



INSTITUTO GUATEMALTECO AMERICANO
SHORTHAND
6TO. SECRETARIADO
ESTEFANI NOEMI MINCHEZ CASERES
ZURY VANESSA REYES RODRIGUEZ
CODES: 10 AND 12

LESSON 20 AND 21

Nombre y Apellido: _____

Clave: _____

1. Join these strokes with their meanings



contract

crowd

bothered

either

consisted

leather

south

complain

compliment

comercial



INSTITUTO GUATEMALTECO AMERICANO
SHORTHAND
6TO. SECRETARIADO
ESTEFANI NOEMI MINCHEZ CASERES
ZURY VANESSA REYES RODRIGUEZ
CODES: 10 AND 12

z
I
oo
i
o
oo

amount

house

combine

how

announce

compare

2. Write the correct meaning for each stroke

r I oo zy nu

b oo h ne z

or z r oo In

oo



INSTITUTO GUATEMALTECO AMERICANO
SHORTHAND
6TO. SECRETARIADO
ESTEFANI NOEMI MINCHEZ CASERES
ZURY VANESSA REYES RODRIGUEZ
CODES: 10 AND 12

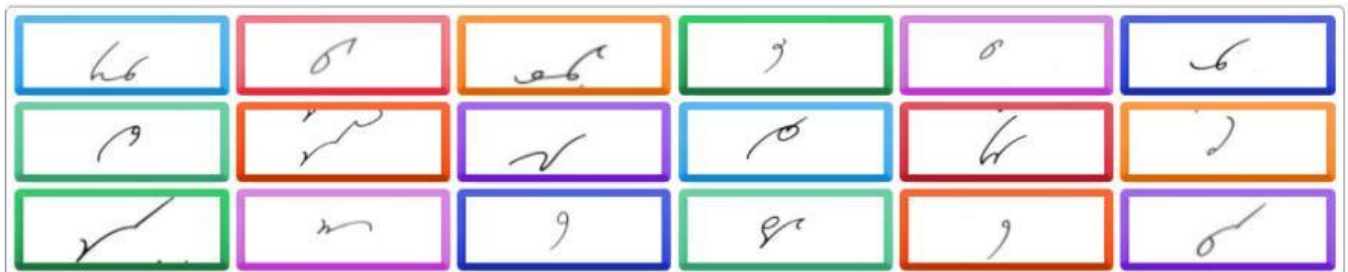
3. Listen to the audio and write the letter in your notebook. After that, transcribe it here.



INSTITUTO GUATEMALTECO AMERICANO
SHORTHAND
6TO. SECRETARIADO
ESTEFANI NOEMI MINCHEZ CASERES
ZURY VANESSA REYES RODRIGUEZ
CODES: 10 AND 12

4. Select the stroke that corresponds to the words that are indicated to you.

stand
suggest
several
cotton
attend
remittance
bulletin
attention
advantage
tonight
standard
assistance
written
button
out
very
every, ever
tennis





INSTITUTO GUATEMALTECO AMERICANO
 SHORTHAND
 6TO. SECRETARIADO
 ESTEFANI NOEMI MINCHEZ CASERES
 ZURY VANESSA REYES RODRIGUEZ
 CODES: 10 AND 12

5. Drag the image according to the meaning of each stroke.





INSTITUTO GUATEMALTECO AMERICANO
SHORTHAND
6TO. SECRETARIADO
ESTEFANI NOEMI MINCHEZ CASERES
ZURY VANESSA REYES RODRIGUEZ
CODES: 10 AND 12



6. Transcribe the following letter.

u a: 3 z - r
w a c h 15 b
w o b l o n z e
z l h m r
w b z r o
m - r e l c h 15
o z - 9 w i b
w r n ! e l d z

ac-cept

