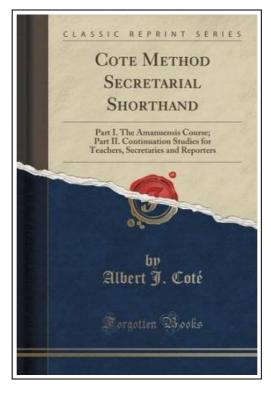
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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English. Brand New Book \*\*\*\*\*\* Print on Demand \*\*\*\*\*\*. Excerpt from Cote Method Secretarial Shorthand: Part I. The Amanuensis Course; Part II. 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 accompanied by select sentences that are to be written, first as tests of the student s progress, and again as special practice matter for developing skill and speed. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do,...

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