

**Shorthand Speed**  
Tests at 50-120 words per minute

This paper must be returned with the candidate's work, otherwise the entry will be void and no result will be issued.



8980-01-001  
(SH-SP)  
90110

**TEST AT 50 WORDS PER MINUTE**

*(A letter to Mrs Brown enclosing a brochure giving details and prices of hotel accommodation with private facilities. The hotel has a games room and indoor swimming pool)*

Dear Mrs Brown (*paragraph*)

Thank you for your recent letter asking for / details and 1/4  
prices of accommodation at this hotel. (*fullstop*) We have  
much pleasure // in enclosing our brochure which describes 1/2  
all the types of accommodation we /// have available. 3/4  
(*fullstop*) As you will see from the brochure all of the // 1  
rooms have private bathrooms. (*paragraph*)

The hotel has an indoor swimming pool / and there is also a 1/4  
games room where children can play. (*fullstop*) We // have 1/2  
three staff on duty in the games room throughout the day. /// 3/4  
(*fullstop*) Your children can therefore be left to play in  
safety. (*paragraph*)

If // you book your room at least three months in advance 2  
you will / receive a ten per cent discount. (*fullstop*) 1/4  
Therefore you can save money and // give your family a 1/2  
holiday they will remember. (*paragraph*)

We look forward /// to welcoming you to this hotel in the 3/4  
near future. (*paragraph*)

Yours sincerely // 3

**TEST AT 60 WORDS PER MINUTE**

*(Letter to Mrs Shah who is shortly moving to larger office premises, enclosing a brochure of office furniture, with discounts in the sale for the whole of January)*

Dear Mrs Shah (paragraph)

Thank you for your letter of the second January informing us / that you will shortly be moving to larger office premises and that you will therefore // require extra furniture.

(paragraph)

We were pleased to note your comments about the items of /// furniture you purchased from us two years ago. (fullstop) It is always good to know // that customers are satisfied with the standard and style of our products. (paragraph)

We are / enclosing our latest brochure from which you will see that we have increased our range // considerably since you made your last purchase. (fullstop) Please note that all the furniture can /// be supplied in any of the colours shown at the front of the brochure. (paragraph) //

We are sure you will be interested to know that we are holding a sale / for the whole of this month, with big savings on most items. (fullstop) All orders // placed with us during January will qualify for discounts. (paragraph)

We look forward to being /// of assistance to you and wish you success in your new premises. (paragraph)

Yours sincerely //

3

---

**TEST AT 70 WORDS PER MINUTE**

*(Letter to Mrs Phillips about problems with an order for stationery items, a ten per cent discount and price increases)*

Dear Mrs Phillips (paragraph)

We recently placed an order with your salesman for several stationery items. (fullstop) / ¼  
 He told us there was a ten per cent discount on any goods which we ordered this month.  
 // (fullstop) Part of the order has now been delivered but we are still having problems ½  
 with your /// sales office. (paragraph) ¾

I am surprised to see that we have been charged the full price for the / items delivered. 1  
 (fullstop) In fact some of the prices have even increased since your salesman's last visit.  
 / (fullstop) At that time, he assured us that there would be no price increases until next ¼  
 year. (paragraph) // ½

We have also received several items of stationery which we did not order and these have  
 now /// been returned to you as requested by your sales office manager. (fullstop) He ¾  
 also informed us that the / outstanding items on our order would be delivered within 2  
 twenty-four hours. (fullstop) However, we are still / waiting for these goods which were ¼  
 promised more than a week ago. (paragraph)

As we have had so // many problems recently with stationery orders, we have decided to ½  
 use another supplier. (fullstop) We very much /// regret having to take this action as we ¾  
 have used your company for several years. (fullstop)

Yours sincerely / 3

---

**TEST AT 80 WORDS PER MINUTE**

*(A letter to Miss Wood about offering her the post of receptionist with a firm of solicitors and the possibility of having to give one month's notice)*

Dear Miss Wood *(paragraph)*

Thank you for attending these offices for an interview last Friday afternoon, and I have much / pleasure in offering you the post of receptionist. *(paragraph)* 1/4

I would like you to start work here as soon as // possible, but I do understand that you will have to give your present employer one months notice. *(fullstop)* As I /// 1/2  
explained to you, we are, at this time, having to employ temporary staff from an 3/4  
agency and this situation is // not very satisfactory. *(fullstop)* Therefore if there is any 1  
possibility of you having to give less than one months notice / this would be very 1/4  
much appreciated. *(paragraph)*

The salary and the hours of work were fully discussed with you at // the interview. 1/2  
*(fullstop)* After a period of six months we will send you to college one day every week  
to /// enable you to learn more about legal office work. *(fullstop)* This will give you the 3/4  
opportunity for promotion to the // post of legal secretary to one of our solicitors. 2  
*(paragraph)*

I hope that you decide to accept this post with / us. *(fullstop)* Please let me know 1/4  
what your decision is as soon as possible. *(fullstop)* If you accept this post // we will 1/2  
send you a contract of employment together with a copy of our staff handbook.  
*(paragraph)*

If you have /// any questions please do not hesitate to telephone me. *(fullstop)* I look 3/4  
forward to hearing from you. *(paragraph)*

Yours sincerely // 3

**TEST AT 90 WORDS PER MINUTE**

*(Letter to Mr Tomlinson inviting him to the Royal Hotel as guest speaker at the next meeting of the Business Forum)*

Dear Mr Tomlinson (paragraph)

Further to my recent telephone call, I should like to invite you to be the guest speaker at / ¼  
the next meeting of the Business Forum. (fullstop) This will be held at the Royal Hotel on  
the first of next month at // 2 pm. (fullstop) As you know, the Royal Hotel is in the High ½  
Street and is just a short walk from the /// main railway station. (paragraph) ¾

I should be pleased if you could join me for lunch at the hotel before the meeting takes  
place. // (fullstop) I suggest that we meet in the reception area of the hotel at twelve 1  
noon, so we can have lunch and / discuss your presentation in detail. (paragraph) ¼

As I told you, the Business Forum was set up two years ago by local business people. // ½  
(fullstop) The idea behind the Forum is to encourage managers at all levels in industry to  
meet together on a regular basis /// and share their problems and successes in business. ¾  
(fullstop) Usually we have a speaker such as yourself, who is a senior executive of // an 2  
important company. (fullstop) After you have given your talk there will be a question and  
answer session, which normally lasts for / about forty-five minutes, and then we have tea ¼  
before the meeting ends at around four thirty. (fullstop) The question and answer  
session // is always very lively, as our members feel it is extremely useful to exchange ½  
business ideas in this way. (paragraph)

I look /// forward to seeing you again next month, and I know we will have an interesting ¾  
talk, and a lively discussion. (paragraph)

Yours sincerely // 3

---

**TEST AT 100 WORDS PER MINUTE**

*(Letter to Mrs King enclosing the final account and details of foreign currency and travellers cheques for her holiday in Europe)*

Dear Mrs King (paragraph)

We have pleasure in enclosing the final account for your holiday in Europe next month. (fullstop) Please check all the details / carefully to ensure that they are correct and 1/4  
contact us immediately if you have any queries. (paragraph)

The outstanding balance must be paid within the // next seven days. (fullstop) Please 1/2  
note that we make a charge for payments by credit card and we therefore advise you to  
pay the balance /// by cheque. (fullstop) We would also like to remind you that it is 3/4  
possible to pay for your holiday by instalments. (fullstop) We offer a // very low interest 1  
rate and if you require further details regarding this service please contact our office as  
soon as possible. (paragraph)

It is important / for you to ensure that you arrive at the airport at least two hours before 1/4  
the flight is due to depart. (fullstop) This will give // you enough time to check in your 1/2  
luggage and look round the large number of airport shops before boarding your flight.  
(paragraph)

If you have /// not ordered your foreign currency and travellers cheques we can arrange 3/4  
this for you. (fullstop) We only need twenty-four hours to obtain foreign currency // and 2  
we always keep travellers cheques in stock. (fullstop) Simply let us know what your  
requirements are and we will organise this for you. (paragraph) / 1/4

We are also enclosing some general information about the places you will be visiting on  
your holiday and we hope you will find this information // helpful. (fullstop) Please let us 1/2  
know if you would like further details about any of these places. (paragraph)

We would like to thank you for /// booking your holiday with us and we would also like to 3/4  
take this opportunity of wishing you an enjoyable and relaxing time. (paragraph)

Yours sincerely // 3

---

**TEST AT 110 WORDS PER MINUTE**

*(Letter to Mrs Dawson about her application for the post of Examinations Officer and the installation of a new computer system in the department)*

Dear Mrs Dawson (paragraph)

Thank you for attending an interview at this college last Friday afternoon. (fullstop) I am very pleased to inform you that we would / like to offer you the post of Examinations Officer to take effect from the first of next month. (paragraph) 1/4

The terms and conditions of your proposed employment are // set out in detail in the enclosed contract. (fullstop) If you agree to accept this contract, you are requested to sign and date it and return it /// to the college as soon as possible. (paragraph) 1/2  
3/4

As I explained to you at the interview, the whole of the Examinations Department is moving to a new building // at the beginning of next term. (fullstop) For the last few years the Department has been divided between two buildings, which has proved to be a very / inefficient way of working. (fullstop) Furthermore, we are hoping that the installation of a new computer system to handle all our examination requirements will be completed shortly. (fullstop) // We shall then have one of the most modern departments in the country, which will enable us to give an improved service to our students. (fullstop) I /// know that all the staff in the Department are looking forward to working in the new building. (paragraph) 1  
1/4  
1/2  
3/4

It is planned to hold training courses on the new // computer system during the summer vacation for all staff who are involved in examinations. (fullstop) Perhaps you could let me know any dates when you will be / unavailable during the month of August so that arrangements can be made for you to attend one of these courses. (paragraph) 2  
1/4

In the meantime, if you require more // information about the post, or you have any questions, please do not hesitate to contact me or my personal assistant at any time. (fullstop) I very much /// hope that you will accept the important position of Examinations Officer in this college. (fullstop) I look forward to working with you in the future. (paragraph) 1/2  
3/4

Yours sincerely //

3

**TEST AT 120 WORDS PER MINUTE**

*(A letter to Mr Lee, a current account holder, from his bank, telling him about their wide range of savings and investment accounts.)*

Dear Mr Lee (paragraph)

We are writing to all our current account holders this month in order to give details about our savings and investment products. (fullstop) We know that / our customers want to make the most of their money and we can help you do this. (paragraph) 1/4

We have a wide range of savings and investment products which offer // attractive interest rates. (fullstop) These include accounts that give you a guaranteed return on your money to help you plan for your future (fullstop) We also offer higher interest rates /// for large investments and some accounts are also free from tax. (fullstop) Whether you want to save or invest, in the short or in the long term, whatever your age **I** or financial position, we have an account to suit you. (paragraph) 1/2  
3/4  
1

We undertake to write to you annually with details of our current range of savings and investment products. (fullstop) / We will also tell you about any new products offering higher interest rates as and when they become available. (paragraph) 1/4

We would like to draw your attention to the new // monthly saver account which pays a good rate of interest and gives you the opportunity to earn an annual bonus. (fullstop) You must make regular monthly payments into this account /// and you can arrange to transfer money every month directly from your current account. (fullstop) To qualify for the bonus you must make no more than one withdrawal and must **I** not miss more than one monthly payment during a particular year. (fullstop) If you miss two monthly payments or make two withdrawals in one year you will receive the interest / but not the bonus. (paragraph) 1/2  
3/4  
2  
1/4

We enclose a leaflet giving full details of all our savings and investment products and hope that this will be of interest to you. (fullstop) // If you would 1/2



like advice or further information about any of our accounts please telephone this office in order to make an appointment with one of our advisers. (fullstop)

We /// can arrange for an adviser to visit you at home if this is more convenient. (paragraph)

¾

We look forward to hearing from you in the near future. (paragraph)

Yours sincerely ***I***

3

---