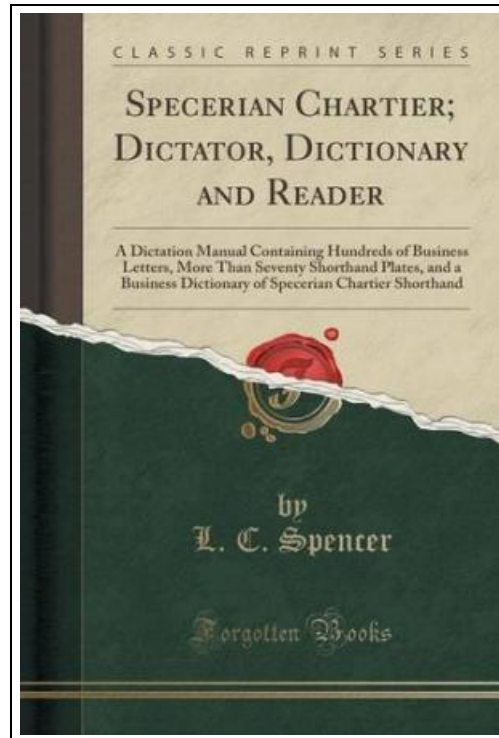


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Specerian Chartier; Dictator, Dictionary and Reader: A Dictation Manual Containing Hundreds of Business Letters, More Than Seventy Shorthand Plates, and a Business Dictionary of Specerian Chartier Shorthand In the preparation of this manual, the intention of the author is to give a thorough and practical business dictation. The letters were taken directly from the files of some of the largest business concerns in the country and are reproduced with but very few minor changes. There are more than sixty plates of shorthand. The value of the reading and writing of these plates can not be no estimated. These plates were produced from photo-engravings of the outlines direct from pen copy written by the author, and should be read and written many times by the student. The dictionary contains quite a complete vocabulary of the words used in business. The author would advise the student to consult it frequently for the best outline. A complete mastery of this work will aid the student in any field of stenographic work. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.



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