



Speedwriting Shorthand Dictation and Transcription

Joe M. Pullis

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This course is designed for students to begin honing practical skills and producing mailable materials. The Student Transcript contains the printed keys for all letters and memos in the text, and a reading chart. The Instructor's Guide provides a detailed lesson planning section, vocabulary tests, and dictation and transcription tests. The 20 cassette tapes are designed to accompany the Dictation and Transcription text.

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