

1st minute = 60 syllables

Dear **Mister Pommeroy**, For quite some time I have been a customer of your kitchen **utensils**. So far I had been more than satisfied with the quality of your products. But recently I bought a set of knives and forks which did not come up

2nd minute = 70 syllables

to the standard I was used to. After carefully **cleansing** the knives and forks in my dishwasher, they showed ugly **stains**. As the forks as well as the knives are quite new, please let me know how we can settle the mess. Yours truly,

Thomas Cook, // Dear Mister Cook, We thank you for your letter dated

3rd minute = 80 syllables

5 January 2009. The only explanation for the inferior quality you rightly complain about is that the **forgery** which made the knives and forks used an **alloy** of low quality. As we appreciate you as a **loyal** customer, we would be ready to replace the knives and forks.

4th minute = 90 syllables

Please remit the items. We will also refund the charges for packaging and delivery.

Yours truly, **Duncan** Pommery, Tulip & Clover Kitchenware, Sales Director //

Dear Mister Pommery, I have received your letter dated 12 January

2009. I agree with your offer to replace the knives and forks which show the ugly stains.

5th minute = 100 syllables

Under separate cover you will receive 12 knives and forks of your brand "**Sandhurst**". I am looking forward

to receiving the replacement parts. Please add to your consignment your Spring catalogue of your

luxury porcelain. Yours sincerely, Thomas Cook // Dear Mister Cook, Together with this consignment of

new knives and forks you will receive our Spring catalogue on our plates, cups and saucers. May we draw

6th minute = 110 syllables

your attention to our **Bloomingdale** series. The Bloomingdale dishes have recently been awarded the

International Chinaware Design **Ribbon** on the chinaware fair in Paris. We do only offer

this series as a limited edition to our premium customers like you. Please let us know

if you are interested in a **quote**. Yours sincerely, Duncan Pommery // Dear Mister Pommeroy, Thank you very

7th minute = 120 syllables

much for mentioning your Bloomingdale dishes. Indeed these dishes will fit in our sales programme perfectly well. We are

confident that our customers, too, will be fascinated by the **elaborate** design and fine structures of the

Bloomingdale plates, cups and saucers. We think that your **Kensington** series of high-quality cutlery and the Bloomingdale

dishes will set the right frame for weddings to give but one example.
Yours sincerely Thomas Cook // Dear Mister Cook, We

8th minute = 130 syllables

think that your **expertise** of the market situation again shows that we may be **grateful** for having you as a customer. We would like

to invite you to join our marketing staff on their next travel to Italy. Miss Marple and Mister Higgins will visit two of our most important

continental sales partners. They have their headquarters in Rome and Venice. Our marketing

experts will also travel to Brussels to prepare our next international exhibition on the **International Ceramics**

Fair held from 29 April
until 3 May 2009.

1st minute = 100 syllables

The North Atlantic Treaty Organization is an alliance of 28 countries from North America and Europe committed to fulfilling the goals of the North Atlantic Treaty. This Treaty was signed on 4 April 1946. Its fundamental role is to safeguard the freedom and security of its member countries by political and military means.

2nd minute = 115 syllables

In the past 60 years, NATO has contributed to an **unprecedented** period of peace, freedom

and prosperity for all its citizens. It is **testimony** to what can be achieved by a

transatlantic community that acts with a clear sense of common purpose. The Heads of State and Government of the North

Atlantic Treaty Organization met in Strasbourg and Kehl to celebrate the 60th anniversary of the Alliance.

3rd minute = 130 syllables

They **reaffirmed** the values, objectives and obligations of the Washington Treaty which unite Europe with

the United States of America and Canada, and have provided the transatlantic community with an unprecedented

era of peace and stability. The Heads of State and Government also reaffirmed their adherence to the purposes and

principles of the Charter of the United Nations. The North Atlantic Treaty Organization continues to be

4th minute = 145 syllables

the essential transatlantic forum for security consultations among its Allies. NATO will continue to play its part in

reinforcing arms control and promoting nuclear and conventional disarmament in accordance with the **Nuclear Non-Proliferation**

Treaty, as well as non-proliferation efforts. The enlargement of the North Atlantic Treaty

Organization has been an historic success in bringing the partners closer to their vision of a Europe whole and free. NATO's door will remain open to all European

5th minute = 160 syllables

democracies which share the values of the Alliance and which are willing and able to assume the responsibilities and obligations of membership, and

whose **inclusion** can contribute to common security and stability. The world is facing new, increasingly global threats, such as terrorism,

the proliferation of weapons of mass destruction, their means of delivery and cyber attacks. Other challenges such as energy security,

climate change, as well as instability **emanating** from **fragile and failed states**, may also have a negative impact on Allied and international security.

6th minute = 175 syllables

The security of the member states of the North Atlantic Community is increasingly tied to that of other regions. NATO improves its ability

to meet the security challenges it faces that impact directly on Alliance territory, emerge at strategic distance or closer to home.

Allies must share risks and responsibilities equitably. They must make their capabilities more flexible and **deployable** so they can respond quickly and effectively,

wherever needed, as new crises emerge. NATO structures must be reformed to create a **leaner** and more cost-effective organization. NATO's capacity to play

7th minute = 190 syllables

an important role in crisis management and conflict resolution where member states' interests are involved will be strengthened. They aim to strengthen their cooperation with

other international actors, including the United Nations, the European Union, the Organization for Security and Cooperation in Europe and the

African Union, in order to improve their ability to deliver a comprehensive approach to meeting these challenges, combining **civilian** and military

capabilities more effectively. In their operations today in **Afghanistan** and the **Western Balkans** the armed forces of NATO are working **alongside** many other nations and

8th minute = 205 syllables

organizations. In Afghanistan the member states are committed to helping the Afghan government and its people to build a democratic, secure and stable country that will never again

harbour terrorists who threaten Afghan and international security. NATO recognizes the importance of a stronger and more capable European defence and welcomes the European

Union's efforts to strengthen its capabilities and its capacity to address common security challenges. Non-European Union Allies make a significant

contribution to these efforts in which their fullest involvement possible is most important. NATO is determined to ensure that the relationship between the North Atlantic Treaty Organization and

the European Union is a truly functioning strategic partnership as agreed by NATO and by the European Union.

1st minute = 160 syllables

The North Atlantic Treaty Organization is an alliance of 28 countries from North America and Europe committed to fulfilling the

goals of the North Atlantic Treaty. This Treaty was signed on 4 April 1946. Its fundamental role is to safeguard the freedom

and security of its member countries by political and military means. In the past 60 years, NATO has contributed to an

unprecedented period of peace, freedom and prosperity for all its citizens. It is **testimony** to what can be achieved by a transatlantic

2nd minute = 180 syllables

community that acts with a clear sense of common purpose. The Heads of State and Government of the North Atlantic Treaty Organization met in Strasbourg and Kehl to celebrate the

60th anniversary of the Alliance. They reaffirmed the values, objectives and obligations of the Washington Treaty which unite Europe with the United

States of America and Canada, and have provided the transatlantic community with an unprecedented era of peace and stability. The Heads of State and

Government also reaffirmed their adherence to the purposes and principles of the Charter of the United Nations. The North Atlantic Treaty Organization

3rd minute = 200 syllables

continues to be the essential transatlantic forum for security consultations among its Allies. NATO will continue to play its part in **reinforcing** arms control and promoting

nuclear and conventional disarmament in accordance with the **Nuclear Non-Proliferation Treaty**, as well as non-proliferation efforts. The enlargement of the North Atlantic

Treaty Organization has been an historic success in bringing the partners closer to their vision of a Europe whole and free. NATO's door will remain open to all European

democracies which share the values of the Alliance and which are willing and able to assume the responsibilities and obligations of membership, and whose **inclusion** can contribute to common

4th minute = 220 syllables

security and stability. The world is facing new, increasingly global threats, such as terrorism, the proliferation of weapons of mass destruction, their means of delivery and cyber attacks.

Other challenges such as energy security, climate change, as well as instability **emanating** from **fragile and failed states**, may also have a negative impact on Allied and international

security. The security of the member states of the North Atlantic Community is increasingly tied to that of other regions. NATO improves its ability to meet the security challenges

it faces that impact directly on Alliance territory, emerge at strategic distance or closer to home. Allies must share risks and responsibilities equitably. They must make their capabilities

5th minute = 240 syllables

more flexible and deployable so they can respond quickly and effectively, wherever needed, as new crises emerge. NATO structures must be reformed to create a leaner and more cost-effective organization. NATO's

capacity to play an important role in crisis management and conflict resolution where member states' interests are involved will be strengthened. They aim to strengthen their cooperation with other international actors,

including the United Nations, the European Union, the Organization for Security and Cooperation in Europe and the African Union, in order to improve their ability to deliver a

comprehensive approach to meeting these challenges, combining civilian and military capabilities more effectively. In their operations today in Afghanistan and the **Western Balkans** the armed forces of NATO

6th minute = 260 syllables

are working **alongside** many other nations and organizations. In Afghanistan the member states are committed to helping the Afghan government and its people to build a democratic, secure and stable country that will never again

harbour terrorists who threaten Afghan and international security. NATO recognizes the importance of a stronger and more capable European defence and welcomes the European Union's efforts to strengthen its

capabilities and its capacity to address common security challenges. Non-European Union Allies make a significant contribution to these efforts in which their fullest involvement possible is most important. NATO is determined

to ensure that the relationship between the North Atlantic Treaty Organization and the European Union is a truly functioning strategic partnership as agreed by NATO and by the European Union. Their efforts

7th minute = 280 syllables

should be mutually reinforcing and complementary. NATO will develop its relationships with all its partners, both in its neighbourhood and beyond, with which the organization has a joint commitment to cooperative

security. NATO's partners are the key in enabling the organization to implement its vision of a community of shared values and responsibilities. NATO values the support that many of its partners bring to its operations and missions.

A strong, cooperative partnership between NATO and Russia based on respect for all the principles of the 1997 **NATO-Russia Founding Act** and the 2002 Rome Declaration, best serves security in the

Euro-Atlantic area. The North Atlantic Treaty Organization stands ready to work with Russia to address the common challenges faced. The North Atlantic Treaty Organization is renovating the Alliance to better address today's threats and to

anticipate tomorrow's risks.