

## Online Library Speedwriting For Notetaking And Study Skills

# Speedwriting For Notetaking And Study Skills

Speedwriting for Notetaking and Study Skills offers an easy abbreviated writing system which helps students improve performance in notetaking, library skills, preparation of research papers, and minutes of meeting. Students learn to use letters of the alphabet, abbreviations, and other shortcuts to write faster. They also learn to be selective in what to put down, doing so in a useful format. The text also provides important aids

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studying and reviewing effectively.

Writing Meeting Minutes and Agendas is easy to read has lots of exercises to help you develop your skills. It advice on note taking, summarising, preparing agendas becoming more confident in your role, working with the chair, writing skills and listening skills. There is a useful list of the order of tasks and a checklist with timings. If you want to know how to perfect your reading and writing skills and turn these skills into a potential part towards your academic and university success, read on Electronic Shorthand Professional Level

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Issues and Recommendations for Research : Papers Derived from the National Institute of Education Conference on Learning Disabilities, July 1974

Speedwriting for Notetaking And Study Skills, Steno Pa  
Speed Writing Modern Shorthand an Easy to Learn Not  
Taking System

An Easy-To-Learn Method of Rapid Digital Note-Taking  
Speed Writing - the 21st century alternative to  
shorthand 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

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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. 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.

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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, available from <http://www.UoLearn.com> A terrific opportunity to save time and change your working practises - for the better! What do people think of this speed writing system? "BakerWrite is the easiest shorthand system I have come across. Having studied all the major shorthand systems and even other speed writing

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courses, I find BakerWrite a sheer delight." "I will use this system all the time." "Your system is so easy to learn and use." "I will recommend this course to everyone who takes notes." "I am 51 years old and have been a secretary more or less since I left school. I took the requisite Pitmans shorthand course whilst at school and have never been able to understand it, all those squiggles and lines. I have used my own speed writing version of words through the years and have managed to get by (as long as I dealt with the

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notes as soon as I had written them and the dictator wasn't too quick - so it was half memory and half being able to read my own shorthand version). But now, everything is so clear and makes complete sense. I take your book on the train every morning and even after the first reading it completely made sense and I could even remember most of what I had read in the first chapter and believe me my memory at retaining new info is not as it used to be. Even when I was reading your abbreviations I was able to see

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what they were in a lot of cases before I checked the meaning. I am thoroughly enjoying learning a new "skill" from a book that is so simple to understand and I have already started to implement my new dictionary of words when taking notes. A great big thank you for developing a system that is so easy to understand and completely workable and I looking forward to "showing off" my new skills when taking notes (which I will actually be able to understand) at the next board meeting." Ann, Knightsbridge,



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London About the author - Heather Baker  
Heather had over twenty years' experience as a secretary and PA before setting up Baker Thompson Associates Limited in 2000. The company specializes in the training and development of secretarial and administrative staff, [www.bakerthompsonassoc.co.uk](http://www.bakerthompsonassoc.co.uk). She now travels all over the UK working with large and small companies to enable their office staff and PAs to work more effectively and efficiently. She also delivers courses in the Middle and Far East. She worked for ICI

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Pharmaceuticals (now AstraZeneca) and Hewlett Packard; she spent 5 years in France working for the Commercial Director of Cognac Hine and then 10 years with Granada Media working up to Personal Assistant to the Managing Director, commuting regularly between their offices in Manchester and London. She developed this speed writing system to fulfil a requirement by many companies for a quick and easy way for their employees to take notes.  
Unique integrated shorthand method for

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professional note-takers. Two-level approach based on frequency of use. Few rules, common to both levels; easy to learn, fast to write.

Stress Management Skills Training Course. Understand what stress is. Learn how to recognise when you are starting to be stressed. Become proactive in managing your stress. Exercises to help enhance your skills. Learn how to change your response to stress. Understand how to become more positive about your life. A 4 step model to lasting

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change.

Easy 4 Me 2 Learn Speed Writing

Home Birth On Your Own Terms

Principles of Speedwriting Shorthand, Regecny

Professional Edition (First Course), Abridged

Dictionary

Speedwriting a Modern System to Replace

Shorthand for Faster Note Taking and

Dictation

The GREGG Shorthand Manual Simplified

Speed Writing Skills Training Course

"Olivia's parents were killed fourteen

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years ago. Now, new evidence reopens the case . . . and she finds herself involved"--

Second Edition!!! 80 pages added of new content and photos... Are you looking for a holistic, natural pregnancy and birth guide book? If you are planning a home birth or need an unassisted birthing plan, (freebirth) this is the book for you. The 1st of its kind!! A full manual containing all the information you need to give birth at home. Get your body and mind prepared for a natural geared pregnancy and birth,

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where you make all the rules and decisions... This book covers \* how to do your own prenatal care\* common discomforts in pregnancy\* herbal and homeopathy uses\* supplies you need for your birth\* labor stages and how to manage them\* birth affirmations\* avoiding issues and complications \* what to do for emergencies\* postpartum care for mom and baby\* how to register you baby with the state\* unassisted birth storiesThis book is packed with photographs!! A MUST HAVE, especially in places that have little to

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no access to quality medical care/hospitals near the birthing mother.

Reviews "I find this book to be an invaluable resource manual for everything you need to know to have a healthy, safe, unassisted home birth! I love the sections on herbs and homeopathics, and that every needful topic was included and written in a clear and easy to understand manner. I'll definitely reference this book during my next freebirth. It's like having a midwife on your bookshelf! "A valuable resource to prepare for your freebirth"

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"This book shows you how to freebirth. Giving you the information you need to control your birth and have peace with that decision." "This is the book every pregnant woman, whether she decides to birth unassisted or not, should have in her library. It is extremely informative, yet inspiring and empowering." Julia, Labor Assistant "Home Birth On Your Own Terms is a great first stop on your journey to having an unassisted birth. If only every birthing person could know this option, and assess for themselves if this



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is a safe, viable option for them. Home Birth On Your Own Terms provides confidence through first-hand accounts of births AND the appropriate precautions for people to make the best choices for their birth. For anyone considering their birth options, this is an eye opener to see beyond the systemically prescribed birthing process. This book gives another perspective on what is absolutely possible, empowering, safe and healthy births." Vera, Doula "A wealth of information in one place." "With the ever

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climbing epidemic of birth violence inflicted by medical professionals and the constraints birth attendants now have upon them, it's no surprise that parents are taking a stand and birthing the way they so desire."

Instructional material and practice exercises provide a simplified introduction to the celebrated shorthand system

Teeline Fast

Current History and Forum ...

Ways to Improve Reading Speed and Text

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Comprehension. Increase Your Writing Skills and Apply New Note-Taking System for the Study

How to Study and Take Tests

EasyScript Express

Gregg Speed Studies

This covers an innovative technique for speedwriting. It is laid out as a series of 6 hour long lessons, all with exercises to help build your speed writing skills. Answers are given to the exercises and end of chapter dictations are available. Heather is an experienced PA who has trained people to use

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her faster writing techniques for many years. Speed Writing - Modern Shorthand An easy to learn tried and tested alternative to shorthand. Are you puzzled by all the squiggles when you see shorthand? Did you know that it can take years to become proficient at shorthand? Here's your solution. A simple and easy to learn system that can be mastered in just a few weeks. BakerWrite speed writing enables you to learn a new hand writing system in a matter of hours and become really quick in just a few weeks. It relies on using normal letters and easy to learn principles to speed up your

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writing. Join over 25 000 people from all over the world who have already studied this course. We also have a UK spelling edition just search for the unique ISBN number 9781537566603. This book has a short dictionary to help you learn the new forms of the words. We also publish an extended speed writing dictionary of over 5800 words, including all 1000 of the most common words in written English (ISBN 9781534683204). This book is laid out in 6 easy to follow lessons, that take about an hour each Practical guided exercises, with example answers Save time and become efficient at taking dictation, in

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meetings, on the telephone and in lectures No strange squiggles to learn - just different ways to use the letters you already know Your notes will be easy to read and transcribe Adapt the system to suit your needs Free downloadable dictionary and workbook A terrific opportunity to save time and become more efficient and professional! Heather Baker Heather is a very experienced PA, who worked at boardroom level for high profile companies. She is now an acclaimed international trainer presenting in the Middle and Far East, Australia and South Africa, as well as webinars for the USA. She

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created the BakerWrite™ speed writing system to help people take notes using techniques that can be learned in just a few weeks. She thoroughly tested it and has been teaching it for over eleven years. Quotes about BakerWrite "I will use this system all the time." "This is so easy to learn and use." "I am thoroughly enjoying learning a new skill from a book that is so simple to understand and I have already started to implement it." "BakerWrite is the easiest shorthand system I have come across. Having studied all the major shorthand systems and even other speed writing courses, I find BakerWrite a sheer

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delight." "I will recommend this course to anyone who takes notes."

"Simply Notetaking and Speedwriting will teach the student how to record notes in various formats and how to utilize notetaking when studying or reviewing for an exam"--

Speed Writing, the 21st Century Alternative to Shorthand (Easy 4 Me 2 Learn)

International English

Successful Study Skills, Time Management and Career Development: A Guide for Personal Development Planning for University and College Students

Speedwriting for Faster Note Taking and



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Dictation, an Alternative to Shorthand to Help You Take Notes. Easy Exer  
Behavior Modification and Special Education Studying for Your Future  
Stenography Shorthand Journal For Note Taking Featuring Notre Dame Cathedral In Art  
Simply Notetaking and Speedwriting will teach the student how to record notes in various formats and how to utilize notetaking when studying or reviewing for an exam.

Speedwriting for Notetaking and Study Skills McGraw-Hill/Irwin  
Speed Writing Dictionary An easy to learn tried and tested alternative to shorthand. Over 7700 abbreviations to speed up your writing. Are you puzzled by all the squiggles when you see shorthand? Did you know that it can take years to become proficient

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at shorthand? Here's your solution. A simple and easy to learn system that can be mastered in just a few weeks. This is an extensive dictionary based on the BakerWrite speed writing system. We have a UK spelling edition of this dictionary just search for the unique ISBN number 9781537567396. We also publish the companion book Speed Writing - Modern Shorthand by Heather Baker (ISBN 9781532704918), which has lots of exercises and explains how to use the system. There are over 7700 words in the speed writing dictionary All 4000 of the most common words in written English Lots of space to add your own variations No strange squiggles to learn - just different ways to use the letters you already know Your notes will be easy to read and transcribe Adapt the system to suit your needs Speed up your note taking with this system based on the principles of shorthand but using normal

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letters. This dictionary is a joint venture created by three highly experienced trainers who are all best-selling authors. Heather Baker was an executive PA at director level for many years and left to start her own training company. She created the BakerWrite speed writing system as a modern and easy to learn alternative to shorthand. Joanna Gutmann is an experienced administrator who started her training consultancy over 20 years ago specializing in minute taking. She is an accredited BakerWrite trainer and developed this dictionary to help people use the system. Margaret Greenhall was a lecturer and became an educational consultant in 2003. Between the three authors this dictionary has been developed to give a huge reference of words to use in speed writing. Quotes about BakerWrite "I will use this system all the time." "This is so easy to learn and use." "I will recommend this course to anyone

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who takes notes." Joanna Gutmann Joanna became involved in training whilst working in a PA role in a training center. She left to start her business in the early nineties and continued to work in that area, increasingly specializing in business writing. Today, her business is focused on 'the meeting' with training on chairing, minute taking, report writing and speed reading. Joanna is delighted to hold a license to run the BakerWrite speed writing training.

Heather Baker Heather is a very experienced PA, who worked at boardroom level for high profile companies. She is now an acclaimed international trainer. She created the BakerWrite™ speed writing system to help people take notes using techniques that can be learned in just a few weeks. She thoroughly tested it and has been teaching it for over eleven years.

Dr Margaret Greenhall Margaret was a chemistry lecturer for eight years and she became

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fascinated by how and why people learn. She moved to staff development and learned more about how people share information with each other. In 2003 Margaret left the university to start a training and educational consultancy business. She combines face to face training with a portfolio of writing and publishing.

Speedwriting for Notetaking and Study Skills

How To Increase Your Reading and Writing Skills

Writing Meeting Minutes and Agendas. Taking Notes of Meetings.

Sample Minutes and Agendas, Ideas for Formats and Templates.

Minute Taking Training Wi

A Light-line Phonography for the Million

Stress Management Skills Training Course. Exercises and

Techniques to Manage Stress and Anxiety. Build Success in Your

Life by Goal Setting, Relaxatio

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Ace Your Next Project With Step-by-step Expert Advice!

If you can never find a pen but always have an electronic device, Electronic Shorthand might be for you! If you need to take notes for study, business, hobbies, or memory problems, Electronic Shorthand could be the answer to your problems. It's a quick and easy-to-learn method of taking notes on an electronic device - a smartphone, tablet, or computer. Unlike traditional shorthand, it doesn't involve learning a whole new language, it's similar to 'texting' but with a few simple

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rules. It will enable you to take extensive notes, quickly and easily, and have them available anywhere in the cloud - without having to transcribe them or type them up afterwards. This is ideal for students and anyone who studies online or off. It's also great for reporters - you don't need to invest years into learning Pitman or Gregg or Teeline, and you won't need to worry about storing your notebooks or bits of paper. Business people love this method for taking down client briefs, networking/conference notes, and for

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organizing their lives. Electronic Shorthand could save you hassle, stress, and confusion.

That important paper is due soon and you don't know where to start. You're out of ideas and out of time. Don't panic--writing great research papers is not as daunting a task as you think. It's just a process--and with *The Everything Guide to Writing Research Papers*, you can master that process in no time. Professional educator and writer Cathy Spalding guides you step -by-step through the writing



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process—from brainstorming ideas to polishing your final work. With dozens of timesaving tips on organization, research, and revision, you'll find the actual writing easier than ever before. This easy-to-follow handbook answers all of your questions: What are the different types of research papers—and which should you write? How can you focus your research efforts, saving time and aggravation? Yikes! You're three pages short – now what? What can you do to protect yourself from plagiarism? How do you find and cite

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all of your sources? Perfect for high school and college students juggling multiple assignments, *The Everything Guide to Writing Research Papers* shows you how to take control of your assignments - before they take control of you!

Easy to use, beautifully designed, 6 x 9" size is the perfect accessory for all your shorthand, speedwriting, dictation, and study note needs. Works great for court reporting, penmanship practice, grammar skills, Gregg, Pitman and other writing systems. Watch as your skills improve with

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every use. Featuring beautiful artwork images of a historic landmark we all know and love. An honorable place for your shorthand notes to find a home.

The Everything Guide To Writing Research Papers Book

Learn How to Take Notes Simply and Effectively

Time

Steno Notebook

Principles of Speedwriting Shorthand

Encyclopedia of Development Methods

Most people need a note taking system for work

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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.

Studying for your future. Successful study skills, time management, employability skills and career development. University study is about both the topic you've chosen and preparing yourself for your future career. As the job market has become more and more competitive, it is the transferable skills that students have that will get them that all important first job. Personal development

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planning (PDP) is the route to help students take control of their own development. This will enable them to become independent life long learners and far more employable. A checklist to put together a portfolio to show a prospective employer. Learn the skills to prepare you for your degree. Help you with literature reviews, referencing and writing skills. Goal setting to help you focus on your future. Sort out your time planning. Improve your study skills and exam preparation. Prepare you for employability. Help you to carry out a career search and improve your interview technique. How to write a great

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CV, covering letter and fill in your job application. Free downloadable exercises from uolearn . A huge toolbox of skills for success to help you get your dream job. About the author - Angela Hepworth Angela has been teaching for over twenty years in both Further and Higher Education. Her expertise is in developing students' academic skills on their degree programmes and also encouraging students to achieve their goals along their journey, both personally and professionally. Angela has taught over 15,000 students and every one has been of utmost importance in helping her to also achieve

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her own personal achievements, growth and job satisfaction. She is indebted to the students that have taken her advice and then gone on to achieve their goals. It is an honour to be in such a job that allows for such an exchange of motivation and inspiration to take place. What do people think? Through personal development planning (PDP) I have learned the skills appropriate for my job field and know how. This title was first published in 2001. This title was first published in 2001. The core of this thoroughly revised book is a directory of more than 700 methods. Each entry typically comprises

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an explanation, a bibliography, and cross-references. Other features include a review of different approaches to classifying the methods, and two valuable appendices; the first is to help practitioners analyse their methods; the second providing details of relevant books, journals and other information sources.

The American Magazine

The Girl I Used to Be

Learning Disabilities: Issues and  
Recommendations for Research, 1974

Quickhand

The Magazine of Business



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Presents five basic rules - for simple, prefix, suffix, prefix-suffix, and compound words - that allow the reader to learn shorthand quickly and effectively.

Quickhand(TM) Now you can teach yourself to write high-speed shorthand using just the letters of the alphabet! Quickhand is a new, easy-to-learn, easy-to-use, practical shorthand for business, school, or personal use. In just a few hours, you'll learn to write words as they sound. (No more months of study.) Quickhand is the only alphabetic shorthand based on scientific research into how English is actually used. So you need to learn brief forms of only 35 of the most used words—these make up 40 percent of all words in normal office usage! (No more memorizing hundreds of special symbols and

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abbreviations for seldom-used words, as in some systems.) With some abbreviations for the most common word endings and beginnings and special sounds, you'll know Quickhand. And you'll be able to write Quickhand quickly and easily—on the job, in school, in meetings, anywhere! Quickhand is one of the Wiley Self-Teaching Guides. It's been tested, rewritten, and retested until we're sure you can teach yourself shorthand on your own. And it's programmed—so you work at your own pace. No prerequisites are needed. Objectives and self-tests tell you how you're doing and allow you to skip ahead or find extra help if you need it. Frequent reviews, practice exercises, and a comprehensive exam reinforce what you learn. Wiley Self-Teaching Guides More than 150 Wiley Self-Teaching

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Guides teach practical skills from accounting to astronomy, management to microcomputers. Study Skills: A Student's Guide for Survival, Carman Reading Skills, Adams Speedreading, Fink Vocabulary for Adults, Romine Spelling for Adults, Ryan Punctuation, Markgraf Clear Writing, Gilbert Communicating by Letter, Gilbert Communications for Problem Solving, Curtis Quick Arithmetic, Carman Math Shortcuts, Locke Practical Algebra, Selby Finite Mathematics, Rothenberg Using Graphs & Tables, Selby Business Math, Locke Geometry & Trigonometry for Calculus, Selby Quick Calculus, Kleppner Your Library: What's In It For You? Lolley Literature: As You Read It, Hess Art: As You See It, Bell What Makes Music Work? Seyer Quick Typing, Grossman

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Quickhand, Grossman Managing Your Own Money,  
Zimmerman Look for these and other STGs at your favorite  
bookstore. A Self-Teaching Guide Look for these and other  
Wiley Self-Teaching Guides at your local bookstore.

This introductory book contains sufficient theory to lay the  
foundation for higher speeds.

Perspectives and Trends

Simply Notetaking and Speedwriting

Business Education Forum

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  
System

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Learn how to Take Notes Simply and Effectively

***Speed Writing - Modern Shorthand, UK Spelling An easy to learn tried and tested alternative to shorthand. Are you puzzled by all the squiggles when you see shorthand? Did you know that it can take years to become proficient at shorthand? Here's your solution. A simple and easy to learn system that can be mastered in just a few weeks. BakerWrite speed writing enables you to learn a new hand writing system in a matter of hours and become really quick in just a few weeks. It***

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***relies on using normal letters and easy to learn principles to speed up your writing. Join over 25 000 people from all over the world who have already studied this course. This is our UK spelling edition (eg. colour, specialise, organisation). We also have an international spelling edition (eg. color, specialize, organization) just search for the unique ISBN number 9781532704918. This book has a short dictionary to help you learn the new forms of the words. We also publish an extended speed writing dictionary of over***

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***5800 words, including all 1000 of the most common words in written English (ISBN 9781537567396). This book is laid out in 6 easy to follow lessons, that take about an hour each Practical guided exercises, with example answers Save time and become efficient at taking dictation, in meetings, on the telephone and in lectures No strange squiggles to learn - just different ways to use the letters you already know Your notes will be easy to read and transcribe Adapt the system to suit your needs Free downloadable***

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***dictionary and workbook A terrific opportunity to save time and become more efficient and professional! Heather Baker Heather is a very experienced PA, who worked at boardroom level for high profile companies. She is now an acclaimed international trainer presenting in the Middle and Far East, Australia and South Africa, as well as webinars for the USA. She created the BakerWrite™ speed writing system to help people take notes using techniques that can be learned in just a few weeks. She***



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***thoroughly tested it and has been teaching it for over eleven years. Quotes about BakerWrite "I will use this system all the time." "This is so easy to learn and use." "I am thoroughly enjoying learning a new skill from a book that is so simple to understand and I have already started to implement it." "BakerWrite is the easiest shorthand system I have come across. Having studied all the major shorthand systems and even other speed writing courses, I find BakerWrite a sheer delight." "I will recommend this course***

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***to anyone who takes notes."***

***Speed Writing Dictionary Over 5800 Words an Alternative to Shorthand***

***Speed Writing Modern Shorthand an Easy to Learn Note Taking System, UK Spelling***

***Speedwriting Dictionary from the Bakerwrite System a Modern Alternative to Shorthand***

***Including All the 1000 Most Common Words in English. Us/Internati***

***Gregg Shorthand***

***Learning Disabilities***

***T-Script, Contemporary Shorthand***