

Phonetic Shorthand Speed-Book (Classic Reprint)

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Reviews

The publication is great and fantastic. It can be filled with knowledge and wisdom You wont truly feel monotony at at any moment of your time (that's what catalogues are for about if you ask me). (Dr. Marcos Grimes III)

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PHONETIC SHORTHAND SPEED-BOOK (CLASSIC REPRINT)



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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Excerpt from Phonetic Shorthand Speed-Book I. Fix a time in each day, if possible, when you will devote yourself entirely to this study, and allow nothing to prevent your study at the time fixed. II. Make up your mind to do honest, hard work. Do not be satisfied with doing anything less than your very best. There is no folly more foolish than trying to deceive oneself. III. Punctuate all your writing. No employer will keep a stenographer who does not possess a fair knowledge of Spelling, Punctuation and the rules of Grammar. Now is the time to obtain that knowledge, if you have not already done so. IV. Do not slight any principle of the system. There is not a rule of the Manual that docs not require careful attention. V. Use good paper for practice, and use good ink and a pen just suited to your hand. You cannot do good work without good materials. Never write on unruled paper. VI. Where an angle is necessary, make it sharply and distinctly; and be careful to make none where none is needed. VII. Learn the vowels thoroughly, and particularly the rules for using them, as given in Sec. 4 of the Manual. VIII. He careful to make the hooks on the proper side of the stem, or you may find that you have written a word you did not intend. Do not incline such stems IX. The exercises in this book are intended to supplement those in the Manual - not to supersede them. The latter are composed of single words, illustrative of the various rules of abbreviation, and each of them should be written until...

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