



**Speed Writing Skills Training Course:
Speedwriting for Faster Note Taking and
Dictation, an Alternative to Shorthand to Help You
Take Notes. Easy Exer**

Heather Baker

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Speed Writing Skills Training Course: Speedwriting, a guide to faster note taking, an easy to learn alternative to shorthand Most people need a note taking system for work or study but few people have the time or inclination to spend a year or two learning shorthand. BakerWrite Speed Writing enables you to learn a new system in a matter of hours and become proficient within weeks. This book is laid out in 6 easy to follow lessons, that take about an hour each. Practical guided exercises, with full answers, in each chapter and each session is rounded off with a dictation passage (available from <http://www.UoLearn.com>) Save time and become more efficient taking dictation, in meetings, on the telephone, in lectures or interviews. No strange squiggles to learn - just different ways to use the letters you already know. Your notes will be easy to transcribe. A terrific opportunity to save time and change your working practices - for the better! What do people think of this speed writing system? "The principles are very easy to follow, and I am already using it to take notes." "BakerWrite is the easiest shorthand system I have come across. Having studied all the major shorthand systems and even other speed writing courses, I find BakerWrite a sheer delight." "I will use this system all the time." "Your system is so easy to learn and use." Heather studied Pitman shorthand at school and then at secretarial college in England; she later learned Teeline shorthand and now regularly teaches these. BakerWrite™ is based on her experience with these systems and 22 years as a secretary and PA - taking notes daily. She has been training and coaching secretaries, PAs and administrators since 2000. Please note there is an alternative edition of this book, Easy 4 Me 2 Learn Speed Writing. Heather had over twenty years' experience as a secretary and PA before setting up Baker Thompson Associates Limited in 2000. The company specializes in the training and development of secretarial and administrative staff, www.bakerthompsonassoc.co.uk She now travels all over the UK working with large and small companies to enable their office staff and PAs to work more effectively. She developed this speed writing system to fulfill a requirement by many companies for a quick and easy way for their employees to take notes. The course became very popular and she was often asked if there was a book with the basics of the system - so here it is! To contact Heather please visit the speedwriting section of the publishers' website, <http://www.UoLearn.com> I am 51 years old and have been a secretary more or less since I left school. I took the requisite Pitmans shorthand course whilst at school and have never been able to understand it, all those squiggles and lines. I have used my own speed writing version of words through the years and have managed to get by (as long as I dealt with the notes as soon as I had written them and the dictator wasn't too quick - so it was half memory and half being able to read my own shorthand version). But now, everything is so clear and makes complete sense. I take your book on the train every morning and even after the first reading it completely made sense and I could even remember most of what I had read in the first chapter and believe me my memory at retaining new info is not as it used to be. Even when I was reading your abbreviations I was able to see what they were in a lot of cases before I checked the meaning. I am thoroughly enjoying learning a new skill from a book that is so simple to understand and I have already started to implement my new dictionary of words when taking notes. A great big thank you for developing a system that is so easy to understand and completely workable and I looking forward to showing off my new skills when taking notes (which I will actually be able to understand) at the next board meeting. Ann

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