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Cote Method Secretarial Shorthand: Part I. the Amanuensis Course; Part II. Continuation Studies for Teachers, Secretaries and Reporters (Classic Reprint) (Paperback)

By Albert J Cote

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Cote Method Secretarial Shorthand: Part I. The Amanuensis Course; Part II. Continuation Studies for Teachers, Secretaries and Reporters The text is a modernized, simplified and practical presentation of Graham-Pitmanic shorthand; a system capable of the highest speed, entirely legible and, as here presented, easily learned with a fair degree of application and perseverance. Following are some of its special features: 1. It is arranged to meet the needs of a short course, and also the demands of an advanced course; 2. Principles and word-signs are given only a few at a time and these are immediately applied in general practice; 3. The character of the practice matter makes it convenient and profitable to organize students into dictation classes early in the course; 4. Position-writing is taught from the beginning; 5. Unimportant vowels are omitted early, but accented vowels and semi-circles are retained to the end; 6. Long or characteristic outlines of the first and third positions are generally placed on the line of writing; 7. The Movement Exercises consist of special directions for speed practice...



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