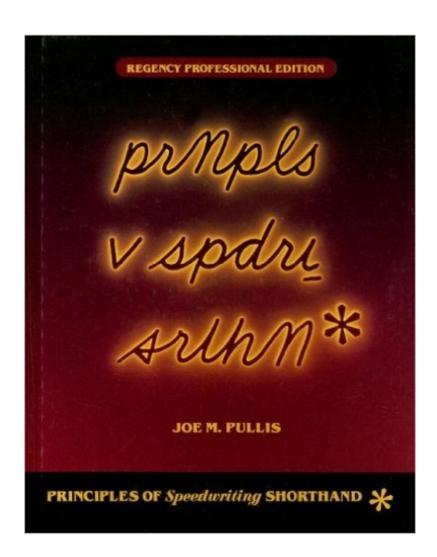
### The book was found

# 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 <sup>TM</sup>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.

#### Download to continue reading...

Principles of Speedwriting Shorthand, Regency Professional Edition (Student Text) Speed Writing Skills Training Course: Speedwriting for Faster Note Taking and Dictation, an Alternative to Shorthand to Help You Take Notes Speedwriting Shorthand Dictionary The Earl and the girl from the Abbey (Regency Romance) (Regency Tales Book 2) Unveiling Love: A Regency Romance (A London Regency Romantic Suspense Tale Book 3) Unveiling Love: A Regency Romance (A London Regency Romantic Suspense Tale Book 2) The Duke's Adventures: A 6-Book Regency Romance Box Set (Regency Romance) Liberated by the Duke: Regency Romance (Clean & Wholesome Regency Romance Book) The Duke & His Most Disagreeable Love: Regency Romance (Clean & Wholesome Regency Romance Book) Teaching the Earl's Daughter: Regency Romance: A Clean and Wholesome Regency Romance (The Baronet's Circle Book 2) Beastly Duke & the Winsome Bride: Regency Romance (Regency Fairytale Romance Book 1) The Duke's Adventures Continue: A 6-Book Regency Box Set - Volume 2 (Regency Romance) Betrayal of the Duke: Regency Romance (Clean & Wholesome Regency Romance Book) The Duke's Choice: Regency Romance (Clean & Wholesome Regency Romance Book) The Embittered Earl: Regency Romance (Clean Short Read Regency Romance Book 1) Regency Romance: A Hoodwinked

Proposal: Clean Read Regency Romance (The Marriage Plot Book 1) Lord Byron's Bride: Regency Romance (Clean Short Read Regency Romance Book 3) The Duke's Ugly Duckling: Regency Romance (Regency Fairytale Romance Book 2) 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2015 HCPCS Professional Edition and AMA 2015 CPT Professional Edition Package, 1e 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2016 HCPCS Professional Edition and AMA 2016 CPT Professional Edition Package, 1e

<u>Dmca</u>