



The Secret of Typewriting Speed (Paperback)

By Margaret B Owen

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1918 edition. Excerpt: .100 words a minute, and any stenographer who is sure of her ability to take that number of words and read it without hesitation, is certain of a position. Keep a pencil in the rubber band which you have put around the finished pages of your notebook. Be sure you get everything down clearly in your shorthand notes. Whenever there is a pause in dictation, instead of gazing absently about, look back over your notes, so that you can read them like print when you are asked to do so, and, you know, this you will be called upon to do many, many times; for there are few business men who are able to dictate perfectly. When your employer asks you what he said last, always begin to read to him from the last period. Don t read to him from the middle of...

DOWNLOAD



READ ONLINE

[2.65 MB]

Reviews

It is an awesome publication which i actually have ever read through. it had been writtern really properly and valuable. I found out this book from my i and dad recommended this pdf to discover.

-- **Doyle Schmeler**

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**