

Gregg Shorthand Diamond Jubilee Series

Concise lessons introduce the skills and techniques of Gregg Shorthand, and offers guidelines in spelling, punctuation, and grammar

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Instructional material and practice exercises provide a simplified introduction to the celebrated shorthand system

Gregg Shorthand Dictionary A Compilation of Shorthand Outlines for 34,055 Words; 1,314 Names and Geographical Expressions; 1,368 Frequently Used Phrases, and 120 Abbreviations Glencoe/McGraw-Hill School Publishing Company

Twenty lessons review and reinforce the basic principles of Gregg shorthand, providing proportion drills and practice reading and self-dictation exercises

A practical reference to word outlines in Gregg Shorthand and includes personal and geographical names, abbreviations, and frequently used phrases
Helps advanced students improve dictation and

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transcription skills in practice exercises and quizzes based on correspondence from different departments of a typical corporation

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