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Key to Business Shorthand (Classic Reprint)

By D Kimball

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Key to Business Shorthand This book is not intended to encourage laziness, or the shirking of the necessary amount (not large) of close attention and work which must be done by the student to acquire efficiency in this new and better way of writing, but to aid in presenting the subject so fully and clearly that no attentive person need make a mistake or waste any time or effort in learning and to lighten the work and increase the efficiency of the teacher. In these matters an ounce of prevention (of mistakes) is worth many pounds of cure (corrections) to both learner and teacher in the saving of time and unnecessary work. Students in schools will find the arrangement and presentation of the subject in Business Shorthand and this Key the most direct, expeditious and economical possible; while those who must learn at home, or without a teacher, will find the method of instruction and the large amount of material furnished for practise drill to be just what they need to bring desired results. By...



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Reviews

This book is definitely not simple to begin on studying but quite fun to see. I actually have read and that i am sure that i will gonna read through yet again once again in the foreseeable future. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Brennan Koelpin**

Comprehensive guide! Its this type of very good read through. It is actually writter in simple words and phrases rather than difficult to understand. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Bernie Mante PhD**