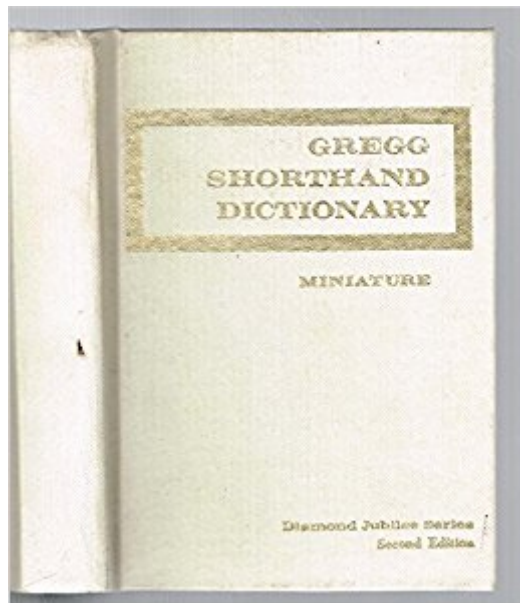




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Gregg Shorthand Dictionary: Miniature Series 90 (Diamond Jubilee Series)



Synopsis

no description --This text refers to an out of print or unavailable edition of this title.

Book Information

Series: Diamond Jubilee Series

Hardcover: 408 pages

Publisher: Glencoe/Mcgraw-Hill; 2 edition (June 1974)

Language: English

ISBN-10: 0070246335

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Product Dimensions: 4.8 x 3.4 x 0.8 inches

Shipping Weight: 4.8 ounces

Average Customer Review: 4.7 out of 5 starsÂ Â See all reviewsÂ (22 customer reviews)

Best Sellers Rank: #1,211,500 in Books (See Top 100 in Books) #195 inÂ Books > Business & Money > Skills > Secretarial Aids & Training #279962 inÂ Books > Reference

Customer Reviews

At 39, and the second time around at taking shorthand (orig. took in high school in 1978) this book adds to the learning process and supplies help in several areas of brief forms, phrases and it greatly necessary when transcribing someone elses shorthand.How we did without it before is unknown!

These books were in great condition.. bought 2 from different sellers and both were pristine. I recently reconnected with a friend who I went to Moser Secretarial School, with (in the early 70's) when shorthand was a skill for what we now call Administrative Assistants. I was amazed at how much we could remember and wanted a source to help me with the parts that weren't so clear in my head. This book was the answer. The words are in alphabetical order and other parts for abbreviations(including some "brief forms") and goverment titles, frequently used phrases. I gave it 4 stars because I wish the words were on lined paper because it matters where you start and position it on the line order for it to be correct and readable.

It felt wonderful after many years to be making the Gregg characters again! This is a GREAT little book! If I could make one wish, though, I'd wish for the "Short Forms" and some examples of words used in sentences, or perhaps even illustrative dictation. But it's good to know that Gregg is still out there, making a difference.

I studied shorthand back in the dark ages (1950's) and bought the miniature book, however time and aging eyes made it difficult to use with the tiny characters. So when I saw this I just had to purchase it. The larger print helps extremely!

I took Gregg in H.S. in the late 70's choosing it over Pitman. It seemed easier. I was always intrigued by writing in a different language so to speak and being in H.S. I kept a diary so I'd write it in Gregg so Mom couldn't read it. Now I use it to keep up with my Gregg learning and to keep notes I want to keep private for only me to know.

I studied Gregg shorthand for two years in high school. Additionally, upon my first full-time secretarial job, I used shorthand very much in the first year. Since that time, however, 25 years has passed. As I continue to work as an office assistant, I am often called upon to take notes at meetings. Over the years, my memory of shorthand has faded. Therefore, I am relying on books such as this to refresh my memory so that my note-taking is simplified.

I took three years of shorthand in high school back in the early 60's and I've always loved it - I think everyone should know shorthand just as they know English - it's much faster so it is ideal for taking notes - over time it becomes the written text you will use over and over... anyone going off to college can benefit from this skill - yes, of course, there are tape recorders that can be used, but shorthand is even better, faster transcribing and can be used any where if you have paper and pen/pencil... I say bring it back in the schools... ;-)

Took a class in high school back in the early 80's and was using some basic shorthand for notes. Decided this last year to brush up on my skills & bought this book. What an excellent resource. It has everything I was looking for and I've enjoyed re-learning the "language", so to speak

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