

**Deutsche Meisterschaften 2005 in Butzbach
Deutsch-Englische Kurzschrift - Grundklasse**

1st minute = 60 syllables

Dear Sirs, Thank you very much for your inquiry of

10 April 2005. Enclosed to this letter

you will find our latest catalogue on **cutlery**. The

prices quoted in the attached price-list are to be understood

2nd minute = 70 syllables

cif London. For orders **exceeding** 100 sets we grant a

discount of 7 per cent. Our terms of payment are documents

against payment. All goods are in stock. Therefore, delivery

can be effected after receipt of your order. You may rest assured that every

3rd minute = 80 syllables

order will be executed to your full satisfaction. Yours faithfully,

Tony Curtis, Sales Manager, Drake & Sons, London. – Dear Sirs, Thank you very much for

your offer of 15 April 2005. The cutlery shown

in your catalogue meets with the expectations of our clients in Germany.

4th minute = 90 syllables

We therefore place an order with you. Please supply us 200 sets of your Windsor

brand. As the scope of our order is quite **substantial** we would appreciate

a discount of more than 7 per cent. We are looking forward to your reply. Yours faithfully,

Harald Braun, Sales Director. – Dear Mr. Braun, Thank you very much for your letter dated 20

5th minute = 100 syllables

April 2005. We are very glad that you would like to place a substantial order

with us, and are ready to allow a discount of 10 per cent. Please let us know if this is **convenient**

to you. We would then settle the further **particulars** for the execution of

your order. Yours faithfully, Tony Curtis, Sales Manager, Drake & Sons, London. –
Dear Mr. Curtis, Thank you

6th minute = 110 syllables

very much for the discount you offer. We need the cutlery for an important client in Germany

by the end of June. Can you deliver the cutlery in time? Yours faithfully, Harald Braun, Sales Director.

– Dear Mr. Braun, We are able to supply the cutlery according to your request.

Delivery will be effected **via plane** to Cologne. The consignment will arrive Cologne airport on 1 June on board of

7th minute = 120 syllables

BA flight 2005 and is due on 9 am. We would kindly request you to provide for the necessary

transportation **facilities** to get the consignment from Cologne airport to your **premises**. Yours faithfully, Tony

Curtis, Sales Manager, Drake & Sons, London. Dear Mr. Curtis, Thank you very much for your letter of 2 May

2005. We agree to your proposition to arrange for the transportation of the goods from Cologne airport

8th minute = 130 syllables

to our premises in Frankfurt. We are confident that the cutlery will sell easily and we would then place follow-up orders with

you. Please do also send us your latest catalogue on your **premium quality dishes** York and Buckingham. We think that our

German clients would like to combine your premium quality dishes with your cutlery. In October 2005

our company will celebrate its 50th **anniversary**. We would appreciate it to welcome you

on the occasion of a celebration ceremony on 11 October 2005 in our premises. Yours faithfully, Harald Braun, Sales Director

**Deutsche Meisterschaften 2005 in Butzbach
Deutsch-Englische Kurzschrift - P 1**

1st minute = 100 syllables

A major purpose of the Organization of the United Nations is to achieve international cooperation in solving international problems of an economic, social, cultural or **humanitarian character**. The General Assembly, the Economic and Social Council, the Secretariat and the **specialized agencies** are the organs primarily

2nd minute = 115 syllables

responsible for action in this field. The United Nations have no authority to **legislate** or

enforce measures of economic and social cooperation but can only make recommendations, which

the member governments may or may not follow. The United Nations give a great deal of consideration to

ways and means of making capital available to less developed countries for financing projects that are not

3rd minute = 130 syllables

self-**liquidating**. To assist in the financing of such development projects the Special United Nations Fund for

Economic Development was set up. In 1957 the Organization of the United Nations

unanimously adopted a resolution to set up a separate fund to provide systematic assistance in

fields which are essential to technical, economic and social development of less developed countries. In 1965 the

4th minute = 145 syllables

Organization of the United Nations formed the **United Nations Development Programme**. The United Nations

Development Programme or **UNDP** is the **merger** of the **Expanded Programme of Technical Assistance** and the United Nations

Special Fund. The United Nations Development Programme is an important global development network

advocating for changes and connecting countries to knowledge, experience and resources in order to help people build a better life. The United Nations Development Programme

5th minute = 160 syllables

is represented in 166 countries. The UNDP works with each country on their own solutions to global and national

development **challenges**. The Programme assists countries to attract and use **aid** effectively. In all activities, the United Nations Development Programme

promotes the protection of **human rights**. Furthermore the United Nations Development Programme promotes the **empowerment** of women. Leaders all

over the world have pledged themselves to cutting poverty in half by the year 2015. The Governing Council of the UNDP consists of

6th minute = 175 syllables

representatives from 27 developing nations and 21 developed nations. You will find the headquarters of the United Nations Development

Programme in New York City in the United States of America. - One of the main reasons that the United Nations Development Programme is a **trusted**

development partner all over the world is because it operates according to the principles and values of the Organization of the United Nations. That

means respecting each country's control over its own future, while bringing countries together to work on **shared** challenges. The Executive Board of the United Nations Development Programme

7th minute = 190 syllables

is made up of representatives from 36 countries around the world. Through its Bureau which consists of representatives from five regional groups, the Executive Board oversees

and supports the activities of the United Nations Development Programme. The secretariat of the Executive Board reviews and edits all documentation

for submission to the Board. - Over the past several years, the United Nations Programme has made **significant** progress in strengthening its international partnerships and **marshalling**

the resources which it needs to support progress toward the Millennium Development Goals. In early 2000, the United Nations Development Programme created the Bureau

8th minute = 205 syllables

for Resources and Strategic Partnerships to coordinate and **nurture** its working relationships among others with donor countries, **civil society organizations**, international

financial institutions, regional development banks as well as the private sector. - Another programme within the system of the Organization of the United Nations is the **United**

Nations Volunteers programme. The United Nations Volunteers programme is the **volunteer arm** of the Organization of the United Nations. This programme was

created by the United Nations General Assembly in 1970 to serve as an operational partner in development cooperation at the request of the Member States of the United Nations.

Deutsche Meisterschaften 2005 in Butzbach
Deutsch-Englische Kurzschrift - P 2

1st minute = 160 syllables

A major purpose of the Organization of the United Nations is to achieve international cooperation in solving international

problems of an economic, social, cultural or humanitarian character. The General Assembly, the Economic and Social Council,

the Secretariat and the specialized agencies are the organs primarily responsible for action in this field. The United Nations have no

authority to legislate or enforce measures of economic and social cooperation but can only make recommendations, which the member

2nd minute = 180 syllables

governments may or may not follow. The United Nations give a great deal of consideration to ways and means of making capital available to less developed

countries for financing projects that are not **self-liquidating**. To assist in the financing of such development projects the Special United Nations Fund for Economic

Development was set up. In 1957 the Organization of the United Nations unanimously adopted a resolution to set

up a separate fund to provide systematic assistance in fields which are essential to technical, economic and social development of less developed countries.

3rd minute = 200 syllables

In 1965 the Organization of the United Nations formed the **United Nations Development Programme**. The United Nations Development Programme or **UNDP**

is the **merger** of the **Expanded Programme of Technical Assistance** and the United Nations Special Fund. The United Nations Development Programme is an important global development

network advocating for changes and connecting countries to knowledge, experience and resources in order to help people build a better life. The United Nations Development Programme

is represented in 166 countries. The UNDP works with each country on their own solutions to global and national development **challenges**. The Programme

4th minute = 220 syllables

assists countries to attract and use **aid** effectively. In all activities, the United Nations Development Programme promotes the protection of **human rights**. Furthermore the United Nations Development

Programme promotes the **empowerment** of women. Leaders all over the world have pledged themselves to cutting poverty in half by the year 2015. The Governing Council of the UNDP consists of

representatives from 27 developing nations and 21 developed nations. You will find the headquarters of the United Nations Development Programme in New York City in the United

States of America. - One of the main reasons that the United Nations Development Programme is a **trusted** development partner all over the world is because it operates according to the principles

5th minute = 240 syllables

and values of the Organization of the United Nations. That means respecting each country's control over its own future, while bringing countries together to work on **shared** challenges. The Executive Board of the United Nations

Development Programme is made up of representatives from 36 countries around the world. Through its Bureau which consists of representatives from five regional groups, the Executive Board oversees and supports the activities

of the United Nations Development Programme. The secretariat of the Executive Board reviews and edits all documentation for submission to the Board. - Over the past several years, the United Nations

Programme has made **significant** progress in strengthening its international partnerships and **marshalling** the resources which it needs to support progress toward the Millennium Development Goals. In early 2000, the United

6th minute = 260 syllables

Nations Development Programme created the Bureau for Resources and Strategic Partnerships to coordinate and **nurture** its working relationships among others with donor countries, **civil society organizations**, international

financial institutions, regional development banks as well as the private sector. - Another programme within the system of the Organization of the United Nations is the **United Nations Volunteers programme**. The United Nations

Volunteers programme is the **volunteer arm** of the Organization of the United Nations. This programme was created by the United Nations General Assembly in 1970 to serve as an operational partner

in development cooperation at the request of the Member States of the United Nations. The United Nations Volunteers programme reports to the United Nations Development Programme and works through UNDP's country offices around

7th minute = 280 syllables

the world. - There are close to 5,000 qualified and experienced women and men of over 150 **nationalities** serving each year in developing countries as United Nations Volunteers. Since 1971, some 30,000 United Nations

Volunteers from some 150 developing and industrialized nations have worked in about 143 countries. The United Nations Volunteers Programme is **administered** by the United Nations Development Programme,

and it is based at the Headquarters of the United Nations in New York. The United Nations Development Programme provides funds, helps developing countries attract and use aid effectively and promotes **South-South cooperation**. It seeks to address the many **causes**

of poverty, and to promote development. The current **Executive Coordinator** of the United Nations Volunteers programme was appointed in August 2004. He had joined the United Nations Volunteers programme in 1998.
