

Preface

The art of learning Shorthand/Typewriting is a ticklish one which requires aptitude, patience, devotion, quality consciousness and, above all, good educational background. It has rightly been said, "Theory is LAME without practical and practical is BLIND without theory". This equally applies to shorthand-writing and typewriting also. The more a trainee has the deep and minute theoretical knowledge of this art, the more he/she will be able to attain high speed and proficiency.

This self-explanatory Guide Book in short question-answer form, therefore, aims at greatly benefiting the trainees in learning the arduous art of Stenography/Typewriting and in qualifying in the Final Trade Test. The book could be used by learner for personal reference and preparation of any type of exams/interviews.

Suggestions/modifications etc. from the learned readers are solicited.

—Author

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