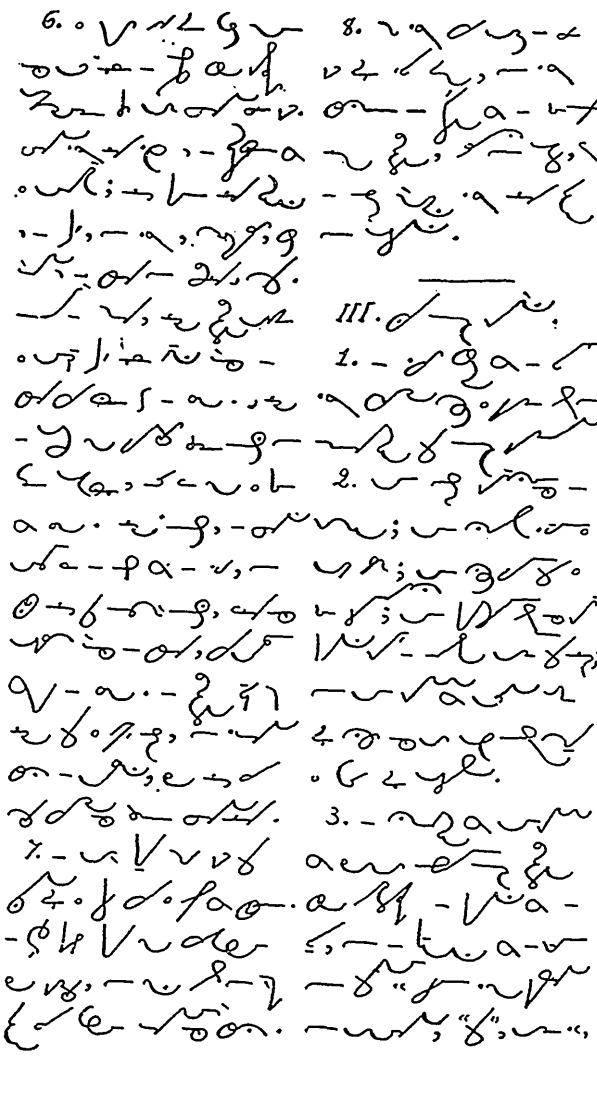SHORTHAND EXERCISES.