



Speed Writing, the 21st Century Alternative to Shorthand: A Training Course with Easy Exercises to Learn Faster Writing in Just 6 Hours with the Innovative Bakerwrite System and Internet Links (Paperback)

By Heather Baker

Universe of Learning Ltd, United Kingdom, 2009. Paperback. Book Condition: New. 235 x 190 mm. Language: English . Brand New Book ***** Print on Demand *****.Speed Writing - the 21st century alternative to shorthand, UK English spelling. Most people need a note taking system for work or study but few people have the time or inclination to spend a year or two learning shorthand. BakerWrite Speed Writing enables you to learn a new system in a matter of hours and become proficient within weeks. This book is laid out in 6 easy to follow lessons, that take about an hour each Practical guided exercises, with full answers, in each chapter and each session is rounded off with a dictation passage (available from Save time and become more efficient taking dictation, in meetings, on the telephone, in lectures or interviews. No strange squiggles to learn - just different ways to use the letters you already know Your notes will be easy to transcribe. Enhance your career with a new skill Save time by reducing your written text by an average of 33 - often more. Adapt the system to suit your needs. Free downloadable dictionary and workbook. A terrific opportunity to...



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