



LESSON 15

ABBREVIATIONS

Write the following words in *SuperWrite* in the spaces provided.

suggest,
suggestion (A)

suggests,
suggestions (A +)

suggested (A +)

manager (A)

managers (A +)

management (A)

report (A)

reports (A +)

any (A)

executives (A +)

insurance (A)

hours (A +)

presently (A +)

times (A +)



WORD BEGINNING OVER-

Write the following words in *SuperWrite* in the spaces provided.

over	_____	overcome	_____
overwork (A +)	_____	oversee	_____
overpriced	_____	overhead	_____
overlap	_____	overload	_____
overnight	_____	overstocked	_____

WORD BEGINNING TRANS-

Write the following words in *SuperWrite* in the spaces provided.

transpose	_____	transport	_____
transportation	_____	transform	_____
transparent	_____	transplant	_____



APPLICATION

Write the underlined words in longhand in the spaces provided.

1. t mgr asked t bgl
cmle l wk Olm.

2. he Okd sm dials.

3. pl Iml t cmpd
rpl l me.

4. I sq u mal t mgr
u sgs.

5. pl lk t bgl O
crfl n rpl my prblms
l t mgr ofc.

(continued)

6. le me h u sgs.

7. Se wnts t Fpr t t
Fprlas depl.

8. l u pl Fml ts
info t r mgl.

9. Se asked f a Flas
o t rpl.

10. gv t bgl t t mqr.
