

Speed Writing Skills Training Course: Speedwriting for Faster Note Taking and Dictation, an Alternative to Shorthand to Help You Take Notes



Speed Writing Skills Training Course: Speedwriting, a guide to faster note taking, an easy to learn alternative to shorthand. Most people need a note taking system for work or study but few people have the time or inclination to spend a year or two learning shorthand. BakerWrite Speed Writing enables you to learn a new system in a matter of hours and become proficient within weeks. This book is laid out in 6 easy to follow lessons, that take about an hour each Practical guided exercises, with full answers, in each chapter and each session is rounded off with a dictation passage . Save time and become more efficient taking dictation, in meetings, on the telephone, in lectures or interviews. No strange squiggles to learn - just different ways to use the letters you already know Your notes will be easy to transcribe. Enhance your career with a new skill Save time by reducing your written text by an average of 33% - often more. Adapt the system to suit your needs. Free downloadable dictionary and workbook. A terrific opportunity to save time and change your working practices - for the better! What do people think of this speed writing system? The principles are very easy to follow, and I am already using it to take notes. BakerWrite is the easiest shorthand system I have come across. Having studied all the major shorthand systems and even other speed writing courses, I find BakerWrite a sheer delight. I will use this system all the time. Your system is so easy to learn and use. I will recommend this course to everyone who takes notes. About the author - Heather Baker Heather studied Pitman shorthand at school and then at secretarial college in Salford, England where she also learned Pitman shorthand in French; she later learned Teeline shorthand and now regularly teaches these. BakerWrite™ is based on her experience with these systems and 22 years as a secretary and PA - taking notes daily. She

has been training and coaching secretaries, PAs and administrators since 2000.

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