

German-English Shorthand

Deutsch-Englische Kurzschrift

Part II

Schlüssel

von

Dr. Klaus-Wilhelm Lege

Dr. Hans-Jürgen Bäse

ISBN 3-8045-
8913-8



übereinstimmend ab 1. Auflage

Winklers
Verlag

Gebrüder
Grimm

Darmstadt

Inhalt

	Seite
Vorbemerkungen	3
1 a Wortverbindungen	4
1 b Anlautkürzungen: [ʌ, a:]	4
2 a Weitere Wortverbindungen; Weglassen von Vokalen	5
2 b Anlautkürzungen: [e, æ, ə]	5
3 a Weglassen von Endsilben und des Vorlauts <i>r</i> ; [ɪə], [jʊə], <i>uni</i>	6
3 b Anlautkürzungen: [eɪ]	6
4 a Weglassen der Vorlaute <i>l</i> und <i>n</i> ; weitere Wortverbindungen	7
4 b Auslautkürzungen	8
5 a Weglassen von Zwischensilben und -lauten; weitere Wortverbindungen	8
5 b Weitere Auslautkürzungen	9
6 a Anlautkürzungen: Vor- und Nachsilben; Konsonantenfolgen	9
6 b Wiederholung: Kürzel für Endungen und Nachsilben	10
7 a Formkürzungen	10
7 b Wiederholung: Weglassen am Wortschluß	11
8 a Nachlaut- und Inlautkürzungen	12
8 b Wiederholung: Weglassen von Zwischensilben und -lauten	12
9 a Auslautkürzungen: Hochstellung, auslautende Vokale	13
9 b Wiederholung: Endungen und Nachsilben	14
10 a Anlautkürzungen: Hochstellung	14
10 b Anlautkürzungen: Tiefstellung	15
11 a Anlautkürzungen: [ɒ, ɔʊ], [ɜ:]	16
11 b Wiederholung: Anlautkürzungen	16
12 a Auslautkürzungen: Wortableitungen, Durchkreuzung, Weglassen von Aufstrichen	17
12 b Wiederholung: Auslautkürzungen	17
13 a Formkürzungen: Vokalandeutung	18
13 b Wiederholung: Formkürzungen	19
14 a Wortrandkürzungen: Wortanfang	19
14 b Wiederholung: Weglassen der Vorlaute <i>l</i> , <i>n</i> , <i>r</i>	20
15 a Wortrandkürzungen: Wortanfang mit Wortende	21
15 b Wortrandkürzungen: Wortende	21
16 a Weitere Wortrandkürzungen	22
16 b Wiederholung: Wortrandkürzungen	23
17 Redeschrift: Weglassen von Bindestrichen	23
18 Redeschrift: Weglassen von Lauten, Silben und Wörtern	24
19 Redeschrift: Nachlaut- und Inlautkürzungen; Durchkreuzung	25
20 Redeschrift: Kürzel	26
Schlüssel zu den Übertragungsübungen	27

Vorbemerkungen

Die Deutsch-Englische Kurzschrift ist eine im Wesentlichen phonetische Schrift, deren Grundlage die englische Aussprache ist, wie sie in „Daniel Jones, Everyman's English Pronouncing Dictionary, revised by A. C. Gimson“ dargestellt ist. Die Selbstlaute, Doppellaute und Mitlaute sind entsprechend den Zeichen der International Phonetic Association umschrieben.

Die Deutsch-Englische Kurzschrift entspricht in Teil I und Teil II der Deutschen Einheitskurzschrift. Neue Zeichen und darüber hinausgehende Regeln sind nur dann eingeführt worden, wenn es auf Grund von sprachlichen Besonderheiten erforderlich war. Teil II verlangt nicht die Kenntnis der Schnellschrift (= Eil- und Redeschrift) der Deutschen Einheitskurzschrift; dieser Teil setzt nur die Kenntnisse von Teil I (Verkehrsschrift) der Deutsch-Englischen Kurzschrift voraus. Wer jedoch die Deutsche Einheitskurzschrift bereits kennt, wiederholt beim Erlernen der Deutsch-Englischen Kurzschrift gleichzeitig die wichtigsten Regeln der Deutschen Einheitskurzschrift.

Die Beispiele des Teils II sind so ausgewählt, dass sie den Erfordernissen der Fachsprache der kaufmännischen Praxis gerecht werden; sie entstammen vornehmlich dem gemeinsprachlichen und fachsprachlichen Grundwortschatz.

Wer Teil II der Deutsch-Englischen Kurzschrift erlernt, beherrscht die englische Sprache in einem Ausmaß, dass er mit Sicherheit die Regeln auf Englisch versteht. Für Zweifelsfälle wird die deutsche Fassung im Schlüssel zu Teil II wiedergegeben.

Um Regeln und Kürzungen intensiv einzuüben, werden Sätze und Wendungen statt zusammenhängender Texte gebracht. Zusammenhängende Texte werden in einem besonderen Übungsbuch zu Teil I und II der Deutsch-Englischen Kurzschrift veröffentlicht; die Texte zu Teil II enthalten weitere redeschriftliche Kürzungen.

Schreiben lernt man nur durch Schreiben! Sie sollten deshalb Zeichen und Regeln der Kurzschrift schreibend einüben. Lesen Sie also nicht nur die Beispiele der einzelnen Lehreinheiten, sondern schreiben Sie sie auch mehrmals genau und deutlich ab.

Key to reading exercises

1a

Wortverbindungen

1) Präpositionen dürfen mit den folgenden Artikeln verbunden werden, Pronomen mit den folgenden Hilfsverben. 2) *to* darf mit dem folgenden Wort verbunden werden, 3) *-ing* darf mit rechtsrunden Zeichen verschmolzen werden. 4) Zeichen für Vorsilben bis zur Höhe von einer Stufe dürfen bei den an der Obergrenze beginnenden Zeichen oben angesetzt werden.

A. At the door, in this manner, we have Bone, I had done it, there they are, you can do it, he was there in the afternoon. 2) They had to sell their Cars. He had to go to the garage. You have to honour the cheque. I was too ill to eat. 3) They were aiming at this thing. You were jumping for joy. You had taught typing. We were loading coal 4) He congratulated him, an abstract of the speech, they were devoted to them, an expedition to the South Pole. You have spoken to that boy. He had to step to the side. You were riding fast. We had to sign all those cheques.

5) Das Zeichen für [i, i:], -y, -e, -ee, -ie, wird am Wortschluss sowie vor Endungen und der Nachsilbe *-ly* immer angewandt. 6) Das Kürzel für *re-* wird nicht angewandt, wenn unhandliche, undeutliche oder nicht eindeutig lesbare Schriftbilder entstehen.

B. 5) On the contrary, not in the slightest degree, you can fly to Tahiti, Susie had to be there, she has nothing to do. 6) To redeem one's honour, I feel much refreshed, in these refugee camps, they had reappeared, to recoil. Cookies are small sweet cakes. That will run to a pretty penny. Gary was a lazy fellow. She goes from one extreme to the other. I do my hair. This leading representative is an advocate of the poor. Harry shows signs of distress. Where is the doctor's fee? You are seeing things. It was very remiss of them. When did Hilary reappear? They thought it to be an invitation to rebellion, She has a recipe for a plum pudding. The referee recited the rules. I was relieved to hear it.

1b

Anlautkürzungen: [ʌ, ɑ:]

7) Branch, branches, branch line; but; charge, charging, discharge, undercharge; come, become, income; draft, drafts, drafting, draftee, re-draft; conduct, deduct, reduction; far, far-famed; guard, regard, regardful, disregard; grant, grants, granting, grantee, grantor; hard, harden, hardy, hardware; just, justice, adjust, adjustment; last, lasts, lasting, lastingness; mark, marks, market, marker, remark, remarking; consult, insult, result, results; task, tasks, overtask, overtasking; trust, trustful, trustee, entrust, mistrust. 8) Ask, asked, asks, asking, unasked.

Bei Anlautkürzungen wird nur der Anlaut einer Silbe geschrieben und der Vokal daran angedeutet; der Auslaut wird weggelassen. 7) [ʌ] und [ɑ:] werden durch Verstärkung des anlautenden Konsonanten angedeutet. 8) Beginnt eine Silbe mit einem Vokal, so wird er buchstäblich geschrieben.

C. She showed us the branch road to the village. Not a man but had tears in his eyes. He has been charged with such a crime. Billy was overcome with emotion. You have to honour those drafts. All charges for the draft were deducted. But they are far from rich. They were on guard. A loan was granted to the conductor. You are far from being a hard sinner-. Mr Justice Brown is just coming. Teddy denied the charge to the last moment. We are in the market for hardware. She remarked the adjusting mark.

She had to consult the doctor. Fulfil your tasks to the last. We can trust the trustee. Mary asked the guard where to go. I cannot deny my mistrust, But you have to guard this secret. He had broken some branches of the tree. A hard fighter fights hart. They asked the far-famed man from the Far East last night. All representatives remarked the hardy men. As a result, the Patient was discharged. It will go hard with him. Messrs Hardy & Son just charged 50 marks. There has been a reduction of charges and fees. You can entrust them with the task.

2a Weitere Wortverbindungen; Weglassen von Vokalen

1) Präpositionen dürfen mit den folgenden Pronomen verbunden werden, Hilfsverben mit folgendem *we*. 2) Von zwei aufeinanderfolgenden Vokalen darf der entbehrlichere weggelassen werden. 3) Am Wortschluss darf [ə] in den Silben [-bə r, -gə r, -tə r, -kə r, -rə r, -dər, -fər, -pər] weggelassen werden.

A. 1) We ran after them, the last of our remarks, in my youth, Can we do it? Will we come to this village? Do we ask him why he had Bone? 2) A small deviation from the rules, to create a market for Italian shoes, a restricted area. Will we negotiate the draft? 3) My neighbour, to sell sugar at a low figure, bread and butter, the loudspeaker of the radio, William the Conquerer, powdery snow, an offer of marriage, The Beggar's Opera. Peter Baker had always to labour at this task. Lions and tigers were to be seen in the zoo. Your daughter Miss Walker phoned the editor. After supper the labourers discussed the matter.

4) *You* darf an einem vorhergehenden Zeichen mittels Durchkreuzung bezeichnet werden, *your* mittels Durchkreuzung mit *r*, *yours* mit *rs*.

B. 4) I owe you. Are we very grateful to you? The operator laughed at you and at your ideas. Did we ask for you and for your conduct? This neglect of yours is an oversight of yours. Will you tell us a story? Is this cape yours? Were you at the theatre last night? A great emperor, greater and greater, the greatest thing, order was restored, the leader ordered them to come, if nothing interferes, she is interpreting into Arabian, in the interim, all aliens were interned, because of their intrigues, an introduction to international law, a misinterpretation. Were we greatly amused? An orderly room, these brokers suffered heavily, we can hardly walk, The orders were carefully executed. The interpreters initiated negotiations. Are you eager to avoid any typing error? There is a trial order for heaters.

2b Anlautkürzungen: [e, æ, ə]

Back, backbone, backstairs; bet, betting, better, betterment; kingdom, freedom, wisdom; expect, expecting, expectations; fact, factor, manufacture; affect : effect, perfection; get, gets, forget, forgetful; glad, gladly, gladness, gladsome; congress, aggressive, regress; hand, handed, handle, handsome; reject, rejection, inject, interjection; land, England, Scotland; less, unless, useless, pitiless; let, letting, letter, inlet, outlet; prepare, disparate, disparity; purchase, purchasing; purpose, purposeless; set, setting, sunset; aspect, inspect, inspector, inspection, respect, respective, respectively; constant, distance = distant, instance = instant; detect, detection, detective; attend, intend, extend, pretend; attentive, intention, extent; contract, extract, attractive; well, welcome, welfare; yet.

Es wird nur der anlautende Konsonant mit dem daran angedeuteten Vokal [e, æ, ə] geschrieben; der Auslaut wird weggelassen. Zur Unterscheidung von Kürzeln wird ein [ə]-Aufstrich mitgeschrieben.

C. The manufacturer was back from England. I bet that the detective is a little better than he was. They fought for freedom and liberty. We expect you to be in the factory. The congress debated these facts. That aggressive inspector suffered from an infectious disease. We are glad to see you. Handle with care! Why did you reject their offer? The interpreter will get 70 marks or less. Did you hand my last letter to them? You have to prepare a voyage to Scotland. The congress had to consider the purchasing power, too. The labourers did it on purpose. This is a perfect set of teeth. Not for an instant they thought this an instance for a bad aspect. Are you content with your job? They detected that this sum was used for other than the intended purpose. You better annul this less attractive purchase contract. You are welcome. Has the manufacturer come yet? Peter is well off.

3a Weglassen von Endsilben und des Vorlauts *r*: [ɪəl], [jʊəl], *uni*

1) Endsilben mit unbetontem [ɔ] oder [ɪ] und Endlaute dürfen weggelassen werden, wenn das Schriftbild eindeutig lesbar bleibt (ausgenommen -bør usw. -Silben). 2) Der Vorlaut *r* einer Konsonantenfolge darf weggelassen werden. Ist der Nachlaut ein *Aufstrich-t*, so wird der Vokal nach den Regeln der Anlautkürzung angedeutet; wenn das nicht möglich ist, darf *Abstrich-t* geschrieben werden. e Die Zeichen für Silben und Silbenteile werden innerhalb einer Silbe immer angewandt.

A. 1) To cover the table, a great trouble. Father and mother travelled to Southampton. Even my sister recovered throughout the summer. Does your brother speak any foreign language? Back to nature! Captain Walker endeavoured to get it. Shall you be able to come to us? 2) South and north, I urge you, a firm offer, the trees in the park, they had to charter a vessel, this sort, for a certain reason, a mortgage broker. They have learnt it from reliable sources. We have enlarged our assortment. 3) Unreal ideas, radial tyres, your annual income, to refuel, a unique man, a universal genius, the University of Oxford, in unity with others, in reality, perpetual motion, ideally beautiful.

B. The United Kingdom, to reunite, Sir Earnest Potter, a survey, they were surcharged, a submarine is navigating below the surface of the sea, I myself, did you ask him yourself, he did it himself, we washed ourselves, prepare yourselves, to adjust oneself to something, the Polish language, they distinguished themselves, a fire extinguisher, the realism of this novel, humanism and pessimism, pacifistic ideas, a puristic treatment of this subject. All uncertainties have diminished. This word is a neologism. England and Scotland united in 1707. Sir John betrayed himself. It was only a Small surplus. The Spanish labourers refreshed themselves. War ought to be abolished. These unrealistic theories are based on a subjective judgement.

3b Anlautkürzungen: [ei]

Came : come, became; freight, freightage; gave, forgave; main, remain; may = May, maybe; name, namely; page, pages; pay, paid; range, arrangement; say : says, said; attain, container, maintain, pertain, retain; take, overtake; trade, trading; train, trainer; wait, await; way, away; weigh = weight, overweight.

Es wird nur der anlautende Konsonant mit dem darin durch Verstärkung und einen einstufigen weiten Aufstrich angedeuteten Vokal [er] geschrieben.

C. The foreign orders came in. Freight has been undercharged. The clerk gave an order. That was the main subject of our negotiations in May. You may ask us. Sign the letter to the main branch with your name. There is a picture of a Swedish freighter on page 50. May we pay you our respects? Freight prepaid. The cheque is payable on presentation. There is only a narrow range of choice. They came to some sort of arrangement. Have you nothing to say of yourself? In the main we agree to this section of the document being maintained. This brochure will contain 30 pages. The captain detained a sailor on board. We take it for granted that this was a great mistake. Are you a member of a trade union? Is this the train for York? The trainer let him wait. A waiter came and gave the trainee a letter. Your Tather paid you 50 marks to take it away. The freightage is charged according to the weight. My sister weighs less than she used to. That are arguments of great weight. They say Daniel became a ranger.

4a Weglassen der Vorlaute / und n; weitere Wortverbindungen

1) *l* darf als Vorlaut weggelassen werden. 2) Auch *n* darf als Vorlaut einer Konsonantenfolge weggelassen werden, ausgenommen in den Konsonantenfolgen *-nce* und *-nse*. 3) Ist der Nachlaut ein *Aufstrich-t*, so wird der Vokal nach den Regeln der Anlautkürzung angedeutet; die Silben *-ant* und *-ent* am Schluss mehrsilbiger Wörter werden immer ausgeschrieben. Kann *Aufstrich-t* nicht angewandt werden, wird *Abstrich-t* geschrieben. 4) Hilfsverben dürfen miteinander und mit folgendem *not* verbunden werden.

A. 0 Healthy and wealthy, he told them his name, gold and silver, to fold, subject to being unsold, cold weather, the Milky Way, a mild punishment, someone else came, the shareholders, a landing-field, she is very childish. 2) To launch something in the market, considerable funds, the firm is sound and reliable, an interim dividend, an old friend of our children, at one's own expenses, experience in trade, cancel this order, a tender child, they were in danger. 3) A swimming belt, Vincent has sent for the doctor, a giant, in that event, our French clients, the painter entered the shopping centre. 4) It will be asked, you are not there, he has not finished his homework yet, you will have done it, they might have helped Linda, he did not come.

B. The capital market, capitalistic theories, to capitalize, the army capitulated, the Capitol in Washington, in favour of night, their favourite sport, a favourable offer, a gentleman's agreement, those old gentlemen, the people of France, the Spanish speaking peoples, the Population of the United Kingdom, public health, social welfare, this socialist is not very sociable, high society, capitalism and socialism, which of the children, all of which, 400 elder gentlemen were present, one in a thousand, two million people, a millionaire is extremely rich. Sir Randolph had to realize capital. Which of you told this gentleman to hurry? Are you in favour of socialist ideas? Hundreds of people met in the capital of Belgium. Fortune favours the brave. The favourite came in second. Sir Ralph is a gentleman and a popular hero.

4b

Auslautkürzungen

Best; big, biggest, bigness, bigger; case, cases; cash, cashing, cashier, cash-account; compare, complaint; form, inform; house, houses, housing; mind, remind; most, utmost; must, we must, you must; note, notice; port, import, reporter; prompt, promptly; proper, property; right, rightful; school, public school; should, we should, should we, should not; size, sizes, undersized; steady, steadiness, instead; street, streets, streetcar; sure, assure; tire, entire, retire; voice, invoice; week, weeks, weekend.

Bei Auslautkürzungen wird der Anlaut einer Silbe weggelassen, das übrige Wortbild bleibt unverändert. In Wortzusammensetzungen kehrt nach einem tiefgestellten Teil der folgende Teil zur Grundlinie zurück.

C. The social worker did his best. It was a big event. In any case, pay in cash. The cashier worked under compulsion. The composer is a complete stranger to us. We sent an order form. You ought to set your house in order. The housefather does not mind the cold weather. In most cases, this is a most useful information. We must not do as we are told. She is comparing notes. They did not take any notice. The trading house gave a market report. We expect prompt payment. They are not doing it in the proper way. The exporter is a man of property. The reporter asked for the proprietary rights. The schoolgirl went to school. You should inform the schoolmaster. Which is the best size? He will go to the port instead of you. I met Mr Porter in the street. They were not quite sure. I assure you we were very tired. This gentleman settled the invoice this week. He lost his voice.

5a

Weglassen von Zwischensilben und -lauten; weitere Wortverbindungen

1) Zwischensilben und Zwischenlaute dürfen in zusammengesetzten Wörtern und vor Nachsilben weggelassen werden. 2) Wo es vorteilhaft und deutlich ist, dürfen zusammengehörige Wörter verbunden werden. 3) Bei der Verbindung von Wortteilen und Wörtern dürfen Haarstriche einander überdecken.

A. 1) An agency agreement, a negative answer, speculative capital, acceleration of speed, an English dictionary, a gradual adaption, it will facilitate your task, the satisfactory work of the salesman, their attitude in this matter, the period of validity, a gentleman of great generosity, Japanese is the language of Japan, a comprehensive report, the signatories. 2) We thank you very much, in case of danger, all right, not only, as far as I heard, we are so glad, he did his very best, not at all, taking it all in all, in one form or another, we are sure, at once, not yet, so much to do. 3) A reliability test, I will teil you, I must ask you, I shall do my best, the restaurant in Main Street. 4) *ship* endet immer an der Untergrenze, das Zeichen wird nach Bedarf verlängert.

B. An acceptable offer, at all costs, to win an points, they started punctually, at 100 per cent, the Englishman accepted the invitation. 4) A large shipment, the shipping-agent, full membership, a sailing-ship, a shipbroker charters ships, do not forget old friendships. A transatlantic flight, to transform he^t into energy, you transgressed the bounds of decency, a transit visa, the transporter. I am sure I must turn right at this point. We will let you have a calculation of the cost. The shipper sent the cost estimate. I am checking the contract point for point. Will you carry out the order with usual punctuality? The factory has not yet prepared 50 per Cent of the earthenware for transportation to Switzerland and the Netherlands. It costs too much. This solution seems acceptable to them.

5b

Weitere Auslautkürzungen

Precise, excise : excercise; concord, record; confer, prefer, refer, transfer, preferable; confuse, refuse, confusion; admit, intermit, permit, remit, submit, transmit, permission emit, omit; require, inquiry : acquire; confidential, prudential; advice, device; advise, revise; begin, beginner, beginning; between, between you, between them; desire, desirable; excuse, excusable, inexcusable.

C. You should take a concise dictionary for this exercise. Most schools have a small record library. The manufacturer should refer to your last invoice. Why do you refuse the acceptance? The trustee refused to pay excise tax. Permit me to refer to page 200. I must admit that this is a decisive point. I shall send you another remittance. Thank you very much for your inquiry. This is a tack which requires to be done. Our con-offer will meet your requirements. This country is a potential export market. We advised the shippers that they should wait. Take his advice and begin to learn. To begin with, this confidential inquiry caused great confusion. Do you see any difference between us? Between ourselves, they did not require anything from the exporters. Nothing will excuse this mistake. Those trading houses required precise calculations. If desired you may transfer the account to another bank. We shall advise the remitting bank accordingly. We required the shipping advice. That was just an excuse for your confusion. The leaders conferred on the requirements of the beginners. Do you prefer that we submit an offer? At the beginning of this week, she has been transferred from the English branch to the French branch. Why did they confuse all beginners? The fulfilment had to be deferred. You should consider a meeting between them desirable. Imprecise terms are not admitted. The adviser referred to our inquiry. This sentence may be omitted. The export permit was refused.

6a

Anlautkürzungen: Vor- und Nachsilben; Konsonantenfolgen

Above, above-said, above all; again, against, once again; avail, availability; double, doubling, double-decker; lady, ladies; many, manifold; money, monetary, moneyless; number, numberless, unnumbered; paper, papers; parcel, parcels; ready, readily, readiness; sample, sampling; assumption, consumption; vary, variety, various; whether; conference, preference, reference; question, questionnaire : quest; request, conquest; special, specialist, specific; structure, construct, instruction; together, altogether; advance, advantage, advantageous; begun : began; graph : graphic, paragraph; part, party; particular, particularity; pass, passport : passage; past, past week; class : classic; place, replace.

Jedes Wortbild muss in dem gegebenen Zusammenhang eindeutig sein. 1) Deshalb werden Vorsilben und Nachsilben mit den Anlautkürzungen verbunden, 2) Eine Nachsilbe darf jedoch weggelassen werden, wenn das Wort im Zusammenhang eindeutig lesbar bleibt. §) Bei Konsonantenfolgen wird nur das erste Zeichen verstärkt.

A. The above-mentioned advice, I am myself again, insured against theft, of little avail, a double purpose, ladies and gentlemen, many people, to lend money, the monetary unit, the above ordered number, I have the papers in my hands, a parcel of land, you are not ready yet, a deviation from sample. Are you convinced of their assumption? Various matters, welcome to the variety show, an inquiry whether we may expect an order again, preference shares, your right cannot be questioned, at the request of Lady Florence, a special notice is necessary, a structural fault, the shipping instructions, they came together, that is altogether out of the question, to grant advances,

of great advantage to the specialists, we began our work again, this gentleman had begun as a money-lender, the graphic arts, with reference to the conference on questions of geography, the Socialist Party, in particular, they passed the street, in the past decade, the upper class, the market-place, the replacement.

6b Wiederholung: Kürzel für Endungen und Nachsilben

Advices, conferences, place : places; reported, transferred : paid, replaced; wonderful, powerful, regretful, purposeful, eventful, carefully; genial, anticolonial, medial, cordially; heading, forming, numbering, telling : being, lasting; champion, reunion, onion : million; polish = Polish, abolish, foolish, Irish, publish, English; egoism, terrorism, tourism, liberalism, socialism, capitalism, realism; logistic, realistic, capitalistic, publicistic, specialities, pessimistic; university, popularity, variety, parties; fundament, disarmament, arrangement, document, punishment; himself, itself, myself, yourself, yourselves, you yourself, you yourselves; exercises, he refuses, she excuses, houses; friendship, membership, fathership, leadership, apprenticeship; troublesome, quarrelsome, gladsome, handsome, tiresome; introduction, injection, compulsion, intermission, population; annual, aspectual, punctual : manual usual, gradual; freezes, advises, specialises, sizes.

B. When did you get advices from your Spanish branch? You cannot be in two places at once. Many conferences have been held on the Fundaments of socialism. As requested, she paid the money. Then he slept wonderfully well. The annual meeting will be held at a Swedish university. These exercises were not intended for publication. The population explosion is a question worth considering. Those onions had a powerful smell. The champion himself said some handsome things. They had beautiful weather when travelling. You should not disregard reality and think realistically. We entertained feelings of friendship towards all of you. They named him after his grandfather. We bid you a cordial welcome. He refuses to take over the leadership of the Party. Polish up your English. It will be better to be careful. All sizes were to be had. It was freezing very hard. Water freezes below zero degrees. Punctuality is the politeness of princes. Are you working in association with the Touristic Society? Documents against payment.

7a Formkürzungen

Absolute, absolution, absolutism; action, interaction, reaction; advertise, advertisement; already : ready; department, departmental part; dispatch, dispatched, dispatching; satisfaction, benefaction : fact; immediate, immediately; industry, industries, industrial, industrious, industriously, industrialist; interest, interesting, interests, disinterested; perhaps person, personal = personnel, personality, personage, personate; president, presidential, presidency.

Bei Formkürzungen wird der Wortstamm weggelassen, nur Formteile - Vorsilbe(n), Vorsilbe(n) mit Nachsilbe(n) oder Nachsilbe(n) - werden geschrieben.

A. The Socialist Party lost the absolute majority. Absolution was granted. In particular, we refer you to the above-mentioned lecture on absolutism. Above all, you must take action against the adviser. Action causes reaction. Insert an advertisement in this paper. The advertising agent has already taken up the matter with the authorities. As already said, this is an absolute error. Where is the head of the advertising department? Is the through train already ready to depart? Our partner was dispatching the parcel. When did you dispatch the letter with the advertisement? Is freight space already available for the dispatch to this port? We are sure that it will be to your full satisfaction. Between ourselves, we don't require benefactions. Each seller seeks to get an immediate sale. They began to construct a tower in the immediate vicinity. This branch of industry has suffered severe losses. The industrialist has read the advertisement with interest. The parties interested are above taking advice. It is in public interest to refuse those instructions. An interest of four per cent per annum is still to be charged. Perhaps you are interested in an immediate reaction. Many people may perhaps be able to help the departmental head. Perhaps we should undertake those tasks together. This lady has immediate contacts with many leading personalities. Perhaps the president will intervene in this matter. The question is whether the president of the Industrial Bank is a man of action. The head of the personnel department appeared in person. We are interested in the export of this sort of merchandise. But this is absolutely out of the question. He may depart immediately they come. Contact the purchasing department. When will the presidential elections take place? Their personal attendance at the negotiation is absolutely necessary. The industrious industrialist had to do double work.

7b

Wiederholung: Weglassen am Wortschluss

Language, mortgage, village, image, luggage carriage, voyage; captain, certain, bargain, chieftain, curtain, uncertain; liberal, neutral, animal, local, fiscal classical; caterpillar, scholar vulgar, calendar, vicar, sugar; travel, vessel, level, cancel, channel : parcel, model; together, brother, danger, master, rather, register, measure : member, wonder, flower, power, manner, publisher, letter; dozen, open, often, frozen meat happen, golden; trouble, simple, reliable, available, favourable people; London, lemon, waggon, Southampton, iron, abandon : beacon; author, major : tailor, error, anchor, debtor; endeavour, colour, glamour : neighbour, harbour, favour; nature, expenditure, culture, venture, signature : figure; foreign, Fortune, issue.

B. The sailors abandoned the burning vessel in the English Channel. That was a permissible tolerance. It is not advisable for you to open an account. The spare parts are to be dispatched as a waggon load. The colonel reached an amicable arrangement. We should be glad to have your most favourable offer for leather coats. This model is a real bargain. A certain Major Miller presented himself as authorized representative. All these debts are chargeable to your account. The remittance covered the expenses only in part. There will be danger of damage to the luggage. The authors considered a conference in London desirable. I asked for a fashionable colour. We order one dozen of each kind available. The mortgage broker endeavoured to achieve better conditions. An additional expenditure of 5,000 marks will be required. The schoolmaster should take advantage of this favourable report. Did you read this front-page feature on the Liberal Party? The foreign language instruction is conducted in the French language.

The colonel had the fortune on his side. Your transfer to Southampton happened at just the right moment. He did not get an adequate wage. They often go there. The Iron Curtain cannot be easily crossed for purposes of travel. The travellers' luggage was properly labelled. The foreigner is at leisure. The brothers spent their vacation in a village 2,000 meters above sea level. The expenses of the local bank total up to 400,000 marks. When were the banknotes issued? There is the register.

8a

Nachlaut- und Inlautkürzungen

Act (actual, active, activity, exact, exactly, inactive : action), almost : most, connect, connection.

Bei Nachlautkürzungen wird der Nachlaut einer die Silbe schließenden Konsonantenfolge ohne Andeutung des Vokals geschrieben. Wenn die Kürzung nicht mit dem vorhergehenden Teil eines erweiterten oder zusammengesetzten Wortes verbunden werden kann, wird sie auf die Oberlinie gestellt, Die Nachlautkürzung *Aufstrich-t* steht auf der Grundlinie, wenn ihr eine Nachsilbe folgt.

A. We shall be willing to act on the above-mentioned basis. We should be interested in acting as your sole agents in Sweden. The orders may actually be transmitted via our headquarters. As already said, most of these fabrics are almost unsalable in England. This is not in any way connected. If you have excellent connections in the textile trade, you will be our agent. It is exactly right.

Anybody, somebody; concede, conceded, accede, exceed, exceedingly, intercede, precede, preceding; concern, discern; change, exchanged; circle, circles, circled; circuit, circular, circus; control, controller; except, exception, excepted.

Bei Inlautkürzungen wird nur das Vokalzeichen auf die Oberlinie gestellt, wenn die Kürzung nicht mit dem vorhergehenden Teil eines erweiterten oder zusammengesetzten Wortes verbunden werden kann.

B. They should be glad if there were anybody to help you. Somebody must be present of your association. Almost all industrialists acceded to your request. The cost should not exceed 10,000 marks. The President interceded for the manufacturer. You must read the Page preceding, too. These things don't concern his activities. Such a change may take some weeks. Fashions constantly change. Where can I exchange my money? All partners sat in a circle round the table. This circular is sent to a number of activists. Let me have the circuit diagram. A circus is not only a travelling show but also an open space where a number of streets come together. The Exchange changed almost all plans for control. Almost all the items ordered are shipped except the spare parts. Anybody except you was able to discern the changes. Those circulars have always been filed in a special department. His circle of friends prepared an exceptional welcome party for him. Has anybody been excepted? The authorities granted exceptions under special measures. The controller should mind his own concerns.

8b

Wiederholung: Weglassen von Zwischensilben und -lauten

Accuracy, capacity, character; analyse, brutality, neutralism; almanac, Japanese, partizanship; vacancy, extravagancy; anniversary, auxiliary; affirmative, alternative; enlargedness, reportedly; bachelor, chancellor; earthenware, burdensome; agency, currency, emergency; tremendous, stupendous; comprehensive, offensive; beverage,

brotherly, camera, counterpart; bridesmaid, courtesy; Africa, apprenticeship, barricade; candidate, solidity; investigate, navigation; ability, civilized, councillor; abominable, cabinet, cardinal; accordingly, bathing-dress; satisfaction, satisfactory, satisfactorily; attitude, competitor, imitation; colony, lemonade; accessory, authority, history; accumulate, ambulance, circulate; abbreviation, agreeable, agriculture; English, assembly, burglar; signature, magnificent, picnic; craftsman, sportswoman, huntsman; attractive, chapter, cactus.

C. She spent approximately four weeks in Africa. It happened automatically. He watched the ceremony through his binoculars. In that case you should Lake blotting-paper. In a boarding school children get meals. A bungalow is a house on one level only. The calculations of them candidate were right. They are reading another chapter. Such an action is characteristic for their attitude. Where is this chemical substance used? The bachelor asked for a cigarette and for chewing-gum. Blood circulates in our body. The authors collaborated on the dictionary of abbreviations. This beverage is comprehensively expensive. The English language is a compulsory subject. I thanked for the congratulations. The chancellor contemplated on contemporary history. That is not a criminal act, but it is dangerous. It is an accepted fact that the hurricane did much damage. The humanities are the branches of learning concerned with antique culture. You ought to ignore these remarks. All streets were illuminated. All operators were present at the opening ceremony. The optician is optimistic.

9a Auslautkürzungen: Hochstellung, auslautende Vokale

1) Clock, seven o'clock; crease, decrease, increase; like alike; mail, airmail; more, once more; price, enterprise; stock, stockings; while, meanwhile; wise, otherwise : wisdom; year, past year. 2) Allow, allowance : allowed; although; by, bypass; day, days, Saturday; satisfy, unify; know, knowledge, knew; no, nobody; apply, reply, supplier; pro, prolong, prospect, protect, progress; who, whose, whom.

1) Eine Auslautkürzung wird auf die Oberlinie gestellt, wenn sie - im Zusammenhang - mit einem anderen Wortbild verwechselt werden könnte. 2) Schließt eine Silbe mit einem Vokal, so wird er buchstäblich geschrieben; wenn der auslautende Vokal nicht mit dem vorhergehenden Teil eines erweiterten oder zusammengesetzten Wortes verbunden werden kann, wird er auf die Oberlinie gestellt. Die Zeichen für die tiefgestellten Vokale bleiben jedoch immer an ihrem Platz.

A. Turn back the clock at live o'clock. The capital was increased. We should like to mail this parcel. Sales decreased more and more. The department store should avoid price increases. This dealer is well stocked in stockings. We met them at three o'clock while they were in London. All persons went away as wise as before. Do you come to Scotland this year? The merchant asked for an allowance. Although you had instructions you did not act. The passengers travelled by night. There are seven days in a week. Saturday is the day between Friday and Sunday. You must notify the bank of a change in the name of the account. Do you know much French? She knew him. We advise them to the best of our knowledge. The department acknowledged the letter. Nobody knew it. We were unable to supply you. There is no progress at all. Who rejected the offer? Whose clock is this? Whom did you see? The protocol was signed by the representatives. We await an early reply. They have done their best to satisfy you. Who does realize this project? They should ratify such an agreement.

Freedom of action, United Kingdom, wisdom teeth, at random, Christendom, because of boredom, serfdom very seldom. To guarantee the payment, the mortgagee is the person to whom property is mortgaged, trusteeship territories, the payer and the payee. Unless otherwise specified, the plan must be modified, riches do not always satisfy, to disqualify. To divide into paragraphs, biography is a branch of literature, the art of stenography, a photographer, geography. Over the prairie, to go to the movies, in Tennessee and Missouri, a walkie-talkie, Maggie and Natalie. It seems pointless, to render somebody powerless, the helplessness, regardless of danger, a careless mistake, groundless. Childlike, a hair-like thread, a cat-like movement, a wood-like substance : not ladylike. Behave naturally, they say it merely, our stock is nearly exhausted, monthly payments: namely. Prudential habits, potential, a substantial loan, a confidential information, presidential elections, an essential part. A special dictionary, vacancies for clerks. Who gained supremacy? A bakery in High Street, a necessary evil.

B. There are no trees in the prairie. The president has complete freedom of action in dealing with this matter. This watch is guaranteed for two years. In this paragraph the author maintains his rights. You will surely fall unless you work harder. The streets were poorly lighted when they went to the movies. It is pointless to ask with child-like naivety. That is a perfectly natural desire. The biographer signed with his initials. It will take some years yet. Maggie is no worthless member of society. The bakery is known as a reliable supplier. Who gets weekly pay? We beg to verify the signature. The market is unsteady this year. You certainly need not emphasize that you have spared him unnecessary trouble. The head of the department rejected the complaint as unjustified. Unfortunately we cannot take advantage of your offer. The Trustee is a trustworthy person. Exactly a year from today they will travel to Missouri. It was a substantial error. You should specify this item. You cannot sell such a shapeless package.

10 a

Anlautkürzungen: Hochstellung

1) Belief = believe, believing, unbelievable; bill, bills, billing; Britain, Great Britain, British; build, building, rebuild built; perceive, receive = receipt reception; city, cities, citizen; dear, dearer, dearest; give, gave, forgive; here, herewith, hereafter, hereof;; least last, at least, least of all; leave, leaving : left; list, price list, listen; assist, persist, resistance; sit, situate, situation; wish, wishes, wishing. 2) Either, neither; life, lively, live, living; time, timing, part-time. 3) Due, duly, duty, subdue; deduce, induce, produce, reduce; during, endure, durability; future, futureless; new, news, newspaper; dispute, deputy, computer.

1) [ɪ, i:] wird entweder buchstäblich an den anlautenden Konsonanten angesetzt oder durch Hochstellung des anlautenden Konsonanten auf die Oberlinie angedeutet. 2) [aɪ] wird buchstäblich an den anlautenden Konsonanten angesetzt, oder es steht allein als Anfang von Wortweiterungen und Wortzusammensetzungen, 3) [jʊ, ju:] wird durch Verstärkung des anlautenden Konsonanten und Hochstellung auf die Oberlinie angedeutet oder mit Durchkreuzung des anlautenden Konsonanten auf der Grundlinie bezeichnet. Unter- und Ganzlängen als Anlaute dürfen nicht hochgestellt werden. Vorsilben dürfen nicht mit hochgestellten Anlautkürzungen verbunden werden, ausgenommen *pro-* und *re-*.

A. Do you believe me? They came in the belief that we might help them. There are some bills to be paid to the British Building Society. This radio has a built-in aerial. When did you receive the bill of lading? In Great Britain there are many garden cities. Dear Sirs, we thank you for your enquiry. My dear father is full of forgivingness. Give us the bill of exchange. Here is something interesting. This citizen has little, that citizen has less, but those citizens have the least. At least we received your circular. He believes they are leaving for Great Britain. You find the list prices in the price list. Dear listeners, you can assist your fellow citizens in the City. We shall ship the consignment to the best situated port in Britain. Here is a list with all our wishes. I did not like this building, and I did not like the other building either. Does she live near here? Neither of them left in time. You must not forget your duty in due time. We wished to reduce costs, Many listeners listened to the programme during the night. Live a better life in future and try to introduce new ideas. The new deputy has a better reputation. Here is the computer.

10 b

Anlautkürzungen: Tiefstellung

4) Book, booking, books, handbook, notebook; could, could not, you could, we could, could you; good, goods, goodness, goodwill, goodish goodly; group, grouped, groups, subgroup, regroup, group leader; look, looks, overlook, good-looking; proof = prove, proofs = proves, approve, approval, disapprove; put, puts, Input, output; soon, sooner; took : take, overtook; true = truth, truly, truthful, truthless, untruth; would, would not, we would, you would, would you. 5) About, whereabouts, about the, about me; doubt, doubtful, undoubted, undoubtedly; down, Downing Street, downstairs; how, anyhow, know-how; mount, mountain, mountaineer, amount; now, nowadays; pound, pounds. 5) Join, adjoin, joint. 7) Bought : buy; call, called; draw, drew, drawn; fall, fell, falls; saw, see, seen.

4) [ʊ, u:] wird durch Tiefstellung des anlautenden Konsonanten angedeutet, 5) [aʊ] durch Tiefstellung und Verstärkung des anlautenden Konsonanten. 6) [ɔɪ] wird durch Tiefstellung des anlautenden Konsonanten und einen einstufigen weiten Aufstrich angedeutet, 7) [ɔ:] zusätzlich durch Verstärkung des anlautenden Konsonanten. - Die Tiefstellung beträgt bei kleinen und mittleren Zeichen eine halbe Stufe, bei Oberlängen eine Stufe. Unter- und Ganzlängen dürfen als Anlaute nicht tiefgestellt werden.

B. Publish a handbook, she could not come, good books for the group leader, look forward, subject to approval, put the case that, to put to the proof, no sooner than, it took time. Is the news true? You must tell the truth. Would you like it? Have you any money about you? No doubt about it, they looked down. How about? The amount in question, reports about the mountains, now and then, Pound Sterling, to join the army, a joint account. Who bought a pound of apples? Call the thing by its name, to draw a bill of exchange, to fall through. We saw him at the saw mill. They put themselves entirely in his hands. We are booking your order number 700. Undoubtedly they took due note of your call. Some groups put the books on the table. Now listen to us! How could you be so unkind until now? The pound is a unit of weight and a monetary unit of various countries. The dispute was settled by joint consultation. These British citizens saw a group of onlookers.

11 a

Anlautkürzungen: [ʊ, əʊ], [ɜ:]

1) Both, both of them, both of you; commerce, committee, recommend compact; copy, copyright; follow, following, followed; got, forgot, forgotten; hope, hopeful, hopeless; morning; pose, dispose, oppose, propose, suppose, positive, portion position, proportion proposition; post, postage, posterior; quote, quotation; short, shortage, shorthand; tomorrow : morrow; what, somewhat. Obtain, obstruct, oblige, object : project. 2) First, firstly; further, furthermore; her, herself; serve, reserve, observe; world, world-wide.

1) [ʊ, əʊ] wird entweder buchstäblich an den anlautenden Konsonanten angesetzt oder am anlautenden Konsonanten durch Kopf- oder Fußwölbung oder durch Wölbung des ganzen Zeichens angedeutet, 2) [ɜ:] zusätzlich durch Verstärkung des anlautenden Konsonanten.

C. Both by sea and by land, combined efforts, a joint committee, their common interest, to commit to paper, the House of Commons, a community aerial, a chamber of commerce, the British Commonwealth of Nations, a certified copy, letter to follow, you got the best of it, we hope you are satisfied, a hopeless case, both morning and night, upright position, more than can be disposed of, let us suppose, postal cash order, the quotations of the Pound exchange rate, shortage of goods, tomorrow morning. What time is it? An early reply will oblige, first-class mail, further particulars. What is her name? She would be very glad to serve you. Both of them followed her all over the world. The Coal and Steel Community was the first step towards a Common Market. We hope to get a copy of the invoice tomorrow. He has forgotten how to do it. Are you positive about what you saw during the morning? I propose leaving tomorrow for Great Britain. The postmaster had to object to it. First of all we have to insist on observing the contract. There were unexpected and insurmountable obstacles.

11 b

Wiederholung: Anlautkürzungen

Backward, kingdom; fact : for, vary very; hopeful, committee, copy, object; bill, city, leaving = living : listen, assist; life, time; either; could, good, group, output, truthful; join, adjoin, joint; guard, discharge; asking; classroom; further, herself; observe; future, news, duly reputation, during; main = may = May, Container, say; place; now, how, pound, about, amount; calling, saw, fall.

Die Zahlen geben die Lektion an, in denen die Kürzungen gelehrt werden.

C. The servant gave the book to the inspector. Our partners are looking for a reliable firm with good engineering know-how. Who has forgotten to deduct the expenses? Lady Mary cannot give her anything but money. You can discharge in Britain for the same freight. Payments are not coming in. We request you to announce your orders on us in time. The Guardian is a daily morning newspaper. We take your approval for granted. The manufacturer will consult an objective specialist on this subject. I believe either of them was asked to pay the bill. How are you getting on? It is hard to disregard what was done in the past by the citizens. Will you reserve a first-class compartment on the train to Newcastle? The postmaster did not expect both of you. These parts are defective. A detective came for inspection. Soon they saw the mistake themselves and left.

This public building was built by an eminent architect. The goods are not available now. The shipping instructions will be strictly observed. We hope that the drawing paper will find a ready market. Well begun is half done. Don't copy those pages. At least Sir William got a parcel by post this morning. Is the city far from here? It will cost £ 600. I was not able to obtain any positive information. May we call your attention to the following observations.

12 a Auslautkürzungen: Wortableitungen, Durchkreuzung, Weglassen von Aufstrichen

1) Decide, decision, precision; claim, exclamation; decline, inclination; close, enclose, enclosure; conclude, inclusion, exclusive; line, final, finish, finance, financial, define; keep, housekeeper : kept; relative, make made; probe, probable; describe, subscription; state, statement : Station; write, wrote, written. 2) Secure, procure, sinecure. 3) Among, amongst; company, accompany, companion; bang : hung, hanger; long, longitude, length, prolong : oblong; mandate, demand, commander; next, next year, next week; please, displaces, pleasant, unpleasant, pleasure, pleasurable; stamp, stamps, stamping; stand, standard : stood, understood; succeed, success, successful, successor.

1) Auslautkürzungen dürfen auch für Ableitungen von Wörtern gebildet werden, die auf den Auslaut gekürzt sind. 2) [jʊ] darf auch mit Durchkreuzung geschrieben werden. 3) Vor Zeichen für Konsonanten und Konsonantenfolgen, die nur im Auslaut vorkommen, darf bei [e, æ, ə] und [ʌ, a:] der Vokalanstrich weggelassen werden.

A. We decided to follow you, precision tools are very precise, a just claim, the exclamation mark, a decline in the purchasing power of money, to close accounts, the letter arrived without any enclosure, they came to the conclusion, half finished products, the Final result, financial changes, keep the voucher for future use, sooner or later, the bookkeeper made a decision, probable costs, the year of probation, people of this description, the State Department, a stateless person, statements made by the witnesses, write shorthand. Who wrote the circular to the subscribers? Procurement of capital, a secure position, one among a thousand, insurance company, they hung together, a long list, at great length, the mandate given to this party, they were demanding a higher price, the next one please, pleasant news, it gave him much pleasure, postage stamps, stand or a standard size, my companion stood looking over my shoulder, a real success, the successor to the throne was accompanied by writers, the trade agreement was concluded.

12b Wiederholung: Auslautkürzungen

Best, cash; confidential; holiday; hang, stand. Compare, close; no = know; probe, probable. Big, street; remittance, begin = between; crease, increase; please. Inquire, right = write; by; decline. School, should = stood, assure; who, whose, whom; conclude. Voice, invoice. Must; among, company, hung, demand, commander. Refer; year : next year. Excuse, confuse; knew; secure, procure. Cases; day; make, made. House, houses; allow, allowed. Inform; more : once more. Avoid transcription hazards. Vermeiden Sie Übertragungsfehler: Ice : price; one fine; aim : claim; aid : made.

B. Please excuse this error. The exporter required a statement. More remittances will follow next week. I was surprised to find you have included a record. We enclose a small amount in stamps. His companion did it to the best of his knowledge. The statesman did not know for a long time how to decide. It is a year today since they had great pleasure. Whose house is that? I like to hear the best voices. This adviser is the right man in the right place. The programmer had no cash with him. This translator should win the prize for the best translation. We are compelled to countermand our orders. Your successor admitted that he made a mistake. The importer required the immediate dispatch of the advice. An exception has been made for this case. We should like to inquire whether you would carry out bigger orders. The latest results have been applied. We insured the goods with a British insurance company against seizure. Since the beginning of this year prices have increased. The invoices should be certified by the French consulate. The exporting company should claim a reduction in price. The most important specialized journals described the new computers. A copy is enclosed for your information. The entry permit has already been secured. Please give complete and precise instructions.

13a

Formkürzungen: Vokalandeutung

Commission, commissioner; continue, continuation; convenient, convenience; deliver, delivery, undelivered; discount, rediscount count; district, districts; exist, exists, existence; extraordinary, extraordinarily; influence, influential, uninfluenced; instrument, instrumentation; interrupt, interruption, uninterrupted; opportune, opportunity; assume, consume, presume, consumer, presumable consumption; interview, review, interviewer : view.

Der Stammvokal darf in der Formsilbe angedeutet werden. Hochgestellte Vokale werden auf der Oberlinie angedeutet, tiefgestellte Vokale dadurch, dass kleine Zeichen eine halbe Stufe und die anderen Zeichen eine Stufe tiefgestellt werden.

A. The commissioner is prepared to discuss the rate of commission. If the prices improve the company shall continue the sale. It will cause you serious inconvenience. The handbooks are to be delivered immediately. Do you allow 3 per cent discount for cash? Many people have moved from the country to the steadily growing industrial districts. With exception of a small stock of goods no assets exist. An extraordinary meeting will soon be convened in the Mining District. The commission agent has very influential connections. Will you replace the instrument? After a short interruption of the conference a compromise solution was accepted. They are looking forward to this opportunity. We agree to assume the guarantee of payment. Only the finer qualities are intended for consumption. The interviewer would like to have an appointment for a personal interview. In view of the responsibility of the position a good educational background is required. The reviewer wrote book reviews for the Consumer's Review. Take this opportunity to continue. Such continuous complaints have occurred very often. We insist on observing the delivery time. Do you know the rediscount rate? Our representative is well known in his district of representation. These ideas exist only in her mind. Please send the goods ordered at your earliest convenience. Which is the largest animal in existence? The district judge is a man of extraordinary genius. No consumer has any influence in this matter. Do you like instrumental music? Don't interrupt the interview. The commissioner made some opportune remarks. Let us presume so. This gentleman talked continuously about a convenient solution of this case. If undelivered return the parcel to the district commission.

13 b

Wiederholung: Formkürzungen

Prefixes (Vorsilben): dispatch, interest, person, president; suffix (Nachsilbe): action, satisfaction; **prefix and suffix** (Vorsilbe und Nachsilbe): absolute; advertisement, department; already, immediate; industry; perhaps. **Vowels** (Vokale): interrupt; commission, convenient, delivery; district, exist; continue; extraordinary; opportune; consumer, review; industry; instrument; discount.

B. When will you deliver a hundred bottles of absolute alcohol? The president of the commission has seen those advertisements in the Medical Review. The ship is already ready to leave for New York. We continue to dispatch industrial products to you by train. There is another serious obstacle for the industry in this district. The commission awaits information about this opportunity with interest. Perhaps the interviewer will get in Touch with our department. Du you know the departmental head personally? One of the candidates for the presidential election has great influence in this district. This instrument is out of action. Perhaps the reviewer will be interested to deliver a lecture on the interaction of forces. If undelivered please return the dispatched goods to the personnel department. She was the last person they expected to be uninterested. You must go and see her immediately after the interview. The old buildings still existing in this district are very interesting. The manuscript of the advertisement is no longer in existence. The president's benefactions now amount to £ 100,000. The consumers exist on very little. The president of the Society is an extraordinary and influential statesman. What influenced him to trust her? Perhaps you are right; and life exists on some planets. Admission is £1 per person. An immediate order for dispatch is required. Perhaps it will be an extraordinary opportunity to continue the negotiations immediately.

New product

Dear Sir; Thank you for your inquiry / about our new product. In response we have	20
pleasure in enclosing a copy of / our descriptive booklet; which we hope you	40
will find interesting. No booklet can / do justice to the quality of our	60
new product: Therefore, one of our repre/sentatives will call and give you further	80
information you may require. Yours faith/fully;	92

Latest titles

Dear Madam; I enclose information / on the latest titles in your field. We	20
are always interested in reac/tion to our mailings; and I would welcome	40
any comments you may care to make / about them. Yours sincerely;	58

14 a

Wortrandkürzungen: Wortanfang

Business; business-like, businessman; collect; collection; correspond; correspondence; difficult; difficulty; general; generation; machine; machinery; machinist; office; official; organ; organization; previous; previously; regular; regulate; irregular; sufficient; sufficiency, insufficient; suggest; suggestion; suggestive.

Bei Wortrandkürzungen wird der Wortanfang von mehrgliedrigen Stämmen geschrieben.
A. There is no business like show-business. The payee hands a crossed cheque to the bank for collection. The importer's bank instructs its correspondent in the exporter's country to pay the amount on presentation of the shipping documents. This is where

the difficulty lies. An extraordinary general meeting of all businessmen was convened during the business hours. Put the machine into operation. The machines are officially weighed at the station. This businessman is considered as an excellent organizer. You have previously supplied us and we would be glad if you would now quote for the items named below. Good sales are regularly being reported from that district. The officials are sufficiently acquainted with the situation. We find your suggested terms satisfactory. It was difficult to collect the draft. The firm enjoys a good reputation in business circles. The correspondence can be conducted either in English or in French. Please note that we were entrusted with the general agency. The British officer does not wish to make any further difficulties. At the suggestion of the machinist those business machines will be repaired. Human organism cannot exist without air. It proved to be insufficient. It will be difficult to procure the acceptance of the bill of exchange. The general is a gentleman; he is generous in giving help.

New book an business machines

This book has been written For all those who / have little or no knowledge of the manu-	20
facture of business machines; but / who are eager to gain some general	40
knowledge without getting involved in dif/ficulties. Sufficient descriptions are	60
given; but it is not intended to / make more than a general survey of	80
the subject. We suggest that you subscribe / for the book. It will be published in	100
August and will be then available at / all booksellers. Correspondents and busi-	120
nessmen anxious to obtain reg/ular information are referred to our	140
special collections and to business / reviews.	152

14 b Wiederholung: Weglassen der Vorlaute *l, n* und *r*

Lassen Sie vorlautendes *l, n, r* in Konsonantengruppen am Ende einer Silbe weg.

L (4a): elsewhere; elder; health; sold; folder; solve; milk; -film; field; children; mild; chalk; talk. N (4a): rank; engine; recommend; venture; century; fund; month; answer; think; inch; kind; danger; ancient; bound; sound. R (3a): sparking-plug; farmer; charming; starve; born; lord; reform; fortunately; merchandise; urgently; surfing.

Stellen Sie vor *Abstrich-t* den Vokal im anlautenden Konsonanten dar.

L (1b): cult; catapult; (2b): dealt; belt; dwelt; fett; smelt; (10a) kilt; built; guilt; guilty; (11a): bolt. N (1b): hunter; front; (2b): rent; lent; went; spent; (6a): blunt; plant; (10a): hint; print; (11a) want. R (1b): cart; heart; starting; charter; (2b): concert; desert; (11a): effort; hurt; expert; shirt.

Wenn das nicht möglich ist; schreiben Sie *Abstrich-t*.

L (4a): adult; cult : cultivate; Salt; halt; fault; faultless; alternative; alter; assault; spoilt. N (4a): dentist; fantastic; enter; entry; front : frontier; country; quantity; sprint; splinter; acquaintance; painter. R (3a): cart : cartoon; artist; artificial; important; sort; Sports; certain; desert; court; quarter.

Unterscheiden Sie bei möglichen Verwechslungsgefahren:

Add : end : advertise; odd : old; altitude attitude, silk : sick; Henry : Harry, aunt : art; bank : back; answer : some; differs difference; different : difficult; allies : alliance; tent : tenant; fine : final : finance, science : size; portion : position; proportion : proposition; desert = [ˈdezət] : desert = [dɪˈzɜ:t].

B. Has anybody a blank : black sheet of paper? The inactive sportman added : ended his proposition. The different : difficult circulars have always been filed in the central department. When will Henry and Harry be back from the bank? These states are allied in an alliance as allies. The bank allows 5 per cent interest. We give you an allowance of 20 per cent. Will you answer some questions?

15 a Wortrandkürzungen: Wortanfang mit Wortende

Appreciate; appreciative; catalogue; credit; creditor; critic; critical; custom; customer; democracy; democrat; democratic; duplicate; duplication; family; familiarity; limit; unlimited, limits; manage; manager; management; material; materials; materialism; period; periodical; several; severally; total; totality; visit; visitor; revisit.

Mehrgliedrige Wortrandkürzungen können auch aus dem Anfang und dem Schluss eines Wortes gebildet werden.

A. All Farmers appreciate the quality of your new product. With today's mail we send you our catalogue with our net prices. Our supplier is a successful businessman and deserves a credit. This critical situation is not unknown to many critics. We must try to satisfy this customer under all circumstances. The essential authorities of a democratic state comprise a legislation; an executive and the judiciary with its courts. Did you receive the duplicate bill of lading? She is fully familiar with shorthand and typing. We want to request you to keep strictly within our limits. The customs officer managed to see the general manager himself. Since then the prices of materials have risen by a further 6 per cent. Any of the duplicators unsold at the end of the period will be returned at my expense. This year expenses are several times higher than last year. The steamer is insured only against total loss. The business manager intends to pay our customers a business visit. This year's activities result in an appreciable increase. The importer credited his customers accordingly. We should like to open an account with a credit limit. This family did not give us sufficient security for a longer period. They went there; several ways.

Warranty

The company warrants this machine to / be free from defects in material	20
and workmanship under normal use. The / company will; within one year of	40
purchase; repair or replace without charge to / the purchaser any defective part	60
thereof; provided the machine or part / is returned to us; transportation charges	80
prepaid; and our inspection shows it / to be thus defective.	96

15 b Wortrandkürzungen: Wortende

Article; articulate; inarticulate; Austria; Austrian; Austrians; dollars; employ; employment; unemployed; esteem; estimate; estimation; ever; every; never; everywhere; certificate; qualification; specification; unification; certification; method; methodic; police; policeman; policy; politic; politician; possible; possibility; impossible; problem; problems; problematic; service; services : serve; institute; constitute; substitute; Institution; institutional; constitutionalism; restitution; system; systemic : systematic; develop; envelop = envelope.

Bei Wortrandkürzungen kann auch das Wortende von mehrgliedrigen Stämmen geschrieben werden. Die Kürzung wird auf die Oberlinie gestellt; wenn sie nicht mit dem vorhergehenden Teil eines erweiterten oder zusammengesetzten Wortes verbunden werden kann. Kürzungen mit tiefgestellten Vokalen beginnen auf der Grundlinie; Kürzungen mit [r, i:] beginnen eine halbe Stufe über der Grundlinie.

B. The newspapers published detailed articles about Austria. The result was a world-wide stability of the dollar exchange rate. How will the employee employ his time? The construction department estimated the cost at \$100,000. We shall keep everybody informed whenever necessary. We have notified every certificate for the Austrian Chamber of Commerce. There has never been an agreement with this specification. There are everywhere new methods of transport. The unemployed asked for the police-station. Every politician has to employ new methods. It is impossible that we let you have the articles this week. The problems can be summarized as follows. We are glad to be at your service. The following particulars serve the purpose of explaining methodically the Austrian policy. Legal proceedings were instituted against the employer. Seven days constitute a week. A substitute is a person acting in place of another. The arrangements must be carried through systematically everywhere. The address of the service station is mentioned in the envelope. There has never been a problem developing this business methodically and systematically. The main instruments of reserve bank policy are discount policy; minimum reserves policy and open market policy. They accepted the estimate.

16 a

Weitere Wortrandkürzungen

America; American; average; averaging; co-operate; correct; correction; indicate; abdicate; direct; direction; director; electric electronic; Europe, European; example, examples; German; Germany; memorandum; minister; ministry, ministerial; administer; administration; opinion; origin; originate; peculiar; peculiarity; telephone; telegram; telegraph; television; televise; telex; value; valuable; valuation; avenue; revenue; yesterday's.

A. The President of the United States of America is the executive head of the government. Her work is above the average. We look forward to a close co-operation. Some of the American figures were corrected. A new method of indication is required. A direct connection has not yet been established. The electric measurements are used to indicate changes. Western Europe has become the most important market for British goods. The director gave us a better example of an effective follow-up letter. German products enjoy a good reputation in the world. The memorandum was from the general manager of the German group of firms. The successful administrator was appointed managing director of the company. The American business firm expressed an unfavourable opinion in rather general terms. Why did they remove all the German and British marks of origin from the cases? This minister has always been a little peculiar. We send you the answer to your telephonic inquiry of today. These examples are of no value. The American named us some interesting avenues in New York. In yesterday's mail we found your letter. Kindly mark the corrections carefully. In this point our opinion does not differ from yours. We get these articles straight from the European

factory. The directors did not overvalue the memorandum. The ministers yesterday opposed devaluation. These European firms deliver television sets of a fair average quality. Follow the directions of the memorandum to improve the revenues. This is a matter of peculiar interest. You should find the average of several numbers. The co-operation between America and Germany developed favourably. Their calculation was not correct.

16 b Wiederholung: Wortrandkürzungen

Anlautkürzungen: (15 a; 16 a): catalogue; credit; democrat; democracy; democratic; manage; manager; management; material, several; custom; total; totality; appreciate; limit; visit, visitor; direct; director; direction; indirect; critique; critical; minister; ministry; administer; period; duplicate.

Wortanfang (14 a; 16 a): average; business; collect; collection; correspond; correspondent; difficult, difficulty; Europe; example; examples; German; Germany; general; machine; machinist; memorandum; office; officer; organ; organize; previous; regular; irregular; sufficient; suggest; suggestion; telephone.

Wortanfang und Teile des Wortinnern (16 a): origin; original; originally; originate; aborigines; peculiar; peculiarity; value; valuable; valuer; devaluation; avenue; revenues.

Wortanfang und -ende (15 a; 16 a): America; co-operate; correct; correction; abdicate; indication; electric; electricity; family; opinion; yesterday.

Wortende (15 b): employ; employment; unemployed; certificate; ratification; specification; institute; institution; constitute; constitution; development; envelope; Austria; Austrian; dollar; ever, every; everyone; method; police; policy; politic; politician; problem; system; article; esteem; possible; possibility; service; services.

B. The general manager and the director speak German with a suggestion of American accent. That was a difficult problem for several politicians. How much machinery has been installed previously and yesterday? You may give the limited company credit for \$ 5,000. The direct taxes were increased. The articles of our old catalogue are out of stock at present. This hint is extremely valuable to all our European customers. There is a regular service between Germany and America. Advertising in reviews is a welcome source of revenue for publishing houses. Have there been variations in political opinion about the Austrian-American co-operation? The minister greatly appreciated the valuable help. This is a very peculiar leading article. The Democratic Party is one of the two main political parties of the United States. The institute has collected enough material.

17 Redeschrift: Weglassen von Bindestrichen

Obenansetzen von Wörtern: at present; as much; take part; airplane. [ks]: weeks; thanks; *cons-*: consult; consist; consignment; *-ures*: assures; insures; brochures. *-s*: charges; hands; rejects; actions; instruments; flashes; instructs; ours; things. *of*: instead of; because of, by means of *over*: all over; *-ion*: champion; companion; rebellion; *-thing*: something; *-ur*: poor; moor; boorish; I am sure; *-i(o)nal*: regional; terminal; marginal; *-tional*: additional; functional. Chair; chairman; cheer; cheerful; fair = fare; welfare; affair; farewell; fear; finger; fisher; hair = hare; hear; mere; minister; ware = wear;

hardware; winter; wonder; your. *-er*: teacher; vouch; voucher; shipper; destroy; destroyer; *are*: that are; where are, there are; Russia; Soviet Russia; rare; rarely; rarefy; raring, rarity; rather; rather than; read; re-read; reader; readers; reading; river; rule; ruler; rulers. *in*: in the; in a; in their; in my; in our; in Leeds : to the; to a; to their; to my, into; instruct; in your; in Brussels; in trouble; inject : reject; injure. *is*: he is; she is, it is; there is; that is; where is; this is; which is; this is a; there is no; it is not; *been*: I have been; he has, we had been; she has not been; I had not been.

Abstrichüberdeckung: basis; crisis; assess; process; possess; season. -lessness: hopelessness, helplessness; *as*: as said; as suggested; prime minister; country : pacific countries.

The Prime Minister assured the Chairman that there are additional possibilities to intensify the co-operation. Mr Fisher will take part in the debate on this affair. It is merely hearsay. All of (hem were wondering about that. The teacher had not been in Brussels. The voucher has been rather upset. As said; there is no reason to interrupt negotiations. Where are the Russian champions'? Where is a warehouse? Welfare officers work all over the country for the poor. A ruler rules a country. All readers read the book on Soviet Russia with great interest. I am sure; I don't need any more at present. The winter season is already over. The goods have been consigned by rail. The air transport company presented a market analysis. The basis of assessment will be an amount of \$500,000. The shipper could not tolerate this carelessness. As much as I know; the prices include shipping charges. We have made considerable concessions. That is the first indication of a crisis. He will make a claim for damages.

18 Redeschrift: Weglassen von Lauten, Silben und Wörtern

Laute: (*f*): gift; craft; soft; (*c*): elect; neglect, character; (*m*): member; chamber; embassy; ambitious; ([ŋ]): anxious; anxiety; (*s*): against; risk; masculine; basket; disc, whisky; desk.

Vorsilben: *co-n*: we have concluded; in this connection; in connection with; telephone connection; on condition that; on this condition; in conformity with. *re-*: in reply, in regard to; with regard to; as regards; in this respect; at your request; at the request of, we require; *in-*: do you intend; they intend; I am inclined.

Nachsilben: *-ly*; generally speaking; extremely sorry; absolutely sure; *-ic*: Atlantic Ocean.

Wörter: *be*; *am*, *is*: to be sure; I am sorry; he is able; to be in doubt; she is he is ready; I am afraid. *and*: Mr and Mrs; men and women, now and then; here and there, over and over again; better and better; east and west. *of*: bill of rights; bill of lading, Bank of England; courts of law; each of them; free of charge; freedom of trade; House of Lords. *w*: well-to-do; ready-to-use; ready-to-wear; altogether; from year to year; according : according to; according to the; he is able to come; I am sorry to say. *the*: far the better; on the one hand; on the other hand; at the beginning; at the end, what is the matter; *of the*: freedom of the press; one of the most. *with*: notwithstanding, in connection with the; in connection with your; on comparison with the; *order*: in order to; in order that; by order of : point of order. *in*: bear in mind; daughter-in-law, day in; day out; *into*: to take into consideration; *well*: as well as.

There is no need for anxiety. Do you intend to neglect your studies? The freedom of the press is part of the very substance of the constitution. Are the rights of man respected in West and East? Over and over again Mr. and Mrs. Fisher found that each of them was a gifted craftsman. Did you hear the embassy official speaking? I am afraid she did not move her car out of the way. According to the constitution the president is elected by the people at the beginning of the year. Are you absolutely sure the new power station is to be built? On the one hand; this food is by far the best. All members are well-to-do men and women. I am extremely sorry to hear having got the wrong telephone connection. The spacecraft landed softly on the Moon. In this respect we require a statement by the Chamber of Commerce. I am sorry to say there is no insurance against all risks. We have your reply. Notwithstanding you have to bear in mind that the transaction can be effected only under the condition of payment in Pounds. The trade agreement was concluded. He is able to embarrass them more and more. This action has not been in conformity with law.

19 Redeschrift: Nachlaut- und Inlautkürzungen; Durchkreuzungen

1) Early; earlier; earliest; energy; energetic; energetically; harvest; harvester; journal; journey; journalist; work; worker; working; worth; worthy; worthless; worthlessness; 2) Account : on account of; to take into account; we are; they are; you are : are you; Britain; British : Great Britain; conflict; conflicts; east : Far East; northeast; grant: to take for granted; piece master-piece; mantelpiece; pound; £5 : a five-pound note; to get rid of; to be rid of; road railroad; room : dining-room; bedroom; soon; as soon as, as soon as possible; street : main street; wall street. 3) Avenue : 5th Avenue; beauty; beautiful; commune; European Communities; dispute, disputation; disputable; during; during the day; during the night; few : in a few days; amuse; music; musician; mutual; mutuality; opportunity : a good opportunity; pursuance : in pursuance of; schedule; scheduled; union : trade union; United States; the United States; the President of the United States; the United Nations; the United Kingdom; value; value-added tax (tax); view my view; point of view; which of you; each of you; many of you; who of you.

This country is one of the most beautiful. We require mutual aid. It is considered that Great Britain has become a valued Partner of the European Community. This point of view has been mentioned because of possibilities of conflict. In winter additional work is to be done on the main road. You are right; instead of going into the dining-room she went into the bedroom. It is worth buying this journal early in the morning in Main Street. The British journalist attempted to discuss questions on energy saving. The President of the United States will take into account that this will be a good opportunity for a closer co-operation during the next year. There are negotiations on mutual balanced force reductions between West and East. These projects of the trade union can only be accomplished by team-work. Who of you paid £4? As suggested, the manager went out early to the 5th Avenue. Could you get rid of him? How will be this year's wheat harvest in the Soviet Union and in the United Kingdom? The musicians amused themselves.

Act; act of state; acting manager; in the act of going; castle; Newcastle; castle in the air; cause; causes; causeless; change; chancery; chancellor; chances; circumference; circumscribe; circumstance; in the circumstances; coast; Atlantic coast; Pacific coast; common, commonwealth; dwell; town-dweller, dwelt; fast; faster, fastest, fasten; middle, middle class; Middle East; middling; parliament; parliamentary, member of parliament, Act of Parliament; position; proposition; opposition; she, she is; she was, she has, she had; spread; spreading; spread over; stay; staying; stayed; stayer; strong; stronger, strongest; strongly; construction, instructions, reconstruction; such; such that; such as; universe; universal; university; whistle; whisky = whiskey; wisdom.

The acting manager made a journey to Newcastle. My home is my castle. You cannot get rid of crime unless you get rid of the causes of crime. Mr Chairman, I welcome the chance to express my views. The circumference of the earth is almost 25,000 miles. The acting partner has to take into account this circumstance when travelling to the Atlantic coast. Why did the acting president make common cause with the chancellor? The quality of dwellings is strikingly high. There are few fast cars on the main road. The conflict started in the middle of the year. The minister of Economics addressed the Parliament. Members of Parliament are people of position. She was in the act of going. The news from the Middle East spread all over the world. She had to stay at home on account of illness. A stronger balance of interests is aimed at by the European Parliament. The House of Commons discussed plans For the construction of new main roads in the United Kingdom. Such constructions are unknown in the United States of America. A university teacher should engage in research and instruction. The coast-guard caught smugglers with large quantities of whisky. Such a declaration with regard to the reconstruction of the university will need the broadest possible basis among parliamentarians. She had caused a road accident in Broad Street. They are going to stay at the castle in a town of middling size. Common interests unite the states of the Commonwealth. The Lord High Chancellor is the highest judge and the chairman of the House of Lords. This universal rule has no exceptions. She has met many such people.

Chapter 13

u l t, a g u, e m, i r t, p d, w
b t, g s, i e n e, n y e, p e

Chapter 14

o j u o, d i, v p n e, n n g p e
p l e s s o, i y n o, e v o, l
a n d, i h u s, n e t, l

Chapter 15

I, s t n o, e e n v, i l e r, p l e,
i t e, p t e, i b e n. I, i n, s t e, i p
i n n, i n n o p, p t, e n t,
n u o, n g, i b n, i e p e, o o

Chapter 16

n t o f, h o, i, n s, d e n t, n e s t e f, e
e n d, i e n t e g, v e s t, n e t, i n t o, e n, e



ISBN 3-8045-8913-8