

1st minute = 60 syllables

Dear Sirs, We have read your advertisement in "Baker's Journal" and would like to attend a test of the loaf former. As we understand this type of machine is able to form a large variety of loaves with different sorts of grain. Please get

2nd minute = 70 syllables

in touch with us to arrange for an appointment. Yours truly, John Herman,

Bread & Biscuits Limited// Dear Mister Herman, Thank you for your inquiry on our loaf former. We are specialists in the design and execution of such equipment for your trade. Of course we can

3rd minute = 80 syllables

arrange for a show at our premises. We suggest 6 February 2006,

10 am, at our premises. Please confirm this date and let us

know the number of people coming with you. Yours truly Bob Doughnut,
Managing

Director, Universal Machine Tools Limited - Dear Mister Doughnut, We confirm

4th minute = 90 syllables

the date and time for an appointment at your premises. I will come to you together

with our technical director Mister Allen Key. We are looking forward to our

visit. Yours truly, John Herman, Bread & Biscuits Limited - Dear Mister Doughnut, We were

deeply impressed by the performance of your Loaf Former R 2 D 2 and would like to

5th minute = 100 syllables

order one unit of this machine. Please quote your lowest possible price. Yours truly, John Herman - Dear Mister

Herman, We are convinced that the Loaf Former R 2 D 2 will satisfy your demands. The

machine costs 5,000 Euro. You will have to cover for freight insurance, packaging as well

as erection and commissioning. Yours truly, Bob Doughnut - Dear Mister Herman, We agree with your offer

6th minute = 110 syllables

of 24 February 2006 and place an order with you on one unit of your

Loaf Former R2 D2. A convenient date for us would be 6 March 2006.

Yours truly, Bob Doughnut - Dear Mister Herman, We confirm your date for the execution of your order. Mister Allen

Key will be at your premises on the date mentioned by 8 a. m.

Yours truly, Bob Doughnut//Dear Mister Doughnut,

7th minute = 120 syllables

The Loaf Former R 2 D 2 was installed in our premises yesterday. Unfortunately the machine did

only work properly for two shifts. Technical problems occurred during the third shift. The loaves were malformed, and the machine

failed the desired output rate. We ask your immediate assistance. John Herman, Bread & Biscuits Limited - Dear Sirs,

We are sorry that the machine we installed for you a few days ago has caused trouble. This type of machine is usually

8th minute = 130 syllables

highly efficient and reliable. By the time you receive this letter,
our workmen will have installed the replacement

machine, and Mister Allen Key will stay for two days **to ensure** that it is
working correctly. We have found that the

fault on the machine you sent back arose because too much heat
developed, and we think that this was caused by the **excessive speed**

at which it was operated. We are arranging to fit a speed checking
device on the machine so that it will not be possible

to operate it too fast. Yours faithfully,

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 1 -

1st minute = 100 syllables

The World Health Organization is the United Nations specialized agency for health. This organization

was established on 7 April 1948. The

objective of the organization is set out in its constitution and concerns itself with the

attainment by all peoples of the highest level of health. The constitution of the World Health

2nd minute = 115 syllables

Organization defines health as a state of complete physical, mental and social well-being. The World Health

Organization is governed by 192 member states through the World Health Assembly. The World Health

Assembly is composed of representatives from the member states of the World Health Organization. The main tasks of the World

Health Assembly are to approve the programme of the World Health Organization and the budget for the following

3rd minute = 130 syllables

biennium and to decide major policy questions. The World Health Assembly is the supreme decision-making

body for the World Health Organization and generally meets in Geneva in May each year. The Assembly is attended

by delegations from all 192 member states. The main function of the World Health Assembly is to determine the policies

of the organization. The Assembly appoints the director-general, supervises the financial policies

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 1 -

4th minute = 145 syllables

of the organization, and reviews and approves the Proposed Programme budget. It similarly considers reports of the

Executive Board, which it instructs in regard to matters upon which further action, study, investigation or report is required. The Executive

Board is composed of 32 members technically qualified in the field of health. Members are elected for **three-year terms**. The main

Board meeting, at which the agenda for the forthcoming Health Assembly is agreed upon and resolutions for forwarding to the Health Assembly are

5th minute = 160 syllables

adopted, is held in January, with a second shorter meeting in May, immediately after the Health Assembly, for more **administrative**

matters. The main functions of the Board are to give effect to the decisions and policy of the Health Assembly, to advise it and generally to

facilitate its work. The Secretariat of the World Health Organization is staffed by some 3,500 health and other experts and support staff.

The organization is headed by the Secretary-General, who is appointed by the Health Assembly on the nomination of the Executive Board.

6th minute = 175 syllables

All countries which are members of the United Nations may become members of the World Health Organization by accepting its **constitution**. Other countries may be

admitted as members when their application has been approved by a simple majority vote of the World Health Assembly. **Territories** which are not responsible

for the conduct of their international relations may be admitted as associate members upon application made on their behalf by the member or other

authority responsible for their international relations. Members of the World Health Organization are grouped according to regional distribution.

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 1 -

7th minute = 190 syllables

The World Health Organization does also work together with the **Civil Society Initiative, or CSI**. The Civil Society Initiative fosters relations between

the World Health Organization, nongovernmental organizations and civil society organizations. The CSI is responsible for the administration of

formal relations as set out in the Principle governing relations between the World Health Organization and nongovernmental organizations. **Counterparts** at each regional

office of the World Health Organization serve in the same capacity. Country offices may also work with NGOs at the national level. - The World Health Organization

8th minute = 205 syllables

is also engaged in the fight against **avian flu**. Already in 2005 the organization urged for action against **Pandemic Influenza**. The World Health Assembly, which met in Geneva

between 16 and 25 May 2005, underlined the importance of influenza pandemic **preparedness**. Deeply concerned by the outbreaks in Asia, the World Health Assembly

adopted a resolution that urges member states to take the following steps: The member states shall implement national preparedness planning. They shall also strengthen **surveillance**,

early-warning systems and cooperation with other relevant authorities. Another aim to achieve will be an increase in seasonal vaccine coverage so as to lead to availability of

greater global vaccine-production capacity.

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 2 -

1st minute = 160 syllables

The World Health Organization is the United Nations specialized agency for health. This organization was established on 7 April

1948. The objective of the organization is set out in its constitution and concerns itself with the attainment by all

peoples of the highest level of health. The constitution of the World Health Organization defines health as a state of complete physical, mental and

social well-being. The World Health Organization is governed by 192 member states through the World Health Assembly. The World Health Assembly is

2nd minute = 180 syllables

composed of representatives from the member states of the World Health Organization. The main tasks of the World Health Assembly are to approve the programme of the World Health

Organization and the budget for the following biennium and to decide major policy questions. The World Health Assembly is the supreme decision-making body for

the World Health Organization and generally meets in Geneva in May each year. The Assembly is attended by delegations from all 192 member states.

The main function of the World Health Assembly is to determine the policies of the organization. The Assembly appoints the director-general, supervises

3rd minute = 200 syllables

the financial policies of the organization, and reviews and approves the Proposed Programme budget. It similarly considers reports of the Executive Board, which it instructs in

regard to matters upon which further action, study, investigation or report is required. The Executive Board is composed of 32 members technically qualified in the field of

health. Members are elected for three-year terms. The main Board meeting, at which the agenda for the forthcoming Health Assembly is agreed upon and resolutions for forwarding to the Health Assembly

are adopted, is held in January, with a second shorter meeting in May, immediately after the Health Assembly, for more administrative matters. The main functions of the Board

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 2 -

4th minute = 220 syllables

are to give effect to the decisions and policy of the Health Assembly, to advise it and generally to facilitate its work. The Secretariat of the World Health Organization is **staffed by** some

3,500 health and other experts and support staff. The organization is headed by the Secretary-General, who is appointed by the Health Assembly on the nomination of the Executive

Board. All countries which are members of the United Nations may become members of the World Health Organization by accepting its **constitution**. Other countries may be admitted as members when their application

has been approved by a simple majority vote of the World Health Assembly. **Territories** which are not responsible for the conduct of their international relations may be admitted as **associate**

5th minute = 240 syllables

members upon application made on their behalf by the member or other authority responsible for their international relations. Members of the World Health Organization are grouped according to regional

distribution. - The World Health Organization does also work together with the **Civil Society Initiative, or CSI**. The Civil Society Initiative fosters relations between the World Health Organization,

nongovernmental organizations and civil society organizations. The CSI is responsible for the administration of formal relations as set out in the Principle governing relations between

the World Health Organization and nongovernmental organizations. **Counterparts** at each regional office of the World Health Organization serve in the same capacity. Country offices may also work with NGOs

Deutsche Meisterschaften 2006 in Goslar
- Englische Kurzschrift Praktikerklasse 2 -

6th minute = 260 syllables

at the national level. - The World Health Organization is also engaged in the fight against avian flu. Already in 2005 the organization urged for action against Pandemic Influenza. The World Health Assembly, which met

in Geneva between 16 and 25 May 2005, underlined the importance of influenza pandemic preparedness. Deeply concerned by the outbreaks in Asia, the World Health Assembly adopted a resolution that urges member

states to take the following steps: The member states shall implement national preparedness planning. They shall also strengthen surveillance, early-warning systems and cooperation with other relevant authorities. Another aim to achieve will

be an increase in seasonal vaccine coverage so as to lead to availability of greater global vaccine-production capacity. Member states of the World Health Organization shall also consider developing domestic

7th minute = 280 syllables

influenza-vaccine production capacity, communicate clearly with health-care workers and support actively an international research agenda. The resolution of the World Health Assembly follows a very alarming report from the secretariat

of the World Health Organization in April 2005 indicating the first case of a health-care worker hit by avian flu. - In consideration of the current avian flu in South Asia, the Commission of the European Communities has also

taken measures to address a potential influenza pandemic at the European level. Amongst the measures put forward by the European Commission, are provisions for protective and emergency vaccination. Influenza experts from the member

states of the European Union, the World Health Organization, the Food and Agriculture Organization and other international expert organizations met on 28 June 2005 in Luxembourg to discuss European-wide response

to a potential influenza pandemic.