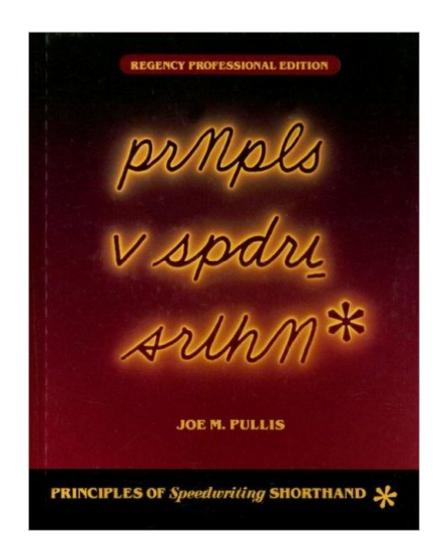
The book was found

Principles Of Speedwriting Shorthand, Regency Professional Edition (Student Text)





Synopsis

Speedwriting Shorthand is an easy-to-teach, easy-to-learn, easy-to-read, and easy-to-transcribe system of alphabetic short-hand. The Student Transcript contains all the printed keys for the reading and writing exercises of each lesson. The Instructorâ [™]s Guide provides complete lesson plans and outlines for each lesson. The Workbook has a drill structure format, while the Vocabulary Builder provides practice with 2,000 words and brief forms and five C-90 Vocabulary Builder tape cassettes.

Book Information

Hardcover: 284 pages Publisher: Glencoe/McGraw-Hill Education (March 20, 1987) Language: English ISBN-10: 0026851008 ISBN-13: 978-0026851008 Product Dimensions: 7.7 x 0.8 x 9.2 inches Shipping Weight: 1.6 pounds Average Customer Review: 4.5 out of 5 stars Â See all reviews (11 customer reviews) Best Sellers Rank: #443,682 in Books (See Top 100 in Books) #71 in Books > Business & Money > Skills > Secretarial Aids & Training #113 in Books > Business & Money > Processes & Infrastructure > Office Management #9817 in Books > Textbooks > Business & Finance

Customer Reviews

This is an excellent book on alphabetic shorthand. It is a very comprehensive course and very easy to understand. There are plenty of excercises and in conjunction with the workbook, a very fine course. Even though shorthand is something of the past, there is still a very strong need for skill in this subject. Very well written and the best shorthand textbook on alphabetic shorthand anywhere.

I've been writing and using alphabetic shorthand for over 18 years. I'm familiar with Zinman's Rapid Writing system and Rosen's Alphahand shorthand. Whereas the former is quite simple and the latter more detailed, Pullis's speedwriting shorthand offers a good balance--not too easy and not too detailed. Speedwriting shorthand is easy to learn, and the author provides ample examples and principles of shorthand for anyone who wishes to learn a shorthand system on his or her own. I highly recommend this book for ease of use and understanding. I wished I had learned this system when I was in high school because taking notes in college wouldn't have been such an arduous chore back many years ago. I write so much my fingers hurt sometimes. I took a speedwriting course a long time ago and thought it might be fun to brush up on it. I say "brush up" but what I really mean is "relearn" it. I pretty much forgot everything. So I was a little worried that I wouldn't be able to catch on without a teacher or tutor, but the book explains everything so well that I had no trouble at all. There was so much I had forgotten though! This book came in even better condition than described. I glad I ordered it. My poor fingers are glad I ordered it too. If you want to learn a simplified shorthand, I strongly recommend this book.

The book was delivered in a timely manner. It's a required text book for the class. You can pretty much go through this book and do self study in you are looking to get certified for shorthand and speed writing.

Easiest and fastest way to learn shorthand on your own. I also recommend the Student Transcript that complements this book. One cannot be without the other.

It was too complicated for me. I bought EasyScript Express and liked it a whole lot better. <u>Download to continue reading...</u>

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