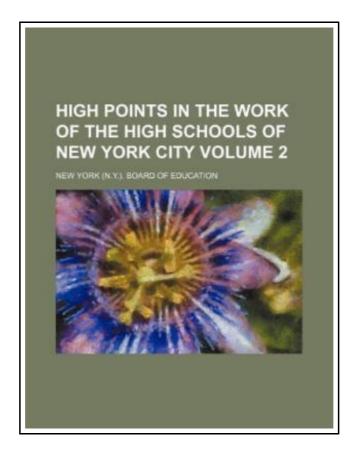
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Reviews

This publication is definitely not simple to begin on studying but quite fun to see. It really is full of knowledge and wisdom I am just effortlessly can get a satisfaction of studying a created pdf. (Alfreda Bradtke)

HIGH POINTS IN THE WORK OF THE HIGH SCHOOLS OF NEW YORK CITY VOLUME 2



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Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1920 Excerpt: .in Stenography. (b). Passing of the regent s examination in Typewriting. The reasons for establishing this class are: (1) To correlate the subjects of Stenography and Typewriting. (2) To afford opportunities for practice for those girls who have already completed their Stenography or Typewriting and sometimes both, and who would otherwise have been without an opportunity for keeping up their speed during the balance of their stay in the high school. (3) To assist various members of the faculty with their clerical work. This co-operative class is divided into two groups, known as group A and group B. A girl from each group is assigned to one or more members of the faculty. The first week, the girls assigned in group A do the work of the teacher to whom they have been assigned, while group B reports to the regular class recitation for dictation and transcription. The following week, the procedure is reversed. The girls usually meet the members of the faculty before the morning recitations begin or at some other suitable time. The work, given to the girls by the teachers, is then brought to class during the regular typewriting period. The group not assigned for the particular week reports in a detached room for the first third of the period for dictation given by the teacher in charge of the class. This is then transcribed on the machine during the balance of the period. Hardly a day passes when some student is not...



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