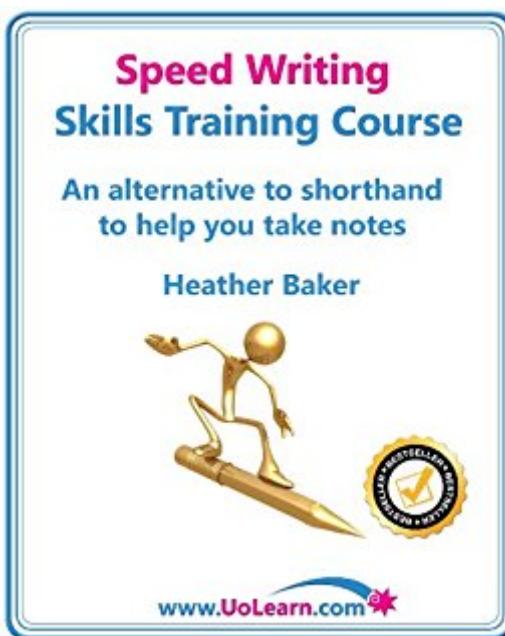


The book was found

# Speed Writing Skills Training Course: Speedwriting For Faster Note Taking And Dictation, An Alternative To Shorthand To Help You Take Notes



## Synopsis

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. 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 learned 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.

## Book Information

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## **Customer Reviews**

This book was very easy to use as it contains exercises to work through which really helped me with my business as I often need to take lengthy notes in meetings which also meant my notes were easier to read afterwards.

After taking shorthand in school and having a hard time using it, this is a great alternative. It is simpler and easy to remember. It is great for business meetings, letter taking and for college lectures. A great book!

This method of speed writing is easy to learn, so you will use it! Even if you learn only some of the methods included, you will be able to take faster notes and understand them. This method of speed writing uses short cuts to write words, it does not use symbols like short hand. Because the short cuts are logical, you will be able to understand your notes when you need to refer to them later. Also, you will not need to finish the entire course before you can start using the skills. I incorporate what I have already learned in my note taking, so notes are easier and faster to write, but I still have several lessons to finish in the book. In other words, you will begin benefiting from the course after the first lesson!

I enjoyed reading the steps of precise and concise speed writing. This will be particularly helpful to me in future educational exams when answering questions and or writing a short essay on topics as required. Key points being the importance of communicating an objective, proof reading and grammar. The themes of describing, evaluating and debate followed by persuasion are all worth using as structures for writing from note taking. I recommend the read as worthwhile and refreshing, a good confidence builder for the crucial workplace skill of business writing and personal use necessities, especially for formal letter writing. The topics covered will be put to valuable use in my

future processing and note taking of information.

Been looking for a quick and easy way to take notes at meetings and when I have my regular meetings with my boss and need to make sure I have made a note of everything. Also helps when I am on the phone and need to take notes of things being discussed, so I have a record for later. Always wished I had learnt Pitman or something like that in my early years, shorthand is a great skill to have. Hopefully this Speed Writing will be the next best thing.

This book has really helped me as with my business I often need to take lengthy messages whilst talking to customers on the phone. Reading this book means I can do this more efficiently and accurately.

It seemed like a decent method until I saw how word prefixes and suffixes are handled. Using subscripts and superscripts is hard to understand and confusing. Subscripts and superscripts are best used for mathematical notation not for shorthand in my opinion. I am using the EasyScript speedwriting system and it seems to work better for me.

This book has proven extremely helpful in some classes I've been taking. I could only write fast enough in the past to get the basic jist of the lecture, but with this system, I have the option of taking down the entire lecture word for word. The system is easy, intuitive and effective above all.

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