

# SpeedWriting with Joanna Gutmann

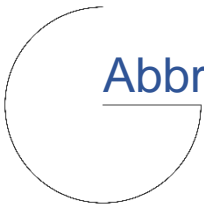
*wlcm 2 spdrtg!*

During this training you will find some techniques that:

- are really easy, obvious when you think about it;
- seem really weird but start to make sense after a while;
- you think you'll never get... but suddenly you do;
- you think you'll never get... and you're right – so ignore them;
- are not as good as the way you do it now, so stick to your own way for those.

That's one of the joys of speedwriting, it's flexible and can be shaped to suit the way that helps you the most. Don't give up on any technique too quickly, it can take a bit of time to make it work and please share any 'better ways' that you have – they may help someone else.

*u mt fnd ts dfclt 2 "stnd nw bt by t end of t trng u wl  
b rdg spdrtg esly.*



# Abbreviations | texting abbreviations

c	see	.....	see	c
r	are	.....	are	r
u	you	.....	you	u
y	why	.....	why	y

Write the four phrases

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Use the space below to practise more if you want to... see if you can write them faster (always saying them aloud)

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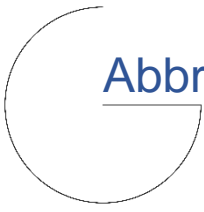
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# Abbreviations | leave off the 'e'

<i>b</i>	be	.....
<i>w</i>	we	.....
<i>m</i>	me	.....
<i>h</i>	he	.....

be	<i>b</i>
we	<i>w</i>
me	<i>m</i>
he	<i>h</i>

Write the four sentences

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Use the space below to practise more if you want to.

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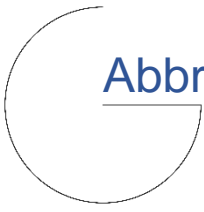
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# Abbreviations | ignore the 'i'

<i>s</i>	is	.....	is	<i>s</i>
<i>t</i>	it	.....	it	<i>t</i>
<i>n</i>	in	.....	in	<i>n</i>
<i>f</i>	if	.....	if	<i>f</i>

Write the four sentences

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Use the space below to practise more if you want to.

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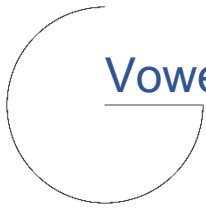
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## Vowels | leave out vowels

<i>hsptl</i>	hospital	.....	hospital	<i>hsptl</i>
<i>clnc</i>	clinic	.....	clinic	<i>clnc</i>
<i>trgt</i>	target	.....	target	<i>trgt</i>
<i>dvlp</i>	develop	.....	develop	<i>dvlp</i>
<i>dfclt</i>	difficult	.....	difficult	<i>dfclt</i>
<i>rmvd</i>	removed	.....	removed	<i>rmvd</i>

Write the four sentences

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Use the space below to practise more if you want to.

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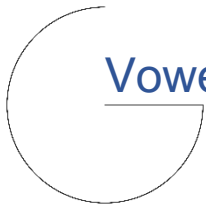
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## Vowels | first and last vowels, double vowels

<i>efect</i>	effect	.....	effect	<i>efct</i>
<i>acpt</i>	accept	.....	accept	<i>acpt</i>
<i>opn</i>	open	.....	open	<i>opn</i>
<i>xprs</i>	express	.....	express	<i>xprs</i>
<i>xpln</i>	explain	.....	explain	<i>xpln</i>
<i>aftr</i>	after	.....	after	<i>aftr</i>
<i>proactv</i>	proactive	.....	proactive	<i>proactv</i>
<i>oprt</i>	operate	.....	operate	<i>oprt</i>
<i>xtnd</i>	extend	.....	extend	<i>xtnd</i>
<i>meandr</i>	meander	.....	meander	<i>meandr</i>

Write the four sentences

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Use the space below to practise more if you want to.

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# Dropped letters | dropped 's'

<i>c<sub>s</sub></i>	cash	.....
<i>fn<sub>s</sub></i>	finish	.....
<i>s<sub>rpn</sub></i>	sharpen	.....
<i>i<sub>su</sub></i>	issue	.....

cash	<i>c<sub>s</sub></i>
finish	<i>fn<sub>s</sub></i>
sharpen	<i>s<sub>rpn</sub></i>
issue	<i>i<sub>su</sub></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words with a dropped 's' to write.

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# Dropped letters | dropped 't'

<i>t</i> nk	thank	.....
<i>mn</i> <sub>t</sub>	month	.....
<i>o</i> <sub>t</sub> <i>r</i>	other	.....
<i>t</i> S	this	.....

thank	<i>t</i> nk
month	<i>mn</i> <sub>t</sub>
other	<i>o</i> <sub>t</sub> <i>r</i>
this	<i>t</i> S

Write the four sentences

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Use the space below to practise more if you want to, and find other words with a dropped 't' to write.

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Write the twelve words

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## Dropped letters | dropped 'c' for ch/tch

*c*k    check    .....

*e*<sub>c</sub>    each    .....

*m*<sub>c</sub>    much    .....

*f*<sub>c</sub>    fetch    .....

check    *c*k

each    *e*<sub>c</sub>

much    *m*<sub>c</sub>

fetch    *f*<sub>c</sub>

Write the four sentences

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Use the space below to practise more if you want to, and find other words with a dropped 'c' to write.

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Write the twelve words

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# Dropped letters | dropped 'w' for wh

<i>w</i> <i>r</i>	where	.....	where	<i>w</i> <i>r</i>
<i>w</i> <i>l</i>	while	.....	while	<i>w</i> <i>l</i>
<i>w</i> <i>t</i>	what	.....	what	<i>w</i> <i>t</i>
<i>w</i> <i>tvr</i>	whatever	.....	whatever	<i>w</i> <i>tvr</i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words with a dropped 'w' to write.

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Write the twelve words

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# Prefix and suffix | ing

<i>rn<sup>g</sup></i>	running	.....	running	<i>rn<sup>g</sup></i>
<i>opn<sup>g</sup></i>	opening	.....	opening	<i>opn<sup>g</sup></i>
<i>snd<sup>g</sup></i>	sending	.....	sending	<i>snd<sup>g</sup></i>
<i>bld<sup>g</sup></i>	building	.....	building	<i>bld<sup>g</sup></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with ‘ing’ to write.

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## Prefix and suffix | des/dis & ance/ence

<sup>d</sup> pt	despite	.....	despite	<sup>d</sup> pt
<sup>d</sup> cvr	discover	.....	discover	<sup>d</sup> cvr
<sup>d</sup> rv	deserve	.....	deserve	<sup>d</sup> rv
<sup>d</sup> cs	discuss	.....	discuss	<sup>d</sup> cs

Write the four sentences

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Use the space below to practise more if you want to, and find other words beginning with 'des' or 'dis' to write.

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## Prefix and suffix | des/dis & ance/ence

<i>evd<sup>c</sup></i>	evidence	.....	evidence	<i>evd<sup>c</sup></i>
<i>apr<sup>c</sup></i>	appearance	.....	appearance	<i>apr<sup>c</sup></i>
<i>grv<sup>c</sup></i>	grievance	.....	grievance	<i>grv<sup>c</sup></i>
<i>rfr<sup>c</sup></i>	reference	.....	reference	<i>rfr<sup>c</sup></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'ance or 'ence' to write.

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# Prefix and suffix | pre/pro & ment

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<i>p</i> fr	prefer	.....	prefer	<i>p</i> fr
<i>p</i> blm	problem	.....	problem	<i>p</i> lm
<i>p</i> psl	proposal	.....	proposal	<i>p</i> sl

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with ‘pre’ or ‘pro’ to write.

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## Prefix and suffix | pre/pro & ment

<i>dp<sup>rt</sup>m</i>	department	.....	department	<i>dp<sup>rt</sup>m</i>
<i>eng<sup>g</sup>m</i>	engagement	.....	engagement	<i>eng<sup>g</sup>m</i>
<i>st<sup>l</sup>m</i>	settlement	.....	settlement	<i>st<sup>l</sup>m</i>
<i>inv<sup>st</sup>m</i>	investment	.....	investment	<i>inv<sup>st</sup>m</i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'ment' to write.

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This image shows a full page of primary-ruled paper. It features 20 evenly spaced horizontal dashed lines across the entire page, providing a guide for handwriting practice. The lines are thin and black, set against a plain white background. There are no margins, text, or other markings on the page.



# Prefix and suffix | con/com & ble

<sup>c</sup> pr	compare	.....	compare	<sup>c</sup> pr
<sup>c</sup> t	commit	.....	commit	<sup>c</sup> t
<sup>c</sup> frm	confirm	.....	confirm	<sup>c</sup> frm
<sup>c</sup> vnc	convince	.....	convince	<sup>c</sup> vnc

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with ‘com’ or ‘con’ to write.

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## Prefix and suffix | con/com & ble

*avl<sup>b</sup>*   available   .....

*prnt<sup>b</sup>*   printable   .....

*wrk<sup>b</sup>*   workable   .....

*ps<sup>b</sup>*   possible   .....

available   *avl<sup>b</sup>*

printable   *prnt<sup>b</sup>*

workable   *wrk<sup>b</sup>*

possible   *ps<sup>b</sup>*

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'able' to write.

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Write the four sentences combining 'com'/'con' and 'able'

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Practice the words from this session

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# Prefix and suffix | for & sion/tion/cean

<sup>f</sup> gt	forget	.....	forget	<sup>f</sup> gt
<sup>f</sup> nm	forename	.....	forename	<sup>f</sup> nm
<sup>f</sup> wd	forward	.....	forward	<sup>f</sup> wd
<sup>f</sup> gv	forgive	.....	forgive	<sup>f</sup> gv

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with ‘for’ to write.

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## Prefix and suffix | for & sion/tion/cean

*rlx<sup>n</sup>* relaxation

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relaxation *rlx<sup>n</sup>*

*edc<sup>n</sup>* education

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education *edc<sup>n</sup>*

*ddc<sup>n</sup>* dedication

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dedication *ddc<sup>n</sup>*

*fnc<sup>n</sup>* function

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function *fnc<sup>n</sup>*

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'sion', 'tion' or 'cean' to write.

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# Prefix and suffix | inter/intra & sial/tial/cial

<i>iʋw</i>	interview	.....	interview	<i>iʋw</i>
<i>iʋrt</i>	introvert	.....	introvert	<i>iʋrt</i>
<i>iɲl</i>	internal	.....	internal	<i>iɲl</i>
<i>iɔc</i>	introduce	.....	introduce	<i>iɔc</i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with ‘inter’ or ‘intra’ to write.

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# Prefix and suffix | inter/intra & sial/cial/tial

<i>esn<sup>s</sup></i>	essential	.....	essential	<i>esn<sup>s</sup></i>
<i>ptn<sup>s</sup></i>	potential	.....	potential	<i>ptn<sup>s</sup></i>
<i>of<sup>s</sup></i>	official	.....	official	<i>of<sup>s</sup></i>
<i>r<sup>s</sup></i>	racial	.....	racial	<i>r<sup>s</sup></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with ‘sial’, ‘tial’ or ‘cial’ to write.

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## Prefix and suffix | over, under & ful

<sup>u</sup>*ln* underline .....  
<sup>o</sup>*py* overpay .....  
<sup>u</sup>*go* undergo .....  
<sup>o</sup>*stt* overstate .....

underline <sup>u</sup>*ln* .....  
overpay <sup>o</sup>*py* .....  
undergo <sup>u</sup>*go* .....  
overstate <sup>o</sup>*stt* .....

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with 'over' or 'under' to write.

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## Prefix and suffix | over, under & ful

*hrm<sup>f</sup>* harmful

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harmful *hrm<sup>f</sup>*

*dt<sup>f</sup>* doubtful

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doubtful *dt<sup>f</sup>*

*pwr<sup>f</sup>* powerful

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powerful *pwr<sup>f</sup>*

*sklf<sup>y</sup>* skilfully

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skilfully *sklf<sup>y</sup>*

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'ful' to write.

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[illegible]



## Prefix and suffix | sub/sup & ship

<sup>s</sup> <i>sdy</i>	subsidy	.....	subsidy	<sup>s</sup> <i>dy</i>
<sup>s</sup> <i>sqnt</i>	subsequent	.....	subsequent	<sup>s</sup> <i>sqnt</i>
<sup>s</sup> <i>lr</i>	supplier	.....	supplier	<sup>s</sup> <i>lr</i>
<sup>sr</sup> <i>mrkt</i>	supermarket	.....	supermarket	<sup>sr</sup> <i>mrkt</i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with 'sub' or 'sup' to write.

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## Prefix and suffix | sub/sup & ship

<i>ldr<sup>p</sup></i>	leadership	.....	leadership	<i>ldr<sup>p</sup></i>
<i>wr<sup>p</sup></i>	worship	.....	worship	<i>wr<sup>p</sup></i>
<i>hrd<sup>p</sup></i>	hardship	.....	hardship	<i>hrd<sup>p</sup></i>
<i>ownr<sup>p</sup></i>	ownership	.....	ownership	<i>ownr<sup>p</sup></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'ship' to write.

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Write the four sentences combining 'sub', 'sup' and 'ship'

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Practice the words from this session

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## Prefix and suffix | multi & trans

<i><sup>m</sup>ply</i>	multiply	.....	multiply	<i><sup>m</sup>ply</i>
<i><sup>m</sup>clrd</i>	multicoloured	.....	multicoloured	<i><sup>m</sup>clrd</i>
<i><sup>m</sup>pk</i>	multipack	.....	multipack	<i><sup>m</sup>pk</i>
<i><sup>m</sup>tsk<sup>g</sup></i>	multitasking	.....	multitasking	<i><sup>m</sup>tsk<sup>g</sup></i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words starting with 'multi' to write.

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## Prefix and suffix | multi & trans

<i>tfr</i>	transfer	.....	transfer	<i>tfr</i>
<i>tfrm</i>	transform	.....	transform	<i>tfrm</i>
<i>tprt</i>	transport	.....	transport	<i>tprt</i>
<i>tcrypt</i>	transcript	.....	transcript	<i>tcrypt</i>

Write the four sentences

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Use the space below to practise more if you want to, and find other words ending with 'sion', 'tion' or 'cean' to write.

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Practice the words from this session

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25 'h' sounds (sh, th, ch, wh)

Handwriting practice lines for the 'h' sound. The page contains 25 horizontal dotted lines for writing practice.



25 complex words

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]