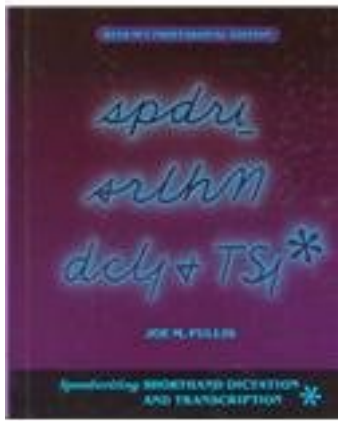


# Speedwriting Shorthand Dictation and Transcription, Regency Professional Edition (Second Course)



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This course is designed for students to begin honing practical skills and producing mailable materials. The Student Transcript contains the printed keys for all letters and memos in the text, and a reading chart. The Instructor's Guide provides a detailed lesson planning section, vocabulary tests, and dictation and transcription tests. The 20 cassette tapes are designed to accom-pany the Dictation and Transcription text.

作者介绍:

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