



Phonetic Shorthand Speed-Book (Classic Reprint)

By William W Osgoodby

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Phonetic Shorthand Speed-Book I. Fix a time in each day, if possible, when you will devote yourself entirely to this study, and allow nothing to prevent your study at the time fixed. II. Make up your mind to do honest, hard work. Do not be satisfied with doing anything less than your very best. There is no folly more foolish than trying to deceive oneself. III. Punctuate all your writing. No employer will keep a stenographer who does not possess a fair knowledge of Spelling, Punctuation and the rules of Grammar. Now is the time to obtain that knowledge, if you have not already done so. IV. Do not slight any principle of the system. There is not a rule of the Manual that docs not require careful attention. V. Use good paper for practice, and use good ink and a pen just suited to your hand. You cannot do good work without good materials. Never write on unruled paper. VI. Where an angle is necessary, make it sharply and distinctly; and be careful to...



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