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## INGRID GARDNER

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Gregg Steno Practice Book Addison Wesley Publishing Company  
Speed Writing - the 21st century 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, available from <http://www.UoLearn.com>  
A terrific opportunity to save time and change your working practises - for the better! What do people think of this speed writing system? "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." "I am 51 years old and have been a secretary more or less since I left school. I took the requisite Pitmans shorthand course whilst at school and have never been able to understand it, all those squiggles and lines. I have used my own speed writing version of words through the years and have managed to get by (as long as I dealt with the notes as soon as I had written them and the dictator wasn't too quick - so it was half memory and half being able to read my own

shorthand version). But now, everything is so clear and makes complete sense. I take your book on the train every morning and even after the first reading it completely made sense and I could even remember most of what I had read in the first chapter and believe me my memory at retaining new info is not as it used to be. Even when I was reading your abbreviations I was able to see what they were in a lot of cases 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](http://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. *Pitman Shorthand Instructor And Key* Pearson Education India

This book provides the longhand key for the shorthand passages in Dictation Practice Workbooks 1 and 2 which add the vocabulary taught in First Course. They are counted in tens for dictation.

*Speedwriting Shorthand Dictation and Transcription* Рипол Классик

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**Pitman 2000 Dictation Practice**  
Wentworth Press

There are a number of different shorthand systems (also known as stenography or steno). Pitman is popular

in the UK (although a new system called 'Teeline' is rapidly gaining popularity there) while Gregg is the most common in the US. Shorthand systems are a way of writing using squiggles and abbreviations for speed and they may be based on spelling or phonetics. A trained shorthand writer is able to write as fast as people can speak which makes it ideal for taking dictation. Shorthand is still sometimes used by secretaries and secretarial schools but also by closed captioners, by court reporters and by journalists and news reporters. It may also have military and law enforcement use or be used by anyone else who has to take notes fast. 'Stenopads' or Steno paper is ruled down the center of the page to help the writer work quickly. Instead of using the full length of the book, they write in the first column to the middle line which saves time on their hand traveling across the whole line. Then they use the second column. This is a great practice pad for anyone who needs to keep up with their shorthand practice, but doesn't like the traditional top-spiral stenographer's notebook. It's

also a neater way to save your steno books that you use at work. Easier to file and takes up less space!

### **Pernin's Monthly Stenographer**

[www.UoLearn.com](http://www.UoLearn.com)

The Stenographer's Dictation and Form-book Pearson Education India

### **Stenographer and Phonographic**

**World** Addison-Wesley Longman

Dictation

### **A New Review**

*The Stenographer*

*A History of Short-hand*

### **Advanced Dictation and Secretarial Training**

### **New Dictation Course in Business Literature**

Byrne Practical Dictation for the Use of Teachers and Students of Stenography

Personal Shorthand

*Correlated Dictation and Transcription*

*Gregg Speed Studies*

### **A Complete Guide to the Art of Writing Shorthand**

Pitman 2000 Shorthand

*Speed Writing, the 21st Century*

*Alternative to Shorthand (Easy 4 Me 2 Learn) International English*