition of the company, and if you wish⁶ to consider the work in connection with the committee, we shall be happy to hear from you.

Very truly⁷ yours, (141-122)

2. Gentlemen:

We wish to continue the contract with you for our common stock, but in consideration of¹ the better conditions we can get from another company, we think you will have to give us a considerable² increase in price.

The contract which we had with you for our common stock does not continue³ this year unless we again sign it, and we shall under no consideration sign it unless you offer us a⁴

considerable price increase and much better contract conditions.

We shall be glad to continue under the⁵ present terms of the contract for common stock with no considerable increase in price if, as a consideration,⁶ you meet our conditions of price on the equipment which we make.

We expect to hear from your⁷ company with regard to the conditions we have set up within the next few days.

Yours very truly, (159-143)

Exercise 101

1. Dear Sir:

I can in no circumstance give commercial instruction in a game while I play the game at school.¹ I shall be willing to give commercial instruction in the game after this June, but I can, under² no circumstance, give instructions for which I am paid commercially, while I am at college.

I think³ it would be instructive for you to see the game as we play it at college, or to see a commercial game.⁴ If you do not wish to wait for instructions until I am able to work at the game commercially, it might⁵ be instructive for you to read a book on the game, or to go to a public night school for instruction.⁶

If the circumstance is such that I feel I am able to write to you and give you further advice on the⁷ game, I will do so. If not, I am sure that there are some places which teach the game commercially,⁸ and where you will get instructions on how to play it.

I hope this letter to you has been instructive,⁹ and

has given you the advice you need.

Yours truly, (190-191)

2. My dear Sir:

We shall inscribe your name on the back of the item you bought from us to signify the¹ owner in case the item is lost.

If we inscribe your name on the purchase, there will be no extra charge² for the inscription. We think it is significant to note that not one company in the city except ourselves³ will inscribe a name on any item without an additional charge. The significance of our inscription⁴ for no extra charge may be found in our consideration for each customer.

Once your name is inscribed⁵ on the item, there will be a significant increase in the value of the article. The inscription will⁶ carry the significance of fine service from a company interested in doing its best for each customer.⁷ Our best is signified, in this case, by an inscription free of charge.

We hope the significance of our⁸ service to each customer, even in the small matter of an inscription, will cause you to deal with us at⁹ all times. Your name is inscribed in our file as that of a good customer; we hope our name is inscribed¹⁰ in your mind as that of a fine store.

Yours very truly (211-202)

Exercise 102

1. My dear Sir:

We have been hoping to have an interesting meeting at

your home on Saturday morning. A¹ great many people have signified their wish of coming to the morning meeting, and we are hoping that it² will be interesting for all of them.

We understand you are giving a talk on the policy of the company,³ and it may be that your talk is responsible for a great many people coming to the morning meeting. We⁴ are giving out notes to all our friends about the interesting meeting, and we are hoping that many of⁵ them are coming.

We shall see you at the morning meeting, and we hope that the talk you are giving will⁶ be interesting enough to make the people who are coming want more.

Yours very truly, (136-134)

2. Gentlemen:

We are returning to you, under separate cover, some of the items which you have been shipping¹ to us. We expect to get a check from you covering all the goods we are returning, and a letter replying² to our notes trying to show you what was the matter with the goods we are returning.

We have been³ trying to tell you in several letters that the goods you are shipping to us are in very poor condition.⁴ Perhaps if you had been covering each shipment of goods as you sent it out, the condition in which⁵ we have been receiving them would not be so bad. However, we have had no letter replying to us, or trying⁶ to point out any shipping difficulty. Therefore, we must ask you for a check covering the goods we are⁷ returning to you.

We expect to have a letter from you replying to us

within the next few days.

Yours⁸ sincerely, (162-159)

Exercise 103

1. My dear Sir:

We have been thinking of teaching a college correspondence course. We are sure that you¹ have been getting many letters from people who are running some sort of correspondence school.² However, we are especially sure that the letters you have been getting are not from people who are³ running a correspondence school for the purpose of teaching a true college course.

Since we have been⁴ thinking of teaching a college course by mail, many of our friends have been thanking us for getting⁵ in touch with them. They have been thanking us because they have no way of getting true college⁶ teaching except by mail.

If you are running into difficulty with any night school course because you⁷ have no time, we are sure you will be among those who are thanking us for our correspondence course.⁸ If you have been thinking of taking such a course, just write to us for further information.

Yours⁹ respectfully, (183-159)

2. Gentlemen:

I am particularly interested in having you forward to me a catalog about your regular college¹ course correspondence school.

I should particularly like you to forward a catalog concerning your² regular college course commercial work.

Some time ago, a correspondence school forwarded to me a particularly³ good catalog, but the regular course that came after the catalog they had forwarded was very poor, and was⁴ probably not worth the money I spent on it.

Probably your school can also forward a particularly good⁵ catalog, but I should like to have you send me a sample copy of part of a regular course. If the⁶ sample copy forwarded to me is equal to the kind of work I need, I shall probably take your course.

I⁷ should like to have the sample copy of a commercial course forwarded to me within the near future.⁸

Yours very truly, (163-148)

Exercise 104

1. Gentlemen:

We have received an advertising contract from the government, but we do not have a sufficient¹ supply of stock to meet the government advertising contract.

We feel that we have the probable² prospect of receiving even more advertising from the government, but we must have a sufficient supply of³ items to do a good job. Since the prospect for further advertising work for the government is so⁴ fine, we feel that we should advertise for an additional supply of stock. If we do advertise, it is most⁵ probable that we shall place the advertisement through your paper. Thus, we are interested in the⁶ probable price for any advertisement placed with you. Remember, there is a fine prospect that we shall⁷ continue to advertise for some time, since we need a sufficient supply of items in order to go on

with⁸ our work.

Please quote us your best price for a regular advertisement by return mail.

Yours very truly,⁹ (180-158)

2. Gentlemen:

You have advertised in our paper before, and you know that we govern our prices on the basis¹ of the size of the advertisement.

We cannot, therefore, give you a definite price, although the² probability is that you are interested in a sufficiently large advertisement to get some attention. In the³ past you have advertised for individual days only. Since we also govern our prices on the number of⁴ days an advertisement is to appear, the probability is that your new advertisement will be given a⁵ different rate, if it will appear for a sufficiently large number of days, from the rate if it were to appear⁶ for an individual day only.

Because you have advertised with us before, you must know that we govern⁷ our prices on the basis of the contract form we are enclosing. The probability is that you can work⁸ out the rate you must pay after you have filled in the blank contract, and have stated whether you wish⁹ an individual advertisement, or an advertisement for a sufficiently large number of days to take¹⁰ advantage of the special rate.

We expect to receive the contract from you within a very short time.

Yours¹¹ truly, (221-199)

3. Gentlemen:

We know that your prices for an advertisement are governed by certain general conditions, but¹ we feel that you must take some cases individually, whatever the general conditions may be. Therefore,² whenever you receive an advertisement for goods to fill a government contract, you must be governed³ by the case individually, and give a special rate whenever that rate is necessary.

We do not have a⁴ sufficiency of goods for our government contract. We must advertise, therefore, for whatever goods⁵ we can get, and whenever we get a sufficiency of goods we shall stop advertising. Thus, we cannot⁶ sign a contract for an individual advertisement or for whatever number of days you wish, and yet we wish⁷ to take advantage of your special rate. We feel that our case is individually different from any other⁸ you may have, and that your price to us must be governed by the fact that we are advertising to get a⁹ sufficiency of goods to fill a government contract.

We hope you will take our case into individual¹⁰ consideration.

Very truly yours, (205-179)

Exercise 105

1. My dear Sir:

We have forwarded to you this morning a shipping contract for the goods you wish delivered¹ to New York City.

If you are thinking of using a freight service to deliver your goods, we know you² will want to take advantage of our special shipping contract. We have been running a

freight service³ for many years, and we are certain that we have given complete satisfaction under all conditions to every⁴ customer we have had.

We shall be only too happy to continue our fine service by shipping your goods,⁵ and we can assure you that our price on the contract we have forwarded to you gives you a considerable⁶ cut in cost. We shall take great pleasure in getting your business in the near future.

Yours sincerely, (140-130)

2. Gentlemen:

If you will forward my goods by freight according to the inclosed instructions, I shall be¹ willing to sign the contract which I received from you yesterday morning.

I have been trying a different² freight company for the past few months, but I have not been given complete satisfaction. I am hoping³ that your service is particularly good because I have a large number of items which I must forward⁴ by way of freight shipment to New York City. If your service is good, and can continue to be good, I⁵ am sure we can meet on a common ground for a definite rate on the goods I wish to ship. You must remember,⁶ however, that whatever you ship must be received in good condition.

I shall expect to hear from you⁷ by return mail.

Very truly yours, (146-139)

CHAPTER XVII

Exercise 106

1. Gentlemen:

We realize and appreciate the difficulty your association has been having in getting the¹ cooperation of the bank in making a deal for a new building.

We shall try to give your association our² cooperation at the earliest possible moment. You must realize that at the present time our business³ is taking all our extra money, and you can appreciate our difficulty in getting enough money to give you⁴ real cooperation. We think we should be able to give your association real cooperation by February,⁵ at the earliest. We appreciate the fact that you must have the money at the earliest possible time,⁶ but you can realize the very real difficulty we have in taking money out of a going business for such⁷ a purpose as yours.

We shall get in touch with your association again when we feel there is more⁸ probability for cooperation on our part.

Very truly yours, (170-152)

2. Gentlemen:

We appreciated your letter of last week saying that you were really interested in our work,¹ and that you would be willing to give us material cooperation following an increase in your business.²

You really have no idea of how difficult an experience it is for an association to get money for its own³ building. Many people have been saying that they appreciated our music, and that they would be⁴ willing to give us any real and material cooperation except money. Many people are saying that we should⁵ get the money from a bank. You have had the experience of getting money for your own business, and you⁶ know that a bank has no idea of giving up money so that a music association may buy its own building.⁷ For that reason, we have appreciated your note saying that you will give us material help at the⁸ earliest possible moment. We are sure that our association will experience a really great increase of⁹ interest on the part of many people if you begin to give us your cooperation within the following year.¹⁰

May we say again that you have no idea of how much we appreciated your really fine offer of cooperation.¹¹

Yours very truly, (225-205)

Exercise 107

1. My dear Sir:

We have received various questions during a period covering the last two months with regard¹ to the convenience of our new equipment.

Many of the questions were about our new catalog, and the² manner in which it is showing the real convenience of our equipment. There can be no question that the³ period of real convenience for a car is now here, and the various questions we have received are all⁴ showing that the public is really interested in the question of car convenience.

We are very happy to be⁵ the first company to give a complete answer to the question of car convenience. At our new car showing⁶ in October, we are ready to point out the various plans we have used to bring about this really new⁷ period in car equipment.

If you are at all interested in the new car showing in October, we know you⁸ will want to use the card we are enclosing for your personal use. Be sure to see our answer to the⁹ question of convenience.

Yours very truly, (187-179)

2. Gentlemen:

We are herewith enclosing a check for twenty dollars to finish our payment for the goods we¹ purchased from you twenty weeks ago.

We believe we have mentioned to you in a past letter that when we² had finished the last payment on these goods we would be in a financial position to pay for a new finish³ in our store. Therefore, in accordance with the statement which we must have mentioned to you⁴ before, we wish to make a financial proposition with regard to getting the merchandise for a new finish to⁵ our store. Since we have finished the last payment on all the merchandise we have purchased from you⁶ with the check we are herewith enclosing, we wish to know if you are willing to make a financial deal⁷ with us similar to the one we have mentioned above. We are willing to sign a contract for full payment⁸ within twenty weeks, and we are certain we will have finished payment within that period.

We are herewith⁹ enclosing a blank contract for merchandise to be given to us with the understanding that payment¹⁰ will be made within twenty weeks. We hope you will accept this contract and forward the goods to us.¹¹

Respectfully yours, (223-207)

Exercise 108

1. Gentlemen:

I understand that the university gives a special course in English, and since I wish to practice¹ English, I should like to take the special course at the university.

It is my feeling that the² study of English is especially important to all people, and I do not wish to neglect this study. I have³ had some practice in writing English through a correspondence course, but I feel that the special university⁴ course will be much better for me. I usually neglect to study unless I take special work, so that⁵ I feel I shall get more practice in English if I take the university course than if I study by myself.⁶ I have practiced a little at home, but I find that I neglect the work more and more unless I take⁷ instruction and have work to be practiced over and over again.

I should like to receive a university⁸ catalog, and some information about the special English course, within a short time.

Very truly yours, (179-166)

2. Gentlemen:

I received a telegram from you this morning which stated that you were not financially able¹ to pay the interest on

your mortgage. However, you neglected to state for what reason you were financially² unable to pay the interest on your mortgaged property.

I should like you to forward a letter which³ will give me the information which you neglected to give in your telegram. Give me some reason why⁴ you are financially unable to pay the interest on the mortgage, and some idea of your future prospect⁵ for payment on the mortgaged property. It would seem to me that if you practiced holding some of the⁶ money you make, there would be no need for you to send me a telegram about your mortgaged home.

I have⁷ neglected taking the property away from you in the past because I felt that you would be able to make⁸ full payment on the mortgage, but if you continue the practice of late payment, I shall have to take⁹ the property away. Please be sure to send me a letter by return mail.

Yours truly, (196-184)

3. Dear Sir:

We know that you are familiar with the financial danger in our exchange business. If we have¹ a bad year, the exchange of cars may really cost us money rather than make us money. We believe you² are also familiar with the bad business year that the entire country has had.

The exchange of cars³ has been particularly bad this year, and, as a result, we have been in danger of going out of business.⁴ Therefore, we have taken all the money from any cars exchanged through us, and put it back into the⁵ business. This has left us no money to pay the interest on

our mortgaged property, and has put us in⁶ danger of having you take away our home. We are sure that your familiarity with business conditions,⁷ especially in the exchanged car business, will make you appreciate our situation. Since you are familiar⁸ with the financial difficulty this year concerning exchanged cars, we feel that you should give us until⁹ some future date to pay the interest on the mortgage. Your familiarity with our family and with¹⁰ our way of doing business makes us certain that you will trust us.

We hope that this letter will give¹¹ you all the information for which you asked.

Very truly yours, (233-214)

Exercise 109

1. Gentlemen:

We shall appreciate an opportunity to visit the new home which you are building as soon as¹ it is finished.

We have heard a great deal about the fine material which has gone into the home, and² about the lovely view from the property. We wish to ask you several questions about the various items³ necessary for the building of a strong, beautiful home. We realize that the material used in building⁴ has a great deal to do with the end cost, and we should like, therefore, to get some idea of the cost⁵ of material.

We trust that you will give us the value of your long experience in the building line, and⁶ that you will give us your best cooperation if we decide to do some building, ourselves.

Very truly yours,⁷ (140-134)

2. Dear Mrs. Chance:

The university is going to hold a question-and-answer period right after the special¹ English course next Thursday evening.

We are sure that you will be interested in being present at this² question-and-answer period. We shall try to arrange the meeting along the lines of a town meeting, and³ we hope to have a large number of people present. We are sure that the meeting will be both interesting⁴ and instructive.

If you wish to come to the university next Thursday evening, you will have to present⁵ the enclosed card to the person in charge. We hope to see you at our question-and-answer period.⁶

Yours very truly, (123-115)

CHAPTER XVIII

Exercise 110

1. Gentlemen:

Since we have bought a farm it has become too inconvenient for us to buy in the city. We¹ know that we would be welcome at your store, but the inconvenience of coming to the city to buy has,² nevertheless, made us stop doing business with you.

We should welcome a delivery service, if it would³ not be too inconvenient for you to deliver merchandise to us out here. We know that we are twenty⁴ miles from the city, but, nevertheless, we feel that there is less inconvenience for you to deliver to us than⁵ for us to come into the city. We really have become quite used to farm life, and we welcome living⁶ out here for a full year. There is a small inconvenience in going to the city, and it is inconvenient⁷ to buy, but, nevertheless, we have become attached to this kind of life.

If you wish us to deal with you,⁸ therefore, you will have to deliver to us at the farm.

Very truly yours, (174-171)

2. Gentlemen:

Your farm is so inconveniently placed that we would really have a loss of income on every¹ purchase of yours if

we were to try to deliver to you.

You must distinguish between our wish to serve² you, and the financial cost of the service to us. Our delivery service is becoming more and more difficult³ each day because of the inconveniently placed property which we must serve. Our store has always⁴ been distinguished by its good service, but it is becoming too difficult to serve every customer,⁵ especially if we face a loss of income. Therefore, we shall not be able to deliver to any inconveniently⁶ placed home in the future. We are sure that you will be able to distinguish the reason for this⁷ action from what we have said, and that you will not think we are giving up our distinguished service.⁸

Once again we wish to point out that the delivery of goods to a home that is out of the way may cause us⁹ to face a loss of income. Since business is becoming more and more difficult, we must distinguish¹⁰ between a customer who is too far away to get delivery service, and one to whom we can give all our¹¹ distinguished service.

Yours very truly, (227-213)

Exercise 111

1. Gentlemen:

We recently received a check from you for two hundred dollars. We are sure that you must¹ have made an error on your books, because the amount of money which you owe us on account is two² thousand dollars, and not two hundred dollars.

We realize that you will welcome this notice because we are³ sure you do not wish to leave a balance of eighteen

hundred dollars still owing on your books.

May we⁴ hear from you within the next few days with regard to the error made in payment of the balance on⁵ your account.

Sincerely yours, (105-100)

2. Gentlemen:

Our bank department has been in error on the check we last sent to you, and we are sorry if¹ we have given you any inconvenience.

We usually have the bank department check back against our books on² every payment made, but the person in charge of the department was away on vacation, and the department had no chance to check against the payment. We are enclosing a check in payment of the balance⁴ due of eighteen hundred dollars, since the check should have been two thousand dollars instead of two⁵ hundred dollars.

We thank you for your notice, and we are sure that our bank department will become more⁶ careful as a result of it.

Very truly yours, (129-120)

Exercise 112

1. My dear Sir:

The general manager of our factory has this morning requested me to ask you to give an¹ opportunity to a small party of our men to look over your factory. If you can possibly arrange to receive² this party of men, we shall be greatly pleased.

The best morning for a visit, from our point of view,³ would be Friday morning. The men who wish to visit your

plant are very much interested in the new⁴ Equipment Department which you have recently set up. I, myself, am greatly interested in the new arrangement⁵ of equipment in your plant.

Both the men and I shall greatly appreciate a chance to visit your factory.⁶ I need hardly add that you may arrange for a return visit to our building at any time you please.⁷

I expect to hear from you before Friday morning as to whether or not the men may visit your factory.⁸

Yours truly, (162-157)

2. Gentlemen:

I wish to make application for the position of secretary in answer to the advertisement¹ which you placed in the "Times" this morning.

I am twenty years of age, and I have just finished a complete² business course, with special attention paid to the work of the secretary, at Commercial High³ School.

I can give several people as reference for my experience, school work, and character. Two of⁴ the people to whom you may refer are:

Dr. Strong, Principal of Commercial High School

Miss June Black,⁵ a teacher in Commercial High School

I hope I may be given an opportunity to call at your office to⁶ see you.

Very truly yours, (125-112)

APPENDIX

Longhand-Shorthand Vocabulary List

The following vocabulary list contains 1132 words. All words except those which are starred have been taken from the first one thousand words on the Horn list. The starred words are short forms which have been included for the convenience of the teacher and student. The first number following each word indicates the chapter in which the word is introduced. The second number following each word indicates the frequency of occurrence of the word in the textbook. It may be noted here that the textbook contains a total of 38541 running words.

a 4-936		advertising 16-6		
able 11-50	ا	advice 8-18		
about 10-65	و	advise 8-7		
above 12-6	ب	advised 9-4		
absolutely 10-11	ب	advising 8-3		
accept 10-11	ا	afraid 11-5		
*accord 14-3	ا	after 15-7		
accordance 11-5	ب	again 12-18		
according 14-5	ا	against 12-8		
account 12-22	ب	age 1-20		
acknowledge 15-3	ب	agent 12-4		
act 10-9	ا	ago 4-45		
action 13-7	ا	agree 11-4		
add 4-13	ب	all 9-96		
addition 13-6	ب	allow 7-4		
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Phrases Indicated by Short Forms

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according to 14-5	✓	✓
all right 9-2	✓	✓
as well as 9-3	✓	✓
at all 11-6	✓	✓
by all 11-2	✓	✓
do not 12-1	✓	✓
have been 12-30	✓	✓
in our 11-4	✓	✓
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they are 11-6	✓	✓
to be 5-64	✓	✓
*United States 9-5	✓	✓
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