

Most people are often in a hurry to get money, but not in a hurry to the. However like the fishermen's deadly look, the fish in the river hurries to catch the worm on the hook, only to be trapped the process. The same thing applies to most people who are in a hurry to make money. The excessive desire to get money has occasionally made them to be trapped like the fish in its bid to catch the worm in the fisherman's hook. Money continues to tantalise people until it leads them to a point of no return.

ACRONYMNS

- M** - Many shall suffer for my sake
- O** - On me shall all depend
- N** - Nothing can be done
- E** - Engage me in all things
- Y** - Yet, I am the root of all evils

Be cautious in search for money

Beware!

KEY TO SHORTHAND MADE EASY FOR BEGINNERS & ADVANCED STUDENTS

EXERCISE 1

1. The Tape
2. Pay Ted
3. We have to pay Ted
4. Who pet Ted
5. The Tape
6. Who brought the Tape
7. Pay Ted to aid Abe
8. Abe paid Ted to do the job
9. Aid Jay to do the page
10. Pay Ted to do the page today

EXERCISE 2

1. They Have bought the tape
2. They say the tape was bought
3. Have they paid for it?
4. They say they paid for it
5. They all say so
6. They think they have to aid Abe to page it
7. Which was the tape they bought?
8. Who was up to page two?

EXERCISE 3

1. Take the tape to the bay
2. Shall they take the tape to the bay?
3. Who shall take the tape to the bay?
4. Bade shall take the tape to the bay.
5. Which tape shall Abe take to the bay?
6. Who shall be the Judge?
7. Bade shall be the judge
8. Ade shall be the judge too

EXERCISE 4

1. Ade shall come to the bay
2. She shall be delayed
3. Do they think she shall come?
4. We may change the date to April
5. We may ask them to come in May.
6. Do they know the month?

EXERCISE 5

1. The Keg
2. Fill the keg
3. Who will fill the keg
4. Yemi may fill the keg?
5. Many of them will fill the keg today
6. Shall we fill the keg?
7. Show him the way to fill the keg

EXERCISE 65

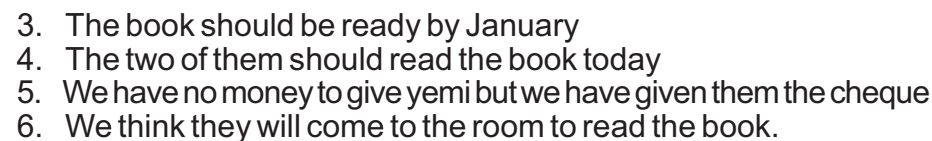
Money is the only one thing on earth that has no enemy Even the mentally disturbed search for it.

Money makes people look good. An ugly man or woman is hardly ever seen as he or she has got the money. If any one suddenly forms the habit of speaking more authoritatively than usual. Find out what has happened and you will discover that he has suddenly acquired money.

He who has money is hardly anybody's enemy because he is seen by all as a friend; some people even consider a handshake with him as an honour and a blessing. Money, like law is no respecter of persons. It is nobody's brother or sister. It comes to any person regardless of what his background is and it could get finished at anytime without sounding a note of warning.

People can forget anything, including the God, who made them, but no money, and secondly not death. Most people are concious of these two things because money makes life easy going, while death puts an end to everything. They pray to get more money but not to die too soon.

If you see a person looking sick, find out what is happening. Do not be surprised to find out that he has money problems. Money buys the most impossible things. The only things which it can not buy is life. However it can make life more conformable than it would ever have been.



1. Who will come to catch the ball?
2. We shall be at the bay to catch the ball.
3. We know the ball was paid for on Monday
4. Can we see the ball we paid for
5. We shall be happy if it can reach us today

1. The big lad was given two penny a day to watch the load in shop
2. The lake was cool, so we came back to see him
3. Mary may manage to show them the way to do it
4. We like the way the game was being showed but they will come back for the show
5. They will pay for the damage to the boat which was given to them
6. The two of them shall take too long to do the job?
7. We have given them the money but we may change the job.
8. She had no cash to get the shop, and so she was given the cheque
9. He will have to pay for the damage to the gate which was laid today
10. They come to the lake to see the way to show the game

1. The leg may be aching him.
2. Shall we pay him in envelope to relief him?
3. The money for the egg should be put in the envelope.
4. Get me enough money to pay him off.
5. Shall we pay the debt on Monday?
6. No the debt should be paid today
7. We shall engage them to pay the debt
8. Show them the duck
9. The duck shall be bought tomorrow
10. Who shall carry the duck?
11. Ade shall carry it

EXERCISE 10

1. The wood is thick
2. Which wood shall we pick?
3. Ade shall pick the big wood which Eze bought
4. The copy of the book shall be given to him
5. Teach me the way to do the job.
6. We owe them an apology for the delay in reading the book.
7. The baby was lucky to have the book.
8. The family shall look for a way to read the book
9. Pay for the book
10. We shall give them a different book

EXERCISE 11

1. Ayo shall have to leave at two for him to see it
2. If she can come to see us, we shall give the lad a copy of the book which she was asking for.
3. He shall be at Canada this month.
4. Shall we follow him to Canada?
5. No it will be too early
6. Say bye-bye to the lady in Canada
7. He shall get food for us
8. He will arrive at two on Monday 24th of March this year
9. We shall go to him at the bay
10. Keep to the date

EXERCISE 12

1. The Red ship should arrive at 2 on Monday
2. The road may be too narrow for the ship
3. Our family may be in Canada tomorrow
4. Who will come to see the family?
5. Jim shall come
6. Bisi will follow Mallam Jim
7. We shall thank all of them for the cash
8. The dairy farm in Canada may be too far for Jare to come
9. Mary may be too poor for the reading
10. Read the book for Mary

EXERCISE 13

1. The March bill was so high
2. Can we pay it?

were my best companion.

Mum, you were the one who piloted me to this world and brought me up to this level. You gave me comfort when I was distressed, listened to my complaints and supply all my needs.

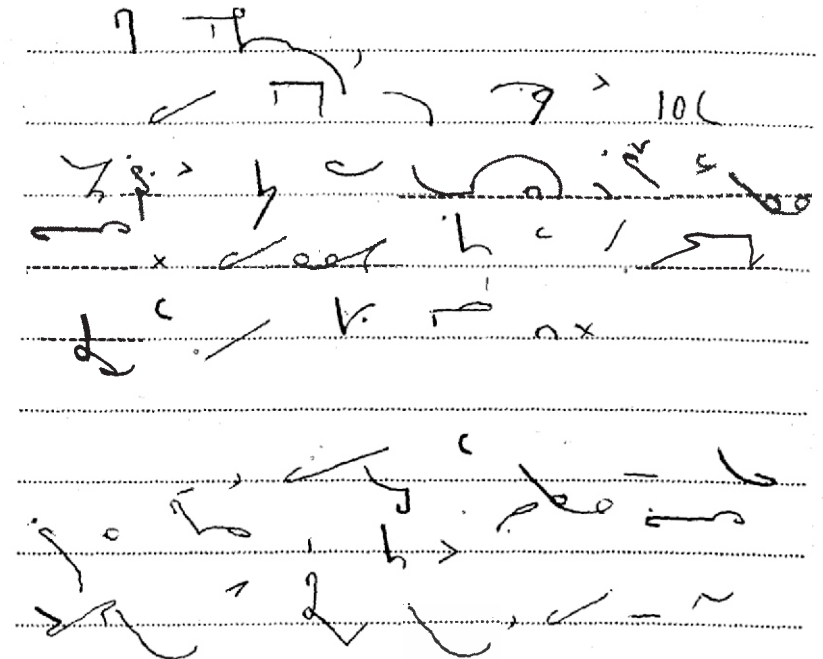
You were the only one that understood my language when I did not have any other weapon to express my feelings than to cry. Words are not enough to express my appreciations.

As a matter of fact, you are the pillar of my life. My prayer is that God should bless you with long life to reap the fruit of your labour.

Mum, may you be honoured here on earth and here after.
Sweet Mum, I love you

Your Daughter
Ajoke

EXERCISE 64



It is the first of its kind in the history of this community. The essence of calling this meeting is to discuss the deplorable condition of social amenities in the community.

Generally, the roads are bad, there is no drinkable water and electricity is epileptic in supply. In whole, the environment is quite inhospitable!

What can we do to improve our condition of living? To me, I don't think we should be waiting any longer for the government to assist us. Rather, we should think of what we can do to assist ourselves as a community.

I want to suggest that a day in a week should be declared and we should instruct our young ones to come with their instruments and assist in filling the pot holes on our roads to make them more comfortable and make transportation easier.

Secondly, it is illegal for anybody in this community to climb poles without express permission of power holding company. Concerning the poor supply of electricity, each house should be taxed to buy new transformer which will be able to supply adequate electricity for the whole community.

Alhaji Jimoh Salaam

Chairman Community Development

EXERCISE 63

My mother,

Letter of Appreciation to a Sweet Mother. There are mothers and there are mothers but my own mother is one out of millions.

Mum, you are diligent, caring, kind, loving and above all motherly.

I might not be able to say of my childhood but since I started going to the school growing you have always been there for me. When I was sick and lonely you

3. No, it will be too high for us to pay
4. Can they change it a bit?
5. Ade may change the bill to a low bill which will be easy to pay.
6. A copy of the bill should be given to Ade in Winnipeg
7. Jim may be engaging in ludo game
8. The fourth day of each month may be for karate

EXERCISE 14

1. My duty may be to write the book which Eze would read
2. Do you like to buy the book?
3. I wrote a book on tyre and tube
4. I like the tube which i saw in your shop
5. Can you give the tube to me?
6. Which tyre would you like to give me?
7. How can I see you?
8. I can go beyond you when talking of reading
9. Which day are you going to see me?
10. What do you think we can do? Can we buy the book?
11. Buy the book and give it to me

EXERCISE 15

1. Can you come to see us at the Park Avenue?
2. The time should be Monday to Wednesday, 15th March.
3. Can you come to see me at the Bay?
4. Can you ask him to thank Olu
5. The lake can be too high for him
6. I will like to have low lake
7. I like to go to a shallow
8. The time should be too early for judging
9. What can we do for you?
10. I will come to see you

EXERCISE 16

1. I hope you will be at the show which will be given today
2. I hope you will hurry up to do the job.
3. The head of the firm may see him if he so wishes
4. We think you will like to come
5. We hope you will enjoy the game

EXERCISE 17

The factory may have a new head who may be at the Park Avenue tomorrow. I shall be happy to watch the show with you if you can come to see it. Come with the head of my firm.

I will also come with the head of my firm who will give me money to pay for the show. Can you allow us to come because we have to be at the show in the garage

EXERCISE 18

1. Your message on the business of the day was given on Monday.
2. It shows that you are ready for the business
3. We shall be happy to give you several books on the topic

“Feeding the family”

4. Can we see the books you wrote on the business
5. May we know why you may come early to the book launch?
6. We are happy to discuss the sale of the books with the sales boy in Oyo.
7. These books are nl for nice our purpose
8. Some copies would be given to the head of your shop
9. With this book success is yours
10. How many copies do I give you?

EXERCISE 19

1. Today is Sunday, I will like to go to the shop
2. Shall we got the shop to give them money?
3. We have time to go the shop 4. Can we reach the shop on time?
5. Show me the way to the shop and I will follow it.
6. I shall be in the city on Tuesday and Wednesday.
7. Can you type page two of the book for me?
8. Thank you so much. It will be given to you today
9. My book which will be ready soon gives my views on the way to write
10. Buy this book and make success in this subject

EXERCISE 20

1. Johnson should discuss on the issue with you on Monday
2. The issue is on with how to dispose of the car
3. Do you like the car?
4. You can see the car the city market

The educators can latter be supplied with information that will be useful for you. Promptness in the delivery of these computers is very essential.

Please comply and make this contract a success

Thanks for your understanding sir.

Sales Manager,
Mrs Salaam Ajoke

EXERCISE 61

Dear Madam,

This is to bring to your notice the misconduct of some of our students during the last semester examinations.

Many students were caught with various malpractices offences ranging from impersonation to coping from other students and bringing prepared answer booklets into examination rooms. The entire management is in a state of discomfort to the extent of calling for discontinuion of the examinations.

I am confident that you will also not accommodate this type of bad attitude. Put on big tese students i am therefore, directed to introduce Mr. Peter to you who will be the head for the “War Against Examination Malpractices” Commission in this university. You are hereby implored to release necessary and needed fund to accomplish this task.

I think you will be magnanimous enough to give this letter the urgent attention it deserves.

Thank you ma.

Yours faithfully
Mr James
Secretary to the Vice-Chancellor

EXERCISE 62

Chairman's Speech at the community meeting,

Good afternoon everybody, I am happy to welcome you to this community meeting.

EXERCISE 59

Thank you for your letter of last week.

We are happy to receive your remainder that our order for calendars should be earlier than it has been placed. We may change our style this easter as the federal government has announced that no order should be placed after the month of March.

The interview is slated for the fifth of February two thousand and thirteen. Please come to the centre along with your father. Come along with your father and mother too. Anybody who comes after ten o'clock in the morning will not be attended to.

Further information will be sent to you through the telephone.

EXERCISE 60

My Dear Sir,

We are no longer interested in the purchase of typewriter as we had earlier requested. Computer are fastly replacing typewriter in secretarial world today.

We are now placing order for computers which must be delivered to our chamber not later than December this year. I am sure there is going to be a meeting of the management in the month of September where the issue of computers shall be fully discussed.

6. The cheque should be paid to Zenith Bank
7. The factory's seal should be on the envelope

EXERCISE 21

1. I will assist him to keep the book I wrote?
2. It is the type of book i sold last year
3. The book almost disposed this week
4. The cost shall be so cheap
5. Park was in a haste to write the test
6. I suggest you come to our shop to see the book
7. The money for the book was fixed in the bank since last year

EXERCISE 22

1. The master of the game would come today
2. Do you like the game itself?
3. Master the game for, it will assist you to secure a high post in the business office.
4. The minister of poster would come to see the game master as soon as possible.
5. Chester is to administer the game
6. The game master is faster in the game
7. Adjust the game to suit the purpose of the family
8. The posters are nice enough
9. The game Masters are really in love with the posters
10. Give us many copies of yourbook

EXERCISE 23

1. The factory is having a poor year
2. It is having some heavy losses which may affect its business
3. Do you know the cause?
4. It is because the factory paid excessive taxes this year
5. How can we reduce the taxes?
6. Can we write to the officer to reduce the taxes for us to make our business succeed
7. Write on time and save our business.
8. Our kegs are nicely boxed, you can see them in your show cases or in your windows.

9. If the officer insists that we must pay the heavy taxes, we have to pay but it will result in heavy losses on our businesses.
10. Save our businesses, Sir

EXERCISE 24

1. What are the causes of failure in the subject?
2. It is because the book was given to few of them to read
3. Only few of them came out successfully
4. The failure rate should be reduced next year
5. The issue should be seriously discuss next time
6. Get the cases or the boxes of the item ready for me today or tomorrow
7. Mrs James came to the shop and the case of soap was given to her.
8. Can I get two cases of soap for my use?
9. Thanks for your advice
10. The pieces of advice given to me would really assist me on the issue.

EXERCISE 25

1. I will like to visit New York this February
2. Can I Ade go with me?
3. As we know, New York is the largest city in the United State of America
4. Give him me the form as early as possible as we shall have to keep it.

EXERCISE 26

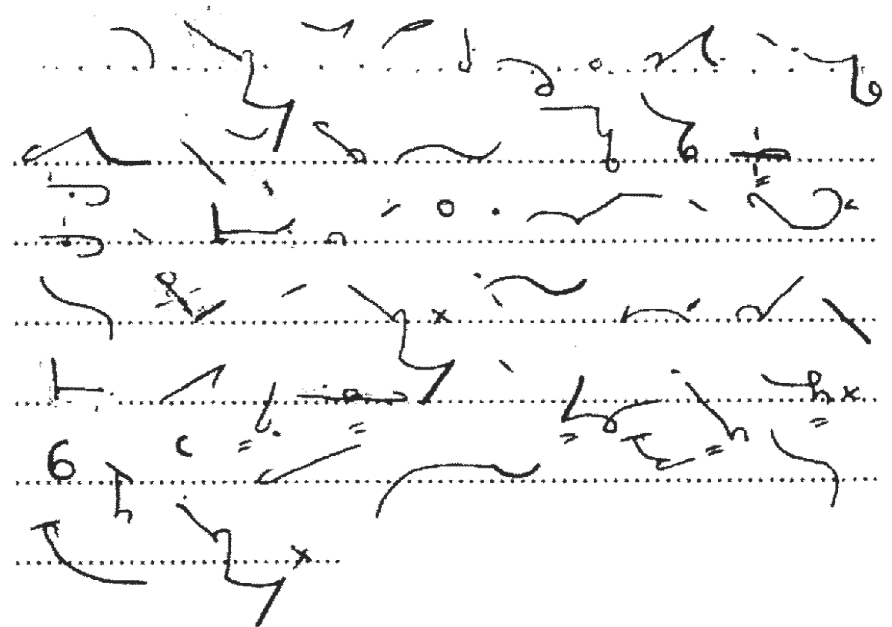
1. In as much as we are ready to make big sales, the factory is making a big show as early as possible
2. The factory is paying a big or to much money for the show
3. As far as I know, the factory is rich
4. My eyes are ready, I may be coming for the show next week
5. Is the lady going for the show?
6. I like the lady because she is leaving a modest life
7. Modesty is the best policy

EXERCISE 57

Dear Customer,
We have credited your account with the cost of the agreed number of belts. Your purchase account has also been credited as illustrated below.

The amount to be debited was dictated to us on phone and the cheque has since been post dated. the attitude of your manager is worthy of commendation. The spirit with which you have worked with us in the past is hereby acknowledged be certificate of patronage was immediately sent to the firm for your attention. Words are not enough to express our appreciation and we hereby say "thank you for your patronage"

EXERCISE 58



EXERCISE 54

1. Kindly let me come there willingly and not by force
2. Will you allow me to see you at Isokun Avenue to lead me to where the wild animals are kept?
3. The welfare of staff members is the most important thing to us
4. The Unwilling members should not be forced to attend the meeting next week
5. Let me have the names of those who will attend the meeting.

EXERCISE 55

There is every likelihood for the rain to fall today. Perhaps it rains what would you do for the farmers. The farmers are ready to sow some of the seeds provided for them but they have some difficulties which need urgent attention. The difficulty involves irrigation equipment, farming tools or implements, inadequate food and some other materials which may be needed to facilitate their work. I think your household should visit the farm as urgently possible to find solutions to these problems.
Thanks.

EXERCISE 56 POSTAL SERVICE

What is the postage rate for sending a mail from Oyo to Iwo? What is the fastest means of sending a mail? When is it likely to reach there. Is it safer when is it likely mail through post office and how prompt will it be delivered? Are you sure of getting all the documents attached to the mail? All these and some other questions are what is troubling the hearts of many people in Nigeria today, the postal Agencies are becoming redundant today because most, people do not send their mails through post office again. Technology has overtaken the postal services. People prefer to call than to write and send through post office.
What do you think about this?

8. The lady hates moving with the lazy type
9. She is living at the Bay opposite the shop
10. Can you take me to the house?

EXERCISE 27

1. Sometimes ago, I suggested that the list be submitted without delay
2. The head of the firm visited the factory today
3. I will like all of you including the head of the factory to be modest because modesty is the best policy
4. The head of the firm that visited the factory asked: how many times do you recite the book of God each day? How close are you to God?
5. He said: Many youths today are lazy and hate work but like to enjoy unless they are forced they will not work , do not be like this type.

EXERCISE 28

Dear Sir,
I am happy to inform you that goods sent to us last week has not been received. We met the goods in a good state and this would make us to buy it next time. Send us your latest catalogue as well as some samples of your new goods next week to enable us buy in bulk.
Thank you and good night Sir.

EXERCISE 29

1. Early yesterday, in the mosque we all bowed for God
2. Many young ones today have little or no time for God.
3. Are you one of them?
4. Do you have time for God in your life?
5. Despite your tight schedule, you must have time for God
6. How I wish to be close to God
7. You cannot do without God in your life

EXERCISE 30

I reached bank around 9'0 Clock and left very late yesterday. Yet I was unable to clear the cheque given to me.

The fat boy kept the cheque in his office mate's bag but unfortunately the cheque got missing.

Did you see the cheque after leaving his office? When did you see the cheque last? How much was to be deducted from the cheque?

Please check and get all these answers for me in your next note as I am badly in need of money and many would benefit from it.

EXERCISE 31

1. In the month of February, volume of our businesses in the east was quite small but since last year November our sales has risen steadily.
2. Both in the West and South, we noticed a heavy sales of tyres and tubes
3. We have come out successfully in the month of March and May because sales in this territory are the best in the history of the firm
4. The firm has formulated new policy
5. We feel that this policy is most satisfactory
6. It seems to me that the way in which we store tyres in this factory is not good.
7. Our storing facilities are poor and quite unsatisfactory but with some changes with the store room improved storing might be expected.
8. Can you give us the analysis of sales in the South. Assist us to formulate a policy that would work for them
9. We shall be expecting your analysis ma
10. Thank you

This will go a long way to help the school as it needs more building and more teachers and these could not be supplied by the government

We are looking forward to your urgent action.

Yours
Concerned Parent

EXERCISE 52

Dear Mr White,

The bearer of these glad tidings is from a close relation of Mrs Jim whose photograph appears at the back of this book. She is there to obtain application form for employment scheme called ("Oh Yes"). Her present boss exercise so much pressure on her and she is so difficult. Adequate information should be given to her on the application form. The lady has an ample opportunity to be chosen and she deserves our sympathy. The counsellor that followed her is a linguist who requires your urgent attention to stamp his form to facilitate his campaign. He will come tomorrow morning
Thanks for your usual cooperation

Yours Sincerely
Ajoke

EXERCISE 53

Dear Mrs Brown,

With surprise your request for quotation for a large quantity of typing papers. I have no hesitation to tell you that it has been sent to you since last week at Square Avenue Lagos. The paper could have been delivered somewhere else. We shall ask our sales representative to meet you at the new hall to have full discussions on the issue.

For more enquiry, please write or call our sales manager at Park Avenue Lagos.

Thanks for your patronage

Very truly yours,
Mr Ashroff

Attractions of this life should not distract us from serving him. He has given us some directions and we have to follow them to the last and not occasionally. May he help us to do his will. (Amen).

EXERCISE 50

Please, carry out an investigation from the head of the department about tuition fee and some other fees to be paid by newly admitted students. The position of things in the college now calls for proper investigation because the decision of the college management on tuition fee is so tough for the parents and students.

The parents have no objection to the college's rules and regulations. I think the college management should ensure maximum satisfaction of the students in term of facilities to make learning more interesting

The information reaching us shows that the situation of facilities in the college is extremely terrible and calls for urgent attention. We are now calling on the provost to please come to address the problem.

EXERCISE 51

Dear Principal,

The Parents Teachers Association of the school is not all that well-organised.

Candid efforts should be made by the school management to ensure the proper organisation of the Parent Teachers Association they helped the school in the past the in their present can not be over emphasized.

The school should look at what brought about the set back in the Parent Teachers Association's activities and look for a way of bringing about improvement in the performance of the Parents Teachers Association.

EXERCISE 32

1. The wire did not sell last year
2. This shows a quite low sales volume
3. As regard wire, this year is the worst year we have ever had
4. Ladies wear sells rapidly and huge profit was realised
5. The Ladies wig also sold like hot cake
6. Can we book many pieces of ladies' wear?
7. Do not worry, we shall book it
8. They were happy to see our volume of sales going higher

EXERCISE 33

1. The most acceptable colour for the wedding party to be held in April six two thousand and thirteen is blue and black
2. The sample attached to this package is the latest cloth sample which you can get easily in the next shop
3. You can also get the latest sample through our local dealers
4. Just fill the attached form below and post it to us or you apply to our local dealer for details of this wedding cloth
5. Please supply us as early as possible fifty pieces of this cloth for fifty people which would be suitable for our staff and i should be obliged if you would include a couple of samples of the head tie single and double widths fortunately, the wedding date happens to be my little child's birthday
6. We thank you must sincerely for your patronage and happy married life.

EXERCISE 34 THE TRUTH

1. This magazine is trying to bring to the notice of its reader and nothing but the truth
2. The major problem we have today is that the press tell to much lie to the people.
3. As we all know that, it is only the truth that saves a country
4. It is better to say the truth and die than to tell her and be alive
5. Let us say the truth and move the nation forward

EXERCISE 35

It is generally believed that ladies do hide their ages. Why? This is because some think if they come out with their true ages, people would look down on them as being too young or too old.

This is too bad, some added to their ages while some reduces theirs. Whatever be the case, it is very wrong for anybody to change his or her age.

If I may ask, how old are you now and how old is your first child.

How old is the youngest person in your family.

How old will you be on your next birthday? Are you young or old? At what age did you marry?

EXERCISE 36 PRAISE PROGRAMME

The press is hereby invited to come and cover our praise programme of events scheduled for 18th March.

Their trips to this town would last three or four days. Our worthy teachers and the entire labours would have the greatest Joy in seeing you covering the vent.

The dress code for the programme would be cream and brown. Make sure you dress properly to the occasion because people addressed, the way they are dressed.

Our graduates would also like to see you. I trust you will arrive early for the programme.

EXERCISE 37 LOVE

Darling, it is quite sometimes now since I heard your voice. I hope there is no problem with you and your work. The dark parcel attached is my love gift to you. It comes directly from the bottom of my heart. I disagreed with the saying that out of sight is out of mind because you always occupy a special space in my heart. I regret any problem my absence might have caused you. My regards to your colleagues in that College of Education.

EXERCISE 47

Dear Sir,

In relation to our topic, large number of students have been given admission this year to be trained as professionals in the secretarial profession.

The explanation given was that some secretaries are needed in our society than it was before. Our intention was to produce more secretaries who will fill the vacancies in our various offices.

For thoes season, great attention would be given to speed development in Shorthand and Typewriting for the new students.

The examination would be given on this two twin-courses. At the end of the sessin we should be able to produce secretaries who will be able to write 80 words per minute in shorthand and 35 words per minute in Typewriting

I hope you will support this new objective, Thank you

Yours

Amoke

EXERCISE 48

The location of the industry is very good. It was located where it will be easy to get the professional for the jobs. What I mean is that the industry was located very close to the vocational training centres.

At these centres, entrance examinations for those who wish to be trained for the professions are very tough. This gives the industry a chance to carry out a transaction with the training manager to employ well groomed professional for its job.

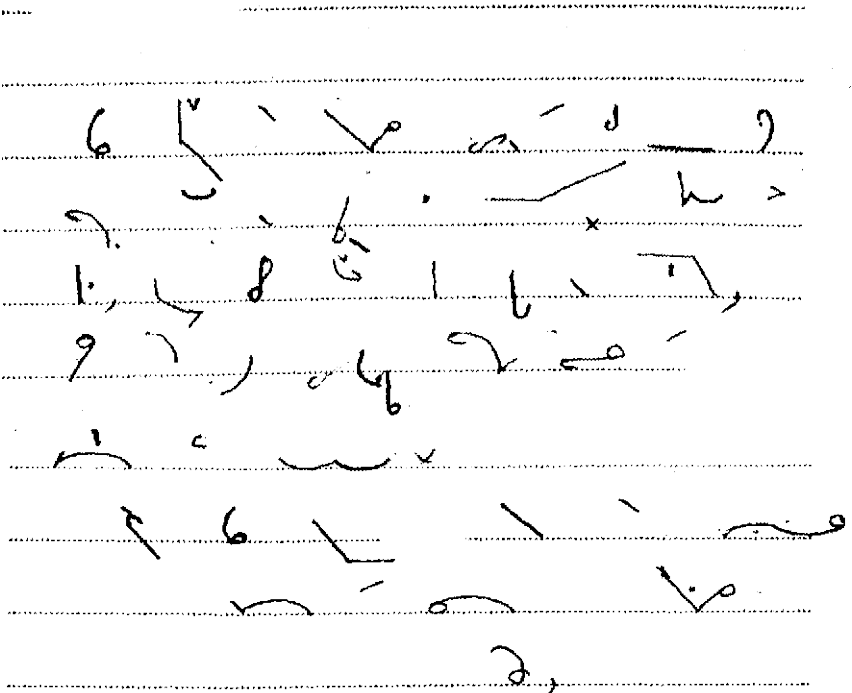
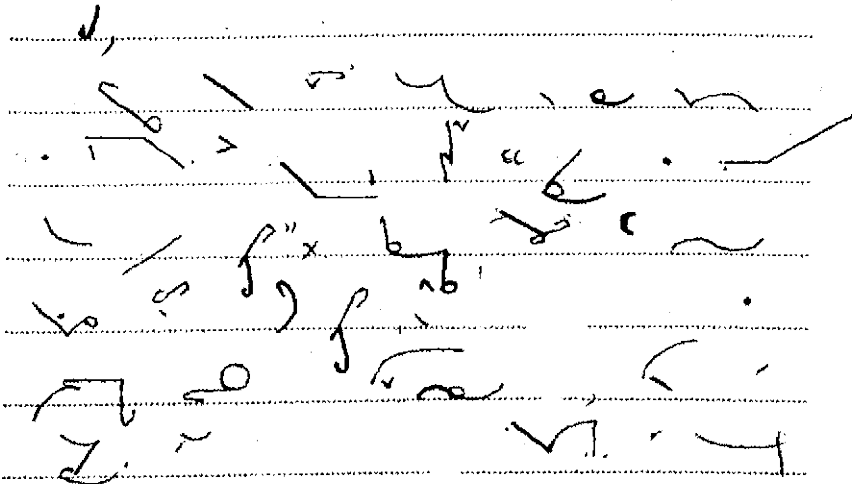
The Registration for the training is done during summer session.

Run fast and register yourself

EXERCISE 49

The major obligation placed on everybody is to serve God the most high. God in his majesty was the creator of heaven and earth and everything in them. For making us human beings, we should give thanks to him and serve him more.

EXERCISE 46



EXERCISE 38

In honour of our Late daddy Pa Micheal of sa wo's area iwo, a dinner is to be or organised on Friday next week. Everybody is expected to be there. The venue is pressure Building other wise called summer house.

Efforts have been made and the way and manner things should be done at the venue are clearly discussed. The pressure was much on us to make use of farmers house or building but it was not big enough to take the large number of people that will come that day. The enclosure shows direct way to the venue. Different types of food are available, just fill your choice

Thank you all.

Alhaja Ajoke Salaam
Daughter

EXERCISE 39

I expect to travel to North Avenue next week. I am going with the paper I forwarded to you. Kindly type the original and duplicate copies of the paper, it may be of use to Mr. Skinner.

The two bedroom flat I am expected to lodge in is highly decorated with pots of beautiful flowers. I have a very great privilege to reside there. Thanks for the honour accorded me I am sure it is going to be a remarkable state.

EXERCISE 40

Dear Sir,

I have the pleasure to send to you the some pictures of our new building. It has very good offices and furniture items.

I wish to tell you that there are appealing spaces for visitors and staff. Just find time to be there and let us know when your arrival time is likely to be

Yours Respectively

EXERCISE 41

1. The Naval officer recently visited the industry
2. He discovered that the industry's account was not properly presented
3. The statement of account shows a great deficit and this makes the industry unable to meet its financial obligations
4. The industry specialises in shoes and bags and it is performing better than its rivals
5. The official leather used for the bags and shoes makes them stronger than its rival's products.
6. Please tell the banker to close the firm's account and open a new one.
7. I forgot to write the name before its opening

EXERCISE 42

1. We have been in the western part of the state for the past two years. We hope to see some of his work which is generally similar to what we expected
 2. From our own opinion our sales avenue must be developed better than it is now within a very short period of time.
- In my own opinion, the corn must be returned to the Wobourn Park as early as possible. Everyone of us felt the pain when our new plant at the Wobourn part of the state was totally closed down The merger we carried out was a good and timely step. My children would like to read about it in the days to come

EXERCISE 43

I may likely be out of purse this month can I get some amount from you to survive? The rough estimate needed would be up to three thousand Naira

Tell your wife to drive to attractive party and ask for me there. This money would help me to preserve my dignity. Kindly reserve a seat for me and my relatives at the party. Instead of paying for the service, why can't you pay the person who has already given you the items

EXERCISE 44

Ladies and gentlemen, i have the greatest honour to address you today on the topic "Cash Discount"

What exactly do we mean by cash discount? This refers to the discount given for prompt payment. This is to encourage the buyers to make prompt cash payments.

For example, if the customer buy a dozen of items that is sold for ten naira each we can be given a discount of one naira on each item if he pays in cash. That is to say that he would pay one hundred and ten naira for a dozen of the item.

EXERCISE 45

Dear Ajoke,
We visited the firm just last week and the head of the firm was having serious cough and cold. He could not attend to us as expected, but he phoned his secretary to prepare coffee for us.

The funny side of the story was that the secretary counted on our personality and was kind enough to give us balanced diet. We really enjoyed the visit and it was full of fun.

I hope you will follow us next time. Have a nice day.

Yours,
Mr. Sulaiman