



Speed Writing, the 21st Century Alternative to Shorthand: A Training Course with Easy Exercises to Learn Faster Writing in Just 6 Hours with the ... System and Internet Links (Easy 4 Me 2 Learn)

Heather Baker

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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 <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. 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 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." "I will recommend this course to everyone who takes notes." About the author - Heather Baker Heather studied Pitman shorthand at school and then at secretarial college in Salford, England where she also learnt Pitman shorthand in French; 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.

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