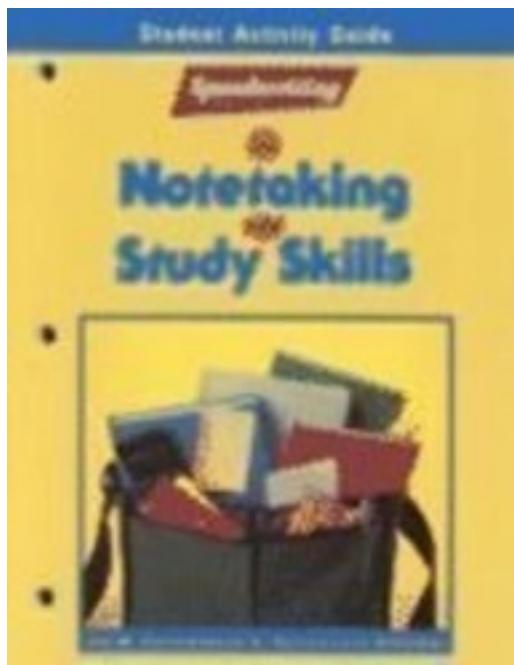


Speedwriting for Notetaking and Study Skills



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Speedwriting for Notetaking and Study Skills offers an easy abbreviated writing system which helps students improve performance in notetaking, library skills, preparation of research papers, and minutes of meetings. Students learn to use letters of the alphabet, abbreviations, and other shortcuts to write faster. They also learn to be selective in what to put down, doing so in a useful format. The text also provides important aids to studying and reviewing effectively.

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