



Humphrey s Manual of Type-Writing: Business Letter-Writer, and Exercises for Phonographic Practice, a Guide to the Art of Type-Writing for Use in Schools, Colleges and Copying Offices (Classic Reprint) (Hardback)

By F S Humphrey

Forgotten Books, 2017. Hardback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Humphrey s Manual of Type-Writing: Business Letter-Writer, and Exercises for Phonographic Practice, a Guide to the Art of Type-Writing for Use in Schools, Colleges and Copying Offices Many of the mercantile expressions can be phrased in short-hand, and should be written over and over again to ensure familiarity. The Law and Legislative terms can all be phrased, and afford valuable practice for students who are expecting to engage in law or legislative reporting. When the student is able to write them correctly, he Should cause them to be dictated until a speed Of one hundred and twenty-five words per minute is attained, and even more. 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...



READ ONLINE
[5.52 MB]

Reviews

Good e-book and helpful one. It can be writter in basic phrases rather than confusing. I realized this ebook from my i and dad recommended this book to find out.

-- **Ozella Batz**

Absolutely one of the best pdf I actually have possibly read. Better then never, though i am quite late in start reading this one. I realized this book from my dad and i encouraged this ebook to discover.

-- **Ms. Beth Conroy V**