

## Key Points Lesson 8

Sometimes contractions can be both whole word and part-word contractions. Remember these strong contractions?

⠠ and                      ⠠ of                      ⠠ the  
⠠ with                      ⠠ for

They can also be used as parts of words. Look at these examples:

⠠⠠ them                      ⠠⠠⠠⠠ brandy  
⠠⠠⠠ sofa                      ⠠⠠ then  
⠠⠠⠠⠠⠠⠠⠠⠠⠠ California                      ⠠⠠⠠⠠⠠ office

Similarly the shortform contractions previously learned can also be part-word contractions or whole word contractions.

⠠⠠⠠ letters                      ⠠⠠⠠⠠ quickly  
⠠⠠⠠⠠ blindly                      ⠠⠠⠠ yours  
⠠⠠⠠⠠ unpaid

Examples:

⠠⠠⠠⠠⠠ ⠠ ⠠⠠⠠⠠ ⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠  
Brandy and Sandy have unpaid bills.

⠠⠠ ⠠ ⠠⠠⠠⠠ ⠠ ⠠ ⠠⠠⠠⠠ ⠠ ⠠ ⠠⠠⠠⠠  
I can give you a sofa with a rug.

⠠⠠ ⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠ ⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
I got 4 letters from California.

## Reading 8

1. The first part of the text discusses the importance of maintaining accurate records of all transactions. This is particularly crucial for businesses that operate in a highly competitive market. By keeping detailed records, companies can better understand their financial performance and identify areas for improvement.

2. In addition, the text highlights the role of technology in streamlining record-keeping processes. Modern accounting software allows for real-time data entry and analysis, reducing the risk of human error and saving valuable time. This technological advancement is essential for businesses looking to optimize their operations and stay ahead of the competition.

3. Furthermore, the document emphasizes the need for transparency and accountability in financial reporting. Stakeholders, including investors and creditors, rely on accurate and timely information to make informed decisions. Therefore, businesses must ensure that their records are up-to-date and easily accessible to all relevant parties.

4. Finally, the text concludes by noting that maintaining accurate records is not just a legal requirement but also a best practice for long-term success. By investing in proper record-keeping systems and procedures, businesses can build a strong foundation for sustainable growth and profitability.

## **Reading 8 Answer Key**

As a friend of Thelma's, Candice will go with Thelma for the snack today. They will go about 3 blocks as they like Bill's Deli. A California favorite, Bill's has pickles with every hot dog, yum! Could Bill give Candice 3 pickles for the hot dog? Thelma has an unpaid bill, so Bill will not give one pickle today, maybe tomorrow. After they eat the girls can go play on the slide, but quickly as it is time for class.

## Writing 8

At about 6 today I got some letters from Sandy Cofa, a blind lady I know very well. With them came an unpaid bill. Quickly, I paid the bill for Sandy. Here I sit on the sofa with the letters, the blinds drawn. Tonight I can look at all of them with mother and father as we sit here together. Then I can braille Sandy a letter back.

## Writing 8 Answer Key

1. The first row of Braille contains 10 characters: a space, a lowercase 'a', a lowercase 'b', a lowercase 'c', a lowercase 'd', a lowercase 'e', a lowercase 'f', a lowercase 'g', a lowercase 'h', and a lowercase 'i'.  
2. The second row of Braille contains 10 characters: a lowercase 'j', a lowercase 'k', a lowercase 'l', a lowercase 'm', a lowercase 'n', a lowercase 'o', a lowercase 'p', a lowercase 'q', a lowercase 'r', and a lowercase 's'.  
3. The third row of Braille contains 10 characters: a lowercase 't', a lowercase 'u', a lowercase 'v', a lowercase 'w', a lowercase 'x', a lowercase 'y', a lowercase 'z', a space, a lowercase 'a', and a lowercase 'b'.  
4. The fourth row of Braille contains 10 characters: a lowercase 'c', a lowercase 'd', a lowercase 'e', a lowercase 'f', a lowercase 'g', a lowercase 'h', a lowercase 'i', a lowercase 'j', a lowercase 'k', and a lowercase 'l'.  
5. The fifth row of Braille contains 10 characters: a lowercase 'm', a lowercase 'n', a lowercase 'o', a lowercase 'p', a lowercase 'q', a lowercase 'r', a lowercase 's', a lowercase 't', a lowercase 'u', and a lowercase 'v'.  
6. The sixth row of Braille contains 10 characters: a lowercase 'w', a lowercase 'x', a lowercase 'y', a lowercase 'z', a space, a lowercase 'a', a lowercase 'b', a lowercase 'c', a lowercase 'd', and a lowercase 'e'.  
7. The seventh row of Braille contains 4 characters: a lowercase 'f', a lowercase 'g', a lowercase 'h', and a lowercase 'i'.