

LESSON 95

MARGINS: Pica, 20–70; Elite, 30–80.

Clinic

The left shift key

Type each line 3 times.

Try to keep the fds fingers in position.

Increase Speed

25 wpm 6 minutes.

S37 – SI 1.08

If you find difficulty in typing capital letters on the right hand practise stabbing down the left shift key with the little finger of the left hand.

1. June Kath Long Peel Only Iron Used Yell Nail Names
2. Last Hate Year Ugly Oval Help Pipe Yoke Nest Mists
3. Hive Jump Kate Hear Nine Hail Lion Past Melt Jests

How do you wind down at the end of a long and tiring job at work? Most would claim to have some way of winding down and this is a good thing. All work and no play, they say, makes so and so a dull this or that.

To relax now and then is a good thing but, as with all things, too much would spoil it. A quiet break may well be what you feel like taking, until you have it that is and you are bored with nothing to do. To one to relax is to sleep, while another would say it is to go on a long run or walk and so get tired out. It all hangs on what you need your rest from. If it is too much brain work, take the walk, if not, try the sleep.

The main thing is to get some break as a part of your routine so that you do not get stale as is all too easy if you do not take care.

Test your Skill

5 minutes.

MARGINS: Pica, 10–72; Elite, 15–85.

Keep the right margin as straight as possible.

Use double-line spacing.

T20 – SI 1.48

Communications in the commercial world are of vital importance and any break-down in them causes the utmost chaos. Every day millions of words are transmitted, either by letter or a system based on the telephone. Any stoppage in either system will cause the world of commerce to grind to a halt, or at best be slowed right down.

In our country most communications come under the Post Office in one way or another. The letter collection and delivery service is vital for those communications depending on the written word while the telephone or telex systems organized under the Post Office are responsible for the spoken word.

The exact weight given to words either spoken or written must be understood by both parties, the writer and the reader. A lawyer knows what weight each word used in a legal document has since it is vital that such a document says what it means, and all interested parties know that exact meaning. A good business man uses precise language because he is constantly entering legal contracts.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |