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always	lw	my	mj	will	w
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beautiful	btf	she/her	✓	...able/ible	~
been	bn	take	k	...ate/aight	at
but	b/	that	la	...ed	→
can	c	the	✓	...ful	f
come/came	cm	their	lr	...fully	f#
day	dy	them	lm	...ight/ite	g/
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from	fm	they	ly	...ment	m/
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give/gave	gv	to	l	...ought/ot	ø
had	h	today	ld	...aught	ø
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Speed Writing, the 21st Century Alternative to Shorthand (Easy 4 Me 2 Learn)

International English Heather Baker,2009-11 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 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 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 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 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 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 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 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 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 *Speed Writing Skills Training Course* Heather Baker, 2010-02 Speed Writing Skills Training Course Speedwriting a guide to faster note taking an easy to learn 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 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 <http://www.UoLearn.com> 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 A terrific opportunity to save time and change your working practices for the better What do people think of this speed writing system The principles are very easy to follow and I am already using it to take notes 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 use this system all the time Your system is so easy to learn and use Heather studied Pitman shorthand at school and then at secretarial college in England she later learned Teeline shorthand and now regularly teaches these BakerWrite™ is based on her experience with these systems and 22 years as a secretary and PA taking notes daily She has been training and coaching secretaries PAs and administrators since 2000 Please note there is an alternative edition of this book *Easy 4 Me 2 Learn Speed Writing* 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 She now travels all over the UK working with large and small companies to enable their office staff and PAs to work more effectively She developed this speed writing system to fulfill a requirement by many companies for a quick and easy way for their employees to take notes The course became very popular and she was often asked if there was a book with the basics of the system so here it is To contact Heather please visit the speedwriting section of the publishers website <http://www.UoLearn.com> 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 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 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

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