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~~for shorthand |~~

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Speed) 139 wpm (Net  
Speed) 96% accuracy  
by Asee Ace Gregg

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reading 10 BOOKS in  
4 DAYS - Oxford Uni  
life. Collected strokes  
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Alphabet. Ford

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solves the problems  
of older systems. It is  
easy to learn and  
write. The average  
person can learn the  
complete system in  
15 minutes with no

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classes. It is also free for personal use. It is easy to read even months or years after it is written.

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construction of

Teeline is such that it is readily adaptable to foreign languages and it is therefore ideal for those who intend to become bilingual secretaries.[NP]

Adopted as an official textbook by the National Council for the Training of Journalism.

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This student book includes an introductory section to outline important principles and theory to give students a firm foundation for learning. It provides a range of practice exercises to offer learners drill materials from 50 WPM to 100 WPM designed especially to build

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their speed and  
fluency.

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Aimed at journalism students, this work concentrates on the key terms and phrases they will encounter in their careers.

There are a number of different shorthand systems (also known

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as stenography or steno). Pitman is popular in the UK (although a new system called 'Teeline' is rapidly gaining popularity there) while Gregg is the most common in the US. Shorthand systems are a way of writing using squiggles and abbreviations for

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Speed and they may be based on spelling or phonetics. A trained shorthand writer is able to write as fast as people can speak which makes it ideal for taking dictation. Shorthand is still sometimes used by secretaries and secretarial schools but also by closed captioners, by court

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reporters and by journalists and news reporters. It may also have military and law enforcement use or be used by anyone else who has to take notes fast.

'Stenopads' or Steno paper is ruled down the center of the page to help the writer work quickly. Instead of using the full length of

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the book, they write in the first column to the middle line which saves time on their hand traveling across the whole line. Then they use the second column. This is a great practice pad for anyone who needs to keep up with their shorthand practice, but doesn't like the traditional top-spiral

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Stenographer's  
notebook. It's also a  
neater way to save  
your steno books that  
you use at work.  
Easier to file and  
takes up less space!

An alphabetical list of  
common word  
groupings which  
encourages students  
to use more word  
groupings when

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taking shorthand dictation. It also explains the value of word groupings in building up speed and outlines grouping principles.

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