Lege-Bäse

GERMAN-ENGLISH SHORTHAND

Deutsch-Englische Kurzschrift

PART I

Schlüssel

übereinstimmend ab 2. Auflage



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Key to reading exercises

Chapter 1

A. Tag, get, bat = bet, mat = met, gnat = net, tan = ten, cab, back, rare, tear, better, bearer, beggar; rat : wrote = rot, matter : motor, neck : knock, Ben : Bonn = bone, cotton; attack, am, egg, air = heir, error, Anne, owner : honour; bottom, note, got goat.

B. The coat, the Arab, the owner; a cat, an error, an egg, a known boat; at the bottom, at an oak; Ben met them, Mag wrote them; better than Anne, then again; Bob can get back; their bag; to beg, to tear, back to back. The matter is known to them, too. There is a cotton coat. Then Tom and Mag wrote a note. There is a tag. Ken is an heir, too. Anne and Mag met them at the boat. Mab and Bob can beg them to honour the note.

Chapter 2

- **A.** Pepper, pop = pope; fair : affair : offer; wet, weapon, aware; deaf : fed; dollar, alone, load, roll = role; luck : lack, butter, laugh; err, occur; farm : firm, a bank clerk, to work well, a golden bell, an alarm-clock.
- **B.** There is a letter for the farmer. When the clerk had done the work. Mark had forgotten to come. What can the girl do for them? When does the firm get an offer? Dad is all alone. Firm and bank are well known to them. Ted is in Denmark, too. Get into the car. What does Ronald do at the bank? Donald and Pat are in Cologne. Does a member get a far better motor-boat than a non-member? All had told them to turn.

Chapter 3

- **A.** Trouble, gramophone, broker, crop, proper, Frank, drop, drum; trick, green, brief, credit, prickle, freedom, dream; duke, tube, tune, mute: meat = meet, criminal, Tribute, indefinite, Munich, pupil: people; ink, immoral, Europe, unit; grill, ill, tulip, irregular, milk; the critic is too critical, an American credit note.
- **B.** The pupil is from Trinidad. We are from Berlin. We were Where does the Greek come from'? Can we do it'? It can be done. We let him read the bill. With him we can get it. When did the duke appear? When will Alfred be back from Munich? We told him where the broker had been. It will do. Then we wrote to him and to them, too. We were with him in Dublin. The credit bank will be open to the public. We can meet him within a minute. Where did we get it? It will be an honour for Frederick. He is a probable winner. When did Franklin work in Prague? Elinor and Mildred are in trouble again.

- **A.** Whole = hole, hold, harbour, her, yet, yarn, yield, volume, ever, Hanover, leave = live; foot : fat, input, could : crude, noon, roof, approval, crowd, crown, down, flour, powder; rule, woolen, foul = fowl, owl; to book a room in a hotel, it is a brown cover, the veteran can be proud, for a whole year, we put it to the vote, it would be good, a valid proof for them.
- **B.** Let him have it. Eve has met her. He will have it. He had his arm broken. Here you are! When do you leave with your uncle for Vancouver? Is there any hope? If you happen to meet her, teil her to come home. It is so hot. He has been on leave. So Herman has learned for a week. He moved to Dover. We have planned a trip to Blackpool. So he has a lot to do yet. Appeal for help if you are in any trouble. Your work on the whole is good.

- **A.** Cheque = check, chapel, children, chief, church, French, approach, feature: future, butcher, voucher, judge, joke, journal, German, injure, June, jeep, bridge, huge, Eugene, imagine, longer, angle, jungle, hunger, bring; tour, moor, rural, plural, juror. A poor creature: pure gold, in general, a good job, a ring on your finger, a tour from Japan to Hong Kong, a large capital, you vouch for Jim, from Greenwich.
- **B.** Then Roger put on his velvet jacket. Does Reginald live in a village? We were in the market for food. When did we acknowledge your letter? The advocate declared the damage. Benjamin has become a ledger clerk. The delegate delivered a lecture on the French language. So it will be a challenge for the future. George has given her a wicked look. The journal is too learned for him. The German manager encouraged the foreigner. The engineer endeavoured to reach the Channel before them.

Chapter 6

- **A.** Mine, blind; type, iron, brave, age; adjoined, boil, chalk, call, or = ore; America, Friday, fee, jury, below, high, try; behind the driver, a ripe pineapple, my eye, I owe you, never mind. An early reply. The lawyer is available on arrival. Have a talk to avoid any trouble.
- **B.** Too muck for me, up and down, upon the hill, the upper lever, our former trainer, count our money, behind the counter, a county town, be helpful, check the account carefully, fulfil your duty, unload the heavy cargo, an unprofitable firm, tobacco will be unobtainable, an uninformed referee. I would like to know it until July. You ought to be grateful for coffee and cake. Finally our offer proved to be unfavourable. At any time you will find a ready market.

Chapter 7

- **A.** Left, hint, appoint, tonight, chapter, fountain, gentle, delightful, collectable; current account, a remitted amount, directly below the plant, a charter flight to Egypt, an unalterable fact, the frightened captain, a voluntary gift, all right, apart from. I invite you. The tenant honoured the draft. We went to the airport. Robert has no heart. The writer might do it on Friday night. When are you to enter into the treaty?
- **B.** Not at all, he cannot fight, the county of Kent, off duty, all over again, overtake on the left, for only a night, in our opinion, the development of the German language, only a moment, a verbal agreement. All of them know, only the Union Jack is the flag of Great Britain. Where did the reporter wait for more than an hour for the overcrowded train? The chartered accountant has a department of bis own. Their car will be overhauled.

- **A.** Intention, mission, precaution, inclusion, occasional; behaviour, delta, reported; admission free, the promotion manager, a better reputation, no old-fashioned idea, Russian poetry, printed matter, additional income, an invitation to rebellion, a Canadian television report, to create a market for Hungarian wine, the Asian population, with a mighty blow, a deviation from the norm, United Kingdom, a client.
- **B.** Time is getting on, in writing, an ideal training, a charming lady, during the match, my darling, owing to, being willing to do so, we were falling, to call a meeting. There is a name for every thing. For anything I know I have done everything I could. Nothing

ventured, nothing done. Information can be obtained about the firm, the owner, and so on. You forgot nothing but the following item. Everything is going badly in the neighbouring county.

Chapter 9

- **A.** Thank you, your brother is in the bathroom, mother took needle and thread, a good throw, a thrilling film, a spark plug is partly spoilt, think before you speak, water from a spring, to be sprung from, I am surc, Catherine went Shopping, in cash, the Coat does not shrink, a shrewd remark, her stepmother arrived at the Station, the student is studying, a stranger from Australia, no smoking, the Sprinter looked smart, a sweet smell. Swedish is the language of Sweden. The sheriff thought over his theory. She left the hospital. Stanley and Shirley are good at Spanish. Keep smiling? Go straight on. The spy swore to teil the truth. Sheep are shorn every year.
- **B.** What shall they do then? From that month on they did nothing, other people, for another night, through our town, throughout the year, another small thing, that variety Show, a priority share, a dirty trick. That is all. They took a through train to Spain. Steve should read through the shocking letter. They started in a small street in Sheffield. Their party won a majority. The deputy pointed out that they only did it on his authority. Dorothy wanted to know if she had invited Jethro to the youth club party at Heathrow. The wood is rotten throughout.

Chapter 10

- **A.** Sum, sing, such, crossing, south, session, insufficient, sight = site, precious, please, loose; sun = son, sin = seen, sign, soul = sole, silent, Salt, certain, sickness, season, Cecily, oversee, sigh; upstairs, fierce = fears, parcel, horses; east and west, our sisters will do their best, we have trust in that sailor, in the western sky, snow in winter, dear Sirs, yours truly, they will receive a refusal, a safe place, it signifies nothing, the Test of us, by force.
- **B.** You also should be interested in languages. As always, the agent had to book the necessary shipping space. There is no necessity for changing our system. Do you always speak English in the English course? The producers concluded another contract of sale. They suffered heavy losses caused by theft. Prospectuses should also be enclosed. There has been a considerable rise in price of shoes. Did they also see such a necessity? Percy and Lucy like music, Sarah and Tessa like it also. Of course, it is not all roses. Where are the other houses?

- **A.** No jobs for Snobs, in the slums, our terms of delivery, the goods train stops, they are dancing, transport charges, without any responsibility, Swiss licences, nothing else, television sets, ham and eggs, the contents of your pockets, traffic lights, the authorities; sun glasses, Francis settled the invoice, the battle of Trafalgar, speechless with grief, split up the money; a monthly visit, the writer corrected proofs, counsel's opinions, the smugglers smuggled.
- **B.** When was Sir James born? Ex warehouse, an exact examination, this and that, these apples are different from those, a red pencil and a white one, once more, the little ones. Our Stocks are nearly exhausted. This week these girls were in Glasgow. One has to take care of one's family. Little does one expect these conditions. Gladys goes to the cinema

onee a month. Every little helps those poor people. Once there was much to do for experts in Pittsburgh. Once the executive is suspect, you will have to answer for it.

C. They interrupted the trip, this penknife, not worth a eent, our century, free alongside ship, your grandson's motorcycle, absence of mind, a thoughtless action, they were shipwrecked. Sunset is the moment of sun's setting. These dressmakers were his classmates. They themselves asked for glassware.

Revision: a) [aIn, aIt, Uo(r), $\int 9n = 3on$]; b) sign: once = one's = ones, sight: capacity, fidelity; c) covered, delightful, movement, charming, property, prices; d) during, darling: calling; e) parliament, moment, agreement, instrument, enjoyment, document, payment, endowment.

REQUEST FOR INFORMATION

Dear Sirs. The firm mentioned on the en/closed slip has given us your name as a	20
	20
trade reference. As we would like to / enter into business relations with	40
them we would appreciate your giv/ing us information about their reputation,	60
solvency and all the other / details which might be of interest.	80
Any information you are kind enough / to give us will be treated in strict	100
confidence. Yours faithfully,	107

Chapter 12

- **A.** Quote your lowest prices, we require goods of best quality, quite right, this square, the next text, the approximate requirements, at a fixed time, a luxurious life, the tax, the intended quantity, a heavy demand for boxes, we recommended him, to stand one's ground, all and sundry, sundries and accessories, thrive by good husbandry, Alexandra asked for a laundry, a high standard of living, with regard to the card index, a first order for foundry products. Send the Samples to Oxford. The sailors jumped overboard. This boxer soon loses his temper. Sandra accelerated her car on the access road. Are you acquainted with Alexander? Richard bought stamps.
- **B.** At 4 per cent, a permanent job, at present, in the presence of the Queen, a competent representative, our representation for India, one after another, soon afterwards, thank you very much, under construction, underline these words, be a man, a quick workman, a shorthand manual, manufacturing industries, some lamps, sometime after lunch, because of lack of evidence. Some of those hunters were in pursuit of the fox. Is the landlord leaving before us or after us? Undertake no risk at this very moment. The undersecretary was underinsured. A manufacturer is a person, firm, and so on that manufactures things. Can you lend them some money? Do you manufacture also the inferior quality? Linda must hurry because it is late. Someone noticed this handsome man. Sometimes Randolph had very little to eat.
- C. They are expecting too much: beyond expectation, little advantage: advantageous costs of transportation: London's transport system, port of destination a special opportunity, to vest a man with rights in an estate not a vestige of truth, Queen Victoria. An electrician does electrical work. Austria is a European country. The jury brought in a verdict of not guilty. The director dictated a memorandum to his secretary.

Revision: a) [ə, I, i, əU, aI] *upstroke-t*, [aIt], any, and, -ed, to = too, un-; b) perfectly, frightened, advantage; c) guests, lights, abilities; d) character: characteristic; c) create, created; f) uneven, unable.

A. Grandma und grandpa, until due date, the present economic situation, a new play, in a state of chaos, the blue of the sky, now and then, a television tower, my dear old boy, much to their annoyance, an unwritten law, this chest of drawers. Only few of our representatives knew that those underwriters made an allowance. The other day Andrew threw it away. Did Bartholomew enjoy his stay at Bombay? Because of his experience Hugh bought excellent raw materials in Norway.

B. I miss him very much, Mrs Smith and Miss Swan, the misuse of power, Mr Howard, Messrs Huxley & Quincey, consult Dr Stuart Baxter, a doctoral degree, an antitrust law, to antedate a letter, the antagonism between Mr Dickinson and Dr Hearst, a disarming smile. Altogether, the champion boxer made every effort, as heretofore. Then Miss Francis missed the bus. After their dismissal they had to discuss these anticipations. Write to Messrs Roy & Sons, Texas Street, Auckland. A well-to-do man does not buy ready-to-wear suits.

C. The unlimitedness and unrestrictedness, a supplier's credit, fried onion rings, a pair of shoes. Those are undoubtedly the latest issues. There have been some delays. They accompanied the unemployed. Miss Butler has taken her doctor's degree. Cash discounts are allowed. Lou enjoys the conversation.

Revision: a) enjoy: entrance; b) equality, destroy, prepare, poem, market, foreign: equal, pretext, decent; c) democratic, London, symbol; d) voyage, preface, fortunately.

Inquiry

Dear Sirs, We owe your address to our mu/tual business friend Mr Blackshaw	20
who has called our attention to your / products. As we are going to extend	40
our range of gas lighters we should be grate/ful if you submitted an offer show-	60
ing prices, discounts, terms of payment and / delivery, and so on. What is your	80
earliest delivery date? As we / are large buyers we expect you to grant	100
us substantial quantity discounts. Look/ing forward to your detailed offer,	120
Yours very truly,	125

Chapter 14

A. Shortsighted: shorthand, trustworthy, seaworthy packing, skyscrapers, an innkeeper, the jumping-jack; newspapers, swimming-pools, a housewife, in the meantime, all the cowboys were surprised; anything: anybody, to withdraw money from the account, be a good sportsman, everything is ready now: goodwill, anyhow.

B. The months of the year: Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec. The university degree MA, fob Seattle; the first of September = 1(st) Sept. The US Air Force. We watch football on TV. Let us meet at 4 pm. Prof Newman ordered an ECG. Y is the 25th letter of the English ABC. Yd is the written abbreviation for yard.

C. The Skyline, beautiful flowers, in the lowlands, reinforced concrete, the preamble of this treaty, their reactions. Everybody is on holiday by the seaside. They were unaware of his presence. Iceland is an island.

Revision: a) serve, seen = sin, soon, Rosa, see = sea; b) endorsement, sister; c) goods, samples, seats = sits, sights; d) upset, outside: uplift; e) banks, months, tours, descriptions; minister: administration.

Offer

Dear Sirs, Wo thank you for your inquiry / about gas Fighters and are pleased to	20
submit the offer requested by you. / We enclose our prospectus showing prices,	40
terms of payment and delivery / as well as the details with regard to	60
colours, designs and styling of the gas / lighters. Delivery can be made	80
three weeks after receipt of order. If/ your order exceeds 500 units	100
we grant a special discount of 5 per / cent. We would be glad to receive an order	120
from you which will have our full atten/tion. Yours sincerely, Lighter-Company	141

Chapter 15

- **A.** Mr and Mrs Higgins in Qatar, Derrick Mulock from Greenock, an Austrian schilling. Dr. Schweppes and Prof Buchanan contacted Messrs Schmitt. Colonel Eastfield studied at Westpoint. The German words hinterland, autobahn and kindergarten were used by Miss Westbrook. Ellen Terry read a play of Scribe.
- **B.** Mr Pershing from Exeter, in addition: the third edition. The inner man means man's soul or mind. The composition was written in D major. Prof P Connolly met Herr Dietrich in Antwerp. Mr T Campion fought for a righteous cause. Where is Conway?
- **C.** Great zeal: a sealed envelope, they seized the weapons: they ceased working, as usual, her personal prestige. Messrs Ritz referred to the enclosure. A zoologist from New Zealand won the prize. The quetzal is the monetary unit of Guatemala. It was a pleasure.
- **D.** Zoe Cronin phoned the IFT (International Federation of Translators). Iraq is a country of the Middle East. John saw Joan. Where there's smoke there's fire. R Fitzroy ordered a T-bone steak. Lieutenant Fitzgerald was awarded the Medal of Merit. Your ID-Card proves who you are.

Page 25

Business letters

Favourable reply

Dear Sirs, We have received your fetter / requesting information about the firm	20
stated on the enclosed slip. We / have had dealings with this firm for many	40
years and are pleased to say that busi/ness relations have always been pleasant.	60
The directors are known as reliable, / trustworthy and cautious business-	80
men. In addition, the firm must be doing / business on a large scale, as sub-	100
stantial orders have regularly been / placed. Obligations have always been	120
met promptly and our confidence has never / been misplaced. In our opin-	140
ion, there seems to be no reason why you / should not take up business connections	160
with them. This is our personal opin/ion for which we assume no responsibility,	180
and we ask you to con/sider it as strictly confidential.	200
Yours truly, International Bank Cor/poration	213

A business transaction

Dear Mr Gatsby, We refer to our / phone call and are pleased to submit the	20
offer requested by you. We enclose / our catalogue which shows our egg cookers	40
and coffee machines. Particulars with / regard to colour, and so on, are to	60 80
be found in the catalogue. As we would / like to count you among our customers we are ready to allow you special / conditions. We can grant you an extra	100
quantity discount of 5 per cent in / addition to that quoted in the price-	120
list. As our prices have already been / calculated as low as possible	140
this is the best we can do for you. Our / terms of payment are: payable within ten days with a discount of 3 per cent / or within two months net cash. Delivery	160
can be effected immediate/ly after receipt of order. We should	180 200
be pleased to receive an order from / you which will have our prompt and careful attention. Yours sincerely,	220 227
Page 26 Inquiry	
Dear Sirs, We refer to your advertise/ment in the latest issue of the	
'Financial Times' in which you offer tele/vision sets, tape-recorders and radios.	20
As we are in the market for these / articles we ask you to send us	40 60
illustrated catalogues or prospectuses / stating all the necessary	80
details. As we are large buyers and have to / face keen competition on the local	100
market, please note that only competi/tive offers will be considered. We	120
are looking forward to your early re/ply. Yours faithfully, Russel & Company, London	140 143
Offer	
Dear Sirs, We thank you for your inquiry / of March 3 and are pleased to note that	20
you are interested in our articles. / Please find enclosed a series of	40
illustrated prospectuses giving / you an outline of the complete range of our products. As we are anxious to ex/tend our business activities to	60
the British market we are ready to / help you by allowing special condi-	80 100
tions. The prices exected in the etteched / price list are to be understood	120
tions. The prices quoted in the attached / price-list are to be understood cif London, seaworthy packing in/cluded. In order to facilitate	140
the introduction of our articles / into the British market we grant you	160
a special discount of 45 per / cent on the list prices. Our terms of pay-	180
ment are documents against payment. De/livery can be effected after	200
receipt of order. If further infor/mation is required, please let us know. We	220
should be glad if pleasant business / relations resulted and assure you that your orders will have our prompt and care'ful attention Yours faithfully,	240 258
Page 27 Advice of dispatch	
Dear Sirs, We thank you for your order of/ March 15 which has meanwhile been put in	20
hand. Our shipping department has been in/structed to see to it that the order	40
is executed in line with the ship/ping instructions stipulated in your	60
letter. Our shipping agents have informed / us that the goods will be shipped by	80
SS 'Mary' leaving Hamburg for London / on March 24. We hope that the consignment wilt arrive safely and in/duce you to place further orders with us.	100
You may be sure that we shall spare no ef/fort to satisfy you in every way. Yours faithfully,	120
Tou may be sure that we shall spare no ci, fort to satisfy you in every way. Tours faithfully,	145

Request for information

Confidential. Dear Sirs, The firm mentioned / on the enclosed slip has given us your name as a reference. As we / have not done business with this firm so far we would appreciate your giving / us detailed information. They have placed an order with us for £450, / and we are not sure whether we are safe in granting them credit / to such an amount without having any reliable information You / may rest assured that any infor-	26 44 66 8 106 126
mation, you may give us, will be treated / with strictest confidence. We would always be glad to render you a similar / service. Yours truly, Enc International Reply Coupon, addressed / envelope.	140 160 173
Favourable information	
Dear Sirs, We have received your letter / of March 3 requesting information about the firm mentioned on the en/elosed slip. We are pleased to tell you that the owners of this firm enjoy a / good reputation in business circles. We have opened accounts for them / with a similar credit limit and it appears from our records that they have / always met their obligations promptly.	20 40 60 80 100
Therefore, we would not hesitate to grant / them the credit they have asked for. It is understood that this information / is given in strict confidence and without any responsibility on /our part. Yours faithfully,	120 140 156

Key to writing exercises

Chapter 1

I.h., I, M.I, I
ULIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
- 1 1 1 1 2 1 1 1 2 · · · · · · · · · · ·

I. 26, 6, , , , , , , , 6, elen, , , , , . N.
I., Lne, l e L . e . 2 / 2 / 2 / 2 / 2
anjen?, lu 17 - e 101.

Chapter 4

Chapter 5

Chapter 6

I. L. g. Le, me, C., elle, now, L. v.

I. I n , Le. 2 2 2 1 . L. ele , 1

L. C. e c. 1 1 . M. B. C. M. M.

Chapter 7

Chapter 9

Chapter 10

I. $i \in \mathbb{N}$ $i \in \mathbb{$

Chapter 11

Chapter 12

I. $1 \cdot 1 \cdot pe \stackrel{\leftarrow}{=} \stackrel{\sim}{=} \stackrel{\sim}{=$

Chapter 14

Chapter 15

I. live = we / 2/2 = ne, 2 cb, 2 = j., 2 = 2, 2 = j..

I. 1 li, g, li 2y. -, huo = hyo - - 1 80 Cr.

II. 1 li, p, le = d roy. ce, I 2 f 6 = N = 0 - 12

Revision: All short forms

Page 24

2,) · / eg g · / eg g U ~ Is? . ~ old olor. & dro e e on, d. le z jo o l. B 2 2 5 , 1 (m) M (e c , , No c 2 600 - 4e 1 Cv., Co ve 126 Co. 2 100/2 e, in. Col Landelin B? E? La, on l² ~ y 20 2, 00, 01 L 16 C 9? 16, 1. ~ 1 vo. 8 ell jo Bt ~ 1 20 ~ No... 40. jest jell. e. j. l. e. j. l. elle l'asle 6 ? 6 Bo J. 1 340, Rd 2l. 65 m, 1 M. N.E. 360 b, 1. 2 5 l, In lefi Colsoni. je cos Bjahej. ,6 2400 / ble 22e.2 1/2 1 · 200 for l 2. (5 / 2) . ~ (6 octolo 1 _ o style . I be , gry ho o(., le 2 00 h) 1 2 1 2 m. (2)

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Page 25

2 Mgrs No you (m l oo so e / b ..., 2/1, o S o) je l ood ... of a ... oo m ... se, lno spo, e s, rolo, o s, so ... mo mo, al., se 2 b ... 1 - e ... ln, - [103 6 lo] Page 26

Page 28

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Page 29

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202 lul od 200/ ly en blo, [147 860]

