

5 minutes, 1 minute at a time, 5 speeds, 5x

New speed

- **Goal speed 200**
- **1st minute: 200 – stop, brief, define**
- **2nd Minute: 180**
- **3rd Minute: 200**
- **4th minute: 210**
- **5th minute: 200**
- **Repeat for minutes 2-5**

Testing speed

- **Goal speed 200**
- **1st minute: 210 – stop, brief, define**
- **2nd Minute: 210**
- **3rd Minute: 220**
- **4th minute: 230**
- **5th minute: 210**

Break Up Method - Metronome

* * * * * * * * * ***

I like to see birds in the spring and summertime.

- I like – two strokes – 4x perfectly
- Like to – two strokes – 4x perfectly
- I like to – three strokes (rest on fourth metronome beat) 4x perfectly

- Start over with next two strokes:
- See birds – 4x
- Birds in – 4x
- See birds in 4x

Monthly Challenge

- **5-minute take every day for one month**
- **Write it once at the speed of your choice**
 - **Print out the hard copy**
- **Highlight words written in more than one stroke**
 - **Boucke's Briefs, Briefpedia, theory**
 - **Write briefs on hard copy.**

PRACTICE EDITING FROM YOUR WRITER (1 of 3)

- **Search and replace words**
- **Cap and define last group of words**
- **Scan and define last untranslate**
- **Search and delete**
- **Hyphenation**
- **Richard, R-i-c-h-a-r-d.**
- **Fingerspell and define**

PRACTICE EDITING FROM YOUR WRITER (3 of 3)

- **Number conversions**
 - **phone numbers**
 - **social security**
 - **numbers with commas**
 - **dollars and cents**
 - **dates with slashes**

Tucking and including endings

HAIGZ – hazing

FRAIGZ – phrasing

WAIGT – waiting

HAPG – happening

HAPD – happened

PLAIG – playing

PLAID – played

SNOEG - snowing

BLOEG - blowing

NOEG - knowing

SLAOEPG - sleeping

KRAOEPG - creeping

DAOEPG – deepening

SAOEPG - seeping

Tucking “ing” suffixes for -K words

Walking – WAUG

Talking – TAUG

Making – MAIG

Taking – TAIG

Faking – FAIG

Joking – JOEG

Sprinkling - SPRIPBLG

Brief Families

Airplane - AIRP

Airport - AIRPT

Aircraft - AIRKT

Airworthy - A*IRT

Airworthiness - A*IRTS

Airline -AIRL

Airline pilot - AIRLT

Airfield - AIFLD

Airmail - AIRM

Airbag - AIRB

Airbase – A*IRB

Air-condition - AIRN

Airfare -AEFR

Active – T*IV

Activist – V*IS

Agriculture - GRIK

Adjacent – JAIS

Adopt – DOPT

Authority THORT

Confess – FES

Consequence - KWENS

Cosmetic – KOZ

Diabetes DAOIB

Grapple GRAP

Hesitate – HEZ

Indicate - KAIT

Labor LAIB

Lithium – L*IT

Measles MAOEZ

Performance – POM

Pleasant - PLEZ

Quarantine KWARN

Tradition – TRA

Tuberculosis BERK

Vegetable VEJ

Easy Add-Ons

YOEN – I don't know add initial T - you don't know

YOERL – I don't recall – add T- you don't recall

YO*EN – I do not know – add the asterisk for “do not”

Add final -T for “the”

TYOENT – you don't know the

TYOERLT – you don't recall the

Squish letters together

Admire – DMAOIR

Admit – DMIT

Admonish – MORB

Barrier - BRAR

Biological - BLAL

Despite - SPOIT

Destination – SNAIGS

Discourse - SDOURS

Disease - D-Z

Dissolve – DOFL

Fundamental - FENL

Manifest – MEFT

Mechanism MEFM

Population POPGS

Presentation - PRENGS

Prolong – PLONG

Racism - RAIFM

Renovate – RA*IFT

Secondary - SDAIRK

Sector – SERKT

Sequence - SKWENS

Vaccinate - VAKT

Vaccination - VAGS

Using letters for more than one sound – “F” for “S”

Housing HOUFG

Adjust JAUFT

Classes KLAFS

Glasses GLAFS

Leasing LAOEFG

Closed – KLOEFD /G

Realistic – RAEFBG /L

Guesses – GEFS

Specific – SPIFK

Based - BAIFD

Facing – FAIFG / FAIFD – faced

States in One

Alabama A*L

Georgia GAO*

Maine M*E

Nevada NA*EFD

Alaska A*K

Hawaii H*I

Maryland M*D

New Hampshire H*N

Arizona A*Z

Idaho DHO*E

Massachusetts M*A

New Jersey N*J

Arkansas A*R

Illinois *IL

Michigan M*I

New Mexico N*M

California K*A

Indiana *IND

Minnesota M*N

New York NORK

Colorado KRO*

Iowa O*I

Mississippi M*S

North Carolina N*RK

Connecticut KR*T

Kansas K*S

Missouri M*O

North Dakota N*RD

Delaware D*E

Kentucky KAO*I

Montana M*T

Ohio H*O

Florida FL*

Louisiana LA*

Nebraska N*E

Oklahoma KLOEM

New Hampshire H*N

New Jersey N*J

New Mexico N*M

New York NORK

North Carolina N*RK

North Dakota N*RD

Ohio H*O

Oklahoma KLOEM

Oregon O*R

Pennsylvania P*A

Rhode Island R*I

South Carolina S*K

South Dakota S*D

Tennessee T*N

Texas T*X

Utah U*T

Vermont V*T

Virginia V*A

Washington W*A

West Virginia W*F

Wisconsin W*I

Wyoming WAO*I

**** to add “City” after the state name, add -Z**

Kansas, Oklahoma, New York, Michigan

Washington, D.C. – WA*DZ

AO*EK – EEOC – Equal Employment Opportunity Commission

AO*UPTS – United States Patent and Trademark Office

DEA – DA*E – Drug Enforcement Agency

DVT – D*FT - deep venous thrombosis

EPA – AO*EP – Environmental Protection Agency

FAA – FA*I – Federal Aviation Administration

FBI – F*IB - Federal Bureau of Investigation

FDA - F*AD – Food and Drug Administration

FedEx – F*EX – Federal Express

FMLA – FA*M – Family and Medical Leave Act

FTC – F*KT – Federal Trade Commission

GAAP – GA*P – generally accepted accounting principles

GERD – G*ERD - gastroesophageal reflux disease

HUD – H*UD – Housing and Urban Development

IRS - *IRS – Internal Revenue Service

MRI – MR*I - magnetic resonance imaging

MSDS – M*DZ – Material Safety Data Sheet

NASA – NA*SZ - National Aeronautics and Space Administration

OSHA – O*ERB - Occupational Safety and Health Administration

P&G – P*AG – Proctor & Gamble

PIP – P*IP – performance improvement plan

PPE – PAO*EP – personal protective equipment

PTO – PO*T – Patent and Trademark Office

SEC – S*EK – Securities and Exchange Commission

SIDS – S*IDS - sudden infant death syndrome

TEM – T*EM - transmission electron microscopy

UPS - *UPS – United Parcel Service

USPS – S*UPS – United States Postal Service

USPTO - *UPTS – U.S. Patent and Trademark Office

Law firm names –

Barnes & Thornburg - BA*RNS/BA*RNS

Taft Stettinius & Hollister – TA*FT/TA*FT

Gordon Rees – G*ORD/G*ORD

Supercalifragilistic – SAO*UP/SAO*UP

Supercalifragilisticexpialidocious –

SAO*UP/SAO*UP/SAO*UP

Words that commonly have “and” between them, define first word / S-D

Armed and dangerous –

ARMD / S-D

Black and white

Bought and sold

Boys and girls

Brother and sister

Buy and sell

Buying and selling

Cease and desist

Duties and responsibilities

Fork and knife

Front and back

Ham and cheese

Height and weight

History and physical

Husband and wife

In and out

Ins and outs

Men and women

Mr. and Mrs.

Oil and gas

On and off

Peanut butter and jelly

President and vice president

Shipping and receiving

Words often combined with “or” define the first word / AORD

1 or 2 - #1 / AORD

Full-time or part-time

13 or 14 - #13 / AORD

Give or take

50 or 60 - #50 / AORD

Once or twice

Agree or disagree

Reading or writing

Conscious or unconscious

Six or seven

day or night

Sooner or later

Directly or indirectly

Uh-huh or huh-uh

Win or lose

Yes or no *

SNAO – EZSPEAKER01

12-6789 – EZSPEAKER120

JAO – EZSPEAKER02

13-6789

1-6789 – EZSPEAKER10

1234-67

2-6789 – EZSPEAKER12

1234-79

3-6789 - EZSPEAKER03

4-6789 – EZSPEAKER4

Q-first initial – Johnson – Q bank-J

1234-6

A-first initial – Peterson – P – A bank

1234-7

Briefing on the fly:

Write it out once and then brief it

Dr. Moore – DR*M

Dr. Mitchell – DR*IM

Mr. LikeyouknowwhatImean – MR*L

Mr. Talkstoofast – MR*T

Ms. Objectiontoeveryquestion – SM*O

Numbers:

+U double – 1#U – 11

+Z reverse – 12#Z – 21

+S – year 2000 – 2#6S – 2026

1#US – 2011

12#SZ – 2021

1#BG – 1:00

K#7 – 7:00

1#UBG – 11:00

2#G – 2:15

KW#8 – 8:15

3#B – 3:30

1#UB – 11:30

W#9 – 9:30

2#GS – 2:45

1#UGS – 11:45

KWR#7 – 7:45

LHPS

*You don't have to know the ending before you start –
kind of like a great book!*

DW – do you know

DWHR – do you know whether

DWHRO – do you know whether or not

DWHROUR – do you know whether or not you are

DWHROURP – do you know whether or not you were

DWHROURPT – do you know whether or not you were the

DWHA – do you know what

DWHAT – do you know what the

DWHAU – do you know what you

DWHAURP – do you know what you were

DWHAOI – do you know why

DW-F – do you know if

DWUF – do you know if you

DWHO – do you know who

DWHOU – do you know how

DWHOUFP – do you know how much

DWHOUM – do you know how many

DWH – do you know which

DW-B – do you know about

DW-BT – do you know about the

DWOF – do you know of

STHA – is that

STWHAU – is that what you

STHAU – is that you

STWHE – is that when

STHAEU – is that I

STWHO – is that who

STWHA – is that what

STWHOU – is that who you

SKW or SKP – and
SKPWHA – and what
SKPWHAU – and what you
SKPWHEU – and what I
SKWHOU – and how

WAO – would you

KAO – could you

SHAO – should you

TRAO – trying to

STRAO – I'm trying to

GAO – going to

SGAO – I'm going to

of them –FM

of the –FT

of those –FS

of these –FZ

AOFT – a lot of the

AOFM – a lot of them

AOFS – a lot of those

AOFZ – a lot of these

WUFM – one of them

TWOFM – two of them

THRAOEFM – three of them

SMOFM – some of them

-Work words

-RK

Can work – K-RK

You work – URK

Homework HOERK

Blood work – BLAORK

Framework – FRAIRK

From work – FR-RK

Network – NERK

Paperwork - PAIRK

Schoolwork – SK-RK

Teamwork – TAOERK

To work – TO-RK

Told –LTD

ILTD – I told

HELTD – he told

WHAUTLD – what you told

WHEUTLD - when you told

Hear – FRM (you can hear the fireman)

DUFRM – did you hear

KUFRMT – can you hear the

SKWIFRM – and I hear

SKWIFRM – and I hear the

Heard – RD

SRURD – have you heard

IRDT – I heard the

DWHAURD – do you know what you heard

STWHAIRD – is that what I heard

Describe -BD

CUBD – can you describe

WHAUBD – what you describe

DUBD – did you describe

SRUBD – have you describe

SRUBTD – have you describe the

Said -DZ

STWHAUDZ - is that what you said

SLOUDZ - so you said

SKWIDZ - and I said

Say -S

CUS - Can you say

Need –FRPB

You need - UFRPB

Need to –FRPBT

We need to – WEFRPBT

Observe –FRB

Did you observe – DUFRB

Receive –RZ

Did you receive - DURZ

See –Z

Did you see - DU*Z

Saw –FZ

You saw - UFZ