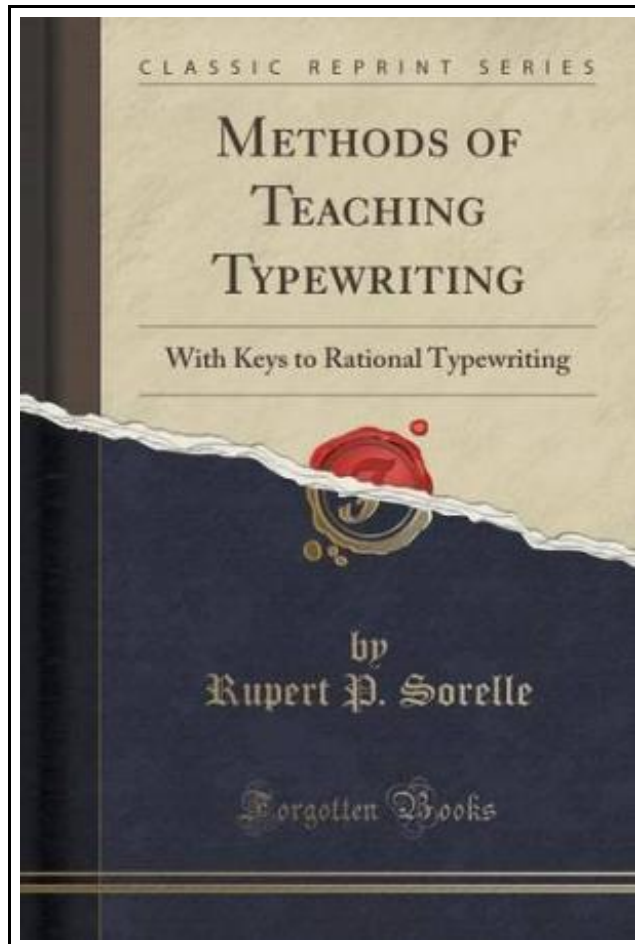


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from *Methods of Teaching Typewriting: With Keys to Rational Typewriting* Typewriting is a subject that necessarily must be taught, if the quickest and most lasting results are to be obtained. This fact has not been commonly appreciated by either the teachers themselves or the schools. As a natural result comparatively little constructive thought has been given to the development of teaching methods in typewriting until very recently, and no attempt heretofore has been made to prepare a manual for the use of teachers of the subject. The Teaching of Typewriting does not pretend to exhaust the possibilities of the subject; but it will assist the teacher in organizing and making more effective his work, and is a step in the direction of encouraging a deeper and more scientific study of the teaching of a subject that is daily growing in greater importance in the commercial education field. While the present volume has been prepared primarily for users of the Rational Typewriting textbooks, it will be found to contain methods and suggestions that will be of practical value to all teachers of the subject, no matter what text is used. For convenience, the subjects of the book have been discussed under four general heads: Factors of Interest Value; Teaching Methods; The Technique of Typewriting; and Detailed Outlines and Suggestions for handling the various editions of the book. A number of plans for handling the different editions are submitted, which are flexible enough to meet the needs of both public and private schools. In addition, the book contains the answers to the constructive and arrangement problems of both the Revised and the Medal of Honor Editions. It is...

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