

DICTATION
and TRANSCRIPTION

Speed/Script

SECRETARIAL SHORTHAND

by Kenneth L. Short

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Speedscript Secretarial Shorthand Dictation And Transcription Secretareial Shorthand

Heather Baker



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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

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