



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...



Reviews

Thorough manual! Its this kind of excellent study. It really is writter in straightforward terms and never difficult to understand. I am very happy to inform you that this is basically the very best pdf we have read through during my individual existence and could be he greatest ebook for possibly.

-- Dr. Arno Sauer Sr.

The book is simple in read through safer to understand. I could comprehended everything out of this published e pdf. I discovered this book from my i and dad advised this pdf to learn.

-- Maud Kulas I

Other Kindle Books



Dog on It! - Everything You Need to Know about Life Is Right There at Your Feet

14 Hands Press, United States, 2013. Paperback. Book Condition: New. 198 x 132 mm. Language: English . Brand New Book ***** Print on Demand *****. Have you ever told a little white lie? Or maybe a bigger one that wasn t even white?...



If I Have to Tell You One More Time: the Revolutionary Program That Gets Your Kids to Listen without Nagging, Reminding or Yelling

Tarcher/Putnam,US, United States, 2012. Paperback. Book Condition: New. 206 x 137 mm. Language: English . Brand New Book. The Revolutionary Program That Gets Your Kids To Listen Without Nagging, Reminding, or Yelling Why does it feel sometimes as if our children have...



Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



Games with Books: Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****. The ultimate learn-by-doing approach Written for beginners, useful for experienced developers who want to sharpen their skills and dont mind...



Do This! Not That!: The Ultimate Handbook of Counterintuitive Parenting

Skyhorse Publishing. Paperback / softback. Book Condition: new. BRAND NEW, Do This! Not That!: The Ultimate Handbook of Counterintuitive Parenting, Anna Glas, Ase Teiner, Malou Fickling, There are loads of books covering the basics of getting along with and disciplining children, but...