



Gregg Shorthand for Colleges, Diamond Jubilee Series, Volume Two

Louis A. Leslie, Charles E. Zoubek, Russell J. Hosler

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Volume 2, as its title indicates, is designed to be used following Volume 1. Objectives: (1) to review the principles of Gregg Shorthand, (2) to develop the student's ability to construct outlines for unfamiliar words under the stress of dictation, (3) to develop the student's dictation speed to the highest point possible, (4) to extend the student's knowledge of the basic elements of transcription, which include spelling, punctuation, word usage, and typing style, (5) to lay a firm foundation for rapid and accurate typewritten transcription -- the student's ultimate goal, and (6) to teach the student to handle simple problems of office-style dictation.

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