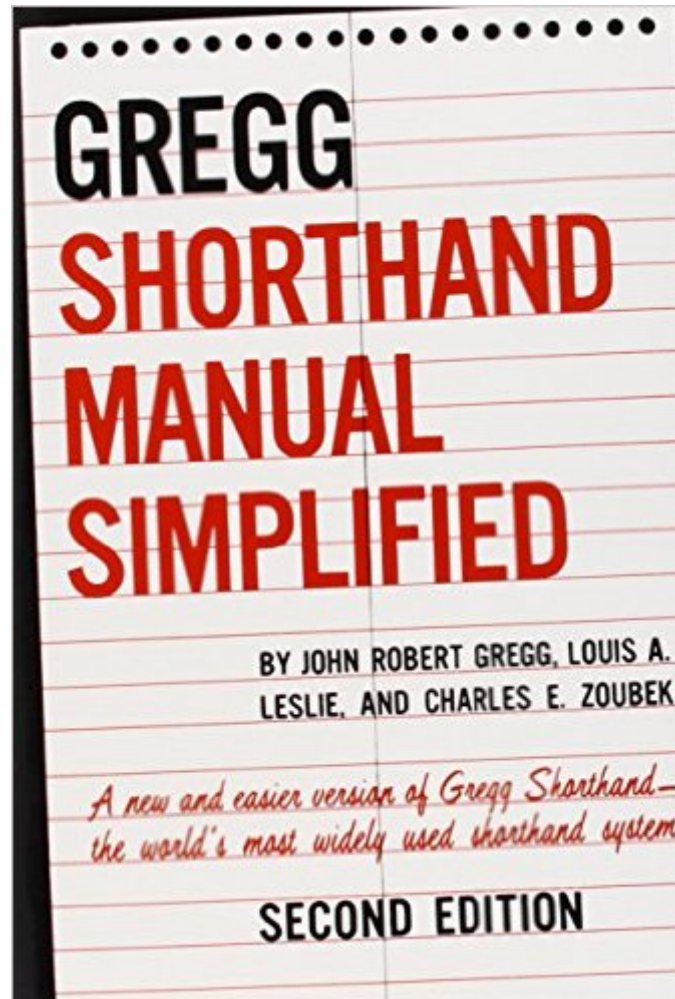


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# The GREGG Shorthand Manual Simplified



## Synopsis

A shorthand outline for almost every word in the English language. The GREGG Shorthand Dictionary Simplified is divided into two parts: Part I contains 26,098 words most commonly used in notation with their official shorthand outlines. Also included are words that are frequently used in such fields as medicine, law, engineering, chemistry, and many others. These words represent a large range of vocabulary, omitting derivatives that are not needed in shorthand. Part II contains 2,604 proper names and geographic expressions including a list of 72 commonly used abbreviations. This valuable reference should be part of the library of every shorthand writer.

## Book Information

Hardcover: 320 pages

Publisher: McGraw-Hill Education; 2 edition (June 1, 1955)

Language: English

ISBN-10: 0070245487

ISBN-13: 978-0070245488

Product Dimensions: 6 x 0.7 x 8.3 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (137 customer reviews)

Best Sellers Rank: #34,714 in Books (See Top 100 in Books) #4 in [Books > Business & Money > Skills > Secretarial Aids & Training](#) #113 in [Books > Business & Money > Human Resources > Human Resources & Personnel Management](#) #194 in [Books > Education & Teaching > Studying & Workbooks > Study Guides](#)

## Customer Reviews

Shorthand is a tough but sometimes worthwhile skill. It is complex because it pushes the boundaries of peoples' writing speed. Any shorthand system requires practice if you are to become fluent. Gregg Shorthand is one of many systems you can choose from. They differ greatly, and the choice you make should depend on your preferences and needs. It is wrong to say that one is better than another in any absolute sense. To learn Gregg Shorthand you must learn a new alphabet and spelling system. This takes lots of practice. At first the words may look like "meaningless squiggles," but with practice you can come to read them as easily as longhand. Some shorthand systems are based on the ordinary longhand alphabet. They can be easier for a beginner to learn than Gregg, but once fluency is attained that difference vanishes. Also Gregg is potentially faster to write. Some experts can write Gregg at over 200 words per minute. If you use shorthand to jot down odd notes,

speed doesn't much matter. But for dictation, it does, big time. Gregg Shorthand Simplified, despite its name, is neither a dumbed-down shorthand nor a dumbed-down textbook. It is just the 1949 edition of Gregg Shorthand, and is so named because it is simpler than the earlier editions. Several further simplifications have been made since 1949. The current version is called Gregg Shorthand Centennial Edition. Follow-up textbooks, shorthand dictionary, and other materials in Gregg Shorthand Simplified can be purchased only on the used book market, but they are plentiful and cheap. (Ditto for other out-of-date editions.) The Gregg Shorthand Centennial Edition books are still in print and costly....In Gregg, words are not written like Chinese, but are spelled alphabetically.

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