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Course Notes: Contract Law Jan 28 2023 The ideal companion to developing the essential skills needed to undertake the core module of contract law as part of undergraduate study of law or a qualifying GDL/CPE conversion course. Providing support for learning and revision throughout, the key skills are demonstrated in the context of the core topics of study with expertly written example sets of notes, followed by opportunities to learn and test your knowledge by creating and maintaining your own summaries of the key points. The chapters are reinforced with a series of workpoints to test your analytical, communication and organisational skills; checkpoints, to test recall of the essential facts; and research points, to practice self-study and to gain familiarity with legal sources. 'Course Notes: Contract Law' is designed for those keen to succeed in examinations and assessments with view to taking you one step further towards the development of the professional skills required for your later career. In addition, concepts are set out both verbally and in diagrammatic form for clarity, and the essential case law is displayed in a series of straightforward and indisposible tables illustrating how best to analyse and compare legal points as expressed by the opinions of the authorities in each case. To check your answers to questions examples are provided online along with sample

essay plans and web links to useful web sites and sources as part of the ever popular resources at www.unlockingthelaw.co.uk, making this the ideal resource to guide you through the demands of compiling and revising the information you will need for your exams.

Lectures On Computation Dec 23 2019 Covering the theory of computation, information and communications, the physical aspects of computation, and the physical limits of computers, this text is based on the notes taken by one of its editors, Tony Hey, on a lecture course on computation given b

Course Notes: Tort Law Nov 25 2022 Course Notes is designed to help you succeed in your law examinations and assessments. Each guide supports revision of an undergraduate and conversion GDL/CPE law degree module by demonstrating good practice in creating and maintaining ideal notes. Course Notes will support you in actively and effectively learning the material by guiding you through the demands of compiling the information you need. □ Written by expert lecturers who understand your needs with examination requirements in mind □ Covers key cases, legislation and principles clearly and concisely so you can recall information confidently □ Contains easy to use diagrams, definition boxes and work points to help you understand difficult concepts □ Provides self test opportunities throughout for you to check your understanding □ Illustrates how to compile the ideal set of revision notes □ Covers the essential modules of study for undergraduate llb and conversion-to-law GDL/CPE courses □

Additional online revision guidance such as sample essay plans, interactive quizzes and a glossary of legal terms at www.unlockingthelaw.co.uk

Course Notes: Equity and Trusts Dec 27 2022 Course Notes is designed to help you succeed in your law examinations and assessments. Each guide supports revision of an undergraduate and conversion GDL/CPE law degree module by demonstrating good practice in creating and maintaining ideal notes. Course Notes will support you in actively and effectively learning the material by guiding you through the demands of compiling the information you need. □ Written by expert lecturers who understand your needs with examination requirements in mind □ Covers key cases, legislation and principles clearly and concisely so you can recall information confidently □ Contains easy to use diagrams, definition boxes and work points to help you understand difficult concepts □ Provides self test opportunities throughout for you to check your understanding □ Illustrates how to compile the ideal set of revision notes □ Covers the essential modules of study for undergraduate llb and conversion-to-law GDL/CPE courses.

National 4/5 Physical Education Course Notes Apr 30 2023 The National 4 & 5 Physical Education Course Notes help teachers and students map their route through the CfE programme, providing comprehensive and authoritative guidance. Course Notes give a practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning with exam and assessment guidance.

How to Study in College Jan 04 2021 Over a million students have transformed adequate work into academic achievement with this best-selling text. HOW TO STUDY IN COLLEGE sets students on the path to success by helping them build a strong foundation of study skills, and learn how to gain, retain, and explain information. Based on widely tested educational and learning theories, HOW TO STUDY IN COLLEGE teaches study techniques such as visual thinking, active listening, concentration, note taking, and test taking, while also incorporating material on vocabulary building. Questions in the Margin, based on the Cornell Note Taking System, places key questions about content in the margins of the text to provide students with a means for reviewing and reciting the main ideas. Students then use this technique--the Q-System--to formulate their own questions. The Eleventh Edition maintains the straightforward and traditional academic format that has made HOW TO STUDY IN COLLEGE the leading study skills text in the market. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Rubidium and Caesium Nov 01 2020

MYOB Software For Dummies Apr 18 2022 Your complete guide to MYOB® AccountRight software Now in its seventh edition, MYOB® Software For Dummies walks you through everything you need to know, from starting your MYOB® file from scratch and recording payments and receipts, to tracking profit and analysing sales. This new edition includes all the

information you need on the new generation of MYOB® AccountRight software, including the new cloud computing features. □ Set up MYOB® software - understand how to make it work the first time □ Keep track of purchases and sales - monitor customer accounts and ensure you get paid on time □ Get to grips with payroll - know what your responsibilities are for tax, superannuation and leave entitlements □ Prepare Business Activity Statements - save time with electronic lodgements □ Compile business reports - track your profitability and analyse your sales □ Upgrade with ease - get expert advice on the easiest way to upgrade to the new MYOB® AccountRight releases □ Move your books to 'the cloud'- access your business information from wherever you are. Open the book and find: □ Simple explanations of key activities and tasks □ Information about the latest versions of all components of MYOB® AccountRight □ Advice for upgrading to the new MYOB® AccountRight software □ Tips for increasing the speed of entering regular transactions □ Fail-safe methods for accurately starting a new financial year □ Guidance for mastering tricky payroll transactions □ Descriptions of how to run your software in 'the cloud'

Veechi Curtis is a qualified accountant and consultant who specialises in teaching small businesses about technology and finance. She is the author of several business titles, including Small Business For Dummies, Bookkeeping For Dummies and QuickBooks® For Dummies.

Notes Oct 01 2020

Course Notes: Constitutional and Administrative Law Dec 15 2021 Course Notes is designed to help you succeed in your law examinations and assessments. Each guide supports revision of an undergraduate and conversion GDL/CPE law degree module by demonstrating good practice in creating and maintaining ideal notes. Course Notes will support you in actively and effectively learning the material by guiding you through the demands of compiling the information you need. Written by expert lecturers who understand your needs with examination requirements in mind Covers key cases, legislation and principles clearly and concisely so you can recall information confidently Contains numerous diagrams, definition boxes, workpoints, and other features to help you understand difficult concepts Provides opportunities throughout for you to check your understanding Additional online revision guidance such as sample essay plans, interactive quizzes and a glossary of legal terms at www.unlockingthelaw.co.uk

Building a Second Brain Feb 02 2021 A revolutionary approach to enhancing productivity, creating flow, and vastly increasing your ability to capture, remember, and benefit from the unprecedented amount of information all around us. For the first time in history, we have instantaneous access to the world's knowledge. There has never been a better time to learn, to contribute, and to improve ourselves. Yet, rather than feeling empowered, we are often left feeling overwhelmed by this constant influx of information. The very knowledge that

was supposed to set us free has instead led to the paralyzing stress of believing we'll never know or remember enough. Now, this eye-opening and accessible guide shows how you can easily create your own personal system for knowledge management, otherwise known as a Second Brain. As a trusted and organized digital repository of your most valued ideas, notes, and creative work synced across all your devices and platforms, a Second Brain gives you the confidence to tackle your most important projects and ambitious goals. Discover the full potential of your ideas and translate what you know into more powerful, more meaningful improvements in your work and life by Building a Second Brain.

Higher Design and Manufacture Course Notes (second Edition) Jun 08 2021 Exam Board: SQA Level: Higher Subject: Design and Manufacture First Teaching: 2018, First Exam: 2019 The Higher Design & Manufacture Course Notes helps teachers and students map their route through the CfE programme, providing comprehensive and authoritative guidance for the course. * Full coverage of the new Higher course specifications with list of learning intentions * Attractive layout with clear text features * Key questions highlight crucial concepts and techniques that need to be grasped by students in order to progress to the next learning intention * What the examiner/assessor is looking for to help teachers & students feel secure * End of unit material - unit assessment, exam-style questions with worked answers and examiners commentary, self-assessment Course Notes give a

practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning with assessment guidance. with assessment guidance.

Higher History (second Edition) Feb 26 2023 Exam Board: SQA Level: Higher Subject: History First Teaching: 2018, First Exam: 2019 The Higher History Course Notes helps teachers and students map their route through the CfE programme, providing comprehensive and authoritative guidance for the course. Progress and attainment for all * A complete course text with six of the most popular topics covered in depth (The Wars of Independence; Migration and Empire; The Making of Modern Britain; Germany; Russia and USA) * 'Activities' will get students thinking about what they have learned and help them to develop the skills needed for the assessment * 'Activities' are mapped and indexed by Outcome so you can see at a glance which criteria each activity fulfils Active learning * 'Make the link' features encourage broader thinking between and across subjects * 'Hints' give helpful tips to support learning and highlight important information * 'Historiography' will help students to analyse the importance of historical events Assessment and practice you can rely on * 'Exam style questions' for every section ensure that students will be fully prepared for the assessment * 'Summary' sections and 'Learning checklists' enable students to monitor progress regularly Course Notes give a practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning

with assessment guidance.

Effective Online Teaching, Training Manual Jan 22 2020
EFFECTIVE ONLINE TEACHING: TRAINING MANUAL
Designed to accompany the book Effective Online Teaching, the Training Manual offers instructors a handy resource that follows the main text and includes overviews, readings, discussion questions, hypothetical scenarios, activities, assignments, and scripts that can be used in face-to-face training or plugged into an online course management system. The companion website contains plug-and-play narrated presentations for each chapter of Effective Online Teaching, as well as handouts, templates, and PowerPoint slides. "Tina Stavredes has done something sorely needed in the online teaching world —she has successfully combined solid theory and research with the practical application of instructor training. Both the book and the training manual are a 'must' for any online education organization. Bravo!" —DR. DARCY W. HARDY, assistant vice provost for Technology Education Initiatives, University of Texas at San Antonio, and chair emerita, United States Distance Learning Association
"Effective Online Teaching is that rare book that weaves together a solid understanding of the adult online learner and learning theory with dozens of helpful instructor strategies, activities, and resources to support learners' success in an online environment. This book and its accompanying training manual is a 'must-have' set for online instructors in higher education and corporate settings." —SHARAN B. MERRIAM,

professor emeritus of adult education, University of Georgia, and coauthor, *Learning in Adulthood* "An eminently practical book that provides clear and unpretentious explanations of the learning theories that are essential knowledge for every online teacher, together with equally uncluttered and easy-to-follow guidance about how to apply this knowledge to achieve excellent teaching." □MICHAEL GRAHAME MOORE, Distinguished Professor of Education, The Pennsylvania State University; and editor, *The American Journal of Distance Education*

Distributed Systems Oct 13 2021

Advanced Higher Biology Jun 20 2022 'Official SQA Past Papers' provide perfect exam preparation. As well as delivering at least three years of actual past papers - including the 2008 exam - all papers are accompanied by examiner-approved answers to show students how to write the best responses for the most marks.

Cfe Higher Geography Course Notes cfe Higher Geography Course Notes Mar 06 2021 Exam Board: SQA Level: Higher Subject: Geography First Teaching: 2014, First Exam: 2015 The CfE Higher Geography Course Notes helps teachers and students map their route through the CfE programme, providing comprehensive and authoritative guidance for the course. Progress and attainment for all* A complete core resource with all the Physical and Human Environments topics, and the three most popular Global Issues topics (River Basin Management, Development and Health and Global

Climate Change) covered in depth* 'Quick questions' to check knowledge at the end of each chapter ensure that every student can progress securely* 'Summary' sections and 'learning checklists' help students to monitor progress regularly Active learning* 'Make the link' features encourage broader thinking between and across subjects* 'Hints' give helpful tips and highlight important information* 'Activities' provide opportunities to apply knowledge and put geographical skills to work Assessment and practice you can rely on* 'Exam-style questions' at the end of each chapter ensure that students will be fully prepared for the assessment* Dedicated chapter on the Application of Geographical Skills provides guidance and practice for this new part of the exam Course Notes give a practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning with assessment guidance.

Course Notes: Constitutional and Administrative Law Sep 11 2021 Course Notes is designed to help you succeed in your law examinations and assessments. Each guide supports revision of an undergraduate and conversion GDL/CPE law degree module by demonstrating good practice in creating and maintaining ideal notes. Course Notes will support you in actively and effectively learning the material by guiding you through the demands of compiling the information you need. Written by expert lecturers who understand your needs with examination requirements in mind Covers key cases, legislation and principles clearly and concisely so you can

recall information confidently Contains numerous diagrams, definition boxes, workpoints, and other features to help you understand difficult concepts Provides opportunities throughout for you to check your understanding Additional online revision guidance such as sample essay plans, interactive quizzes and a glossary of legal terms at www.unlockingthelaw.co.uk

SCQF Level Descriptors Jul 22 2022 Skills for Scotland challenges employers, learning providers, awarding bodies and others to use the Scottish Credit and Qualifications Framework (SCQF) as a tool to support learning. This guide explains the SCQF level descriptors.

How to Pass National 5 Maths May 08 2021

Course Notes: Criminal Law Mar 30 2023 The ideal companion to developing the essential skills needed to undertake the core module of criminal law as part of undergraduate study of law or a qualifying GDL/CPE conversion course. Providing support for learning and revision throughout, the key skills are demonstrated in the context of the core topics of study with expertly written example sets of notes, followed by opportunities to learn and test your knowledge by creating and maintaining your own summaries of the key points. The chapters are reinforced with a series of workpoints to test your analytical, communication and organisational skills; checkpoints, to test recall of the essential facts; and research points, to practice self-study and to gain familiarity with legal sources. "Course Notes: Criminal Law"

is designed for those keen to succeed in examinations and assessments with view to taking you one step further towards the development of the professional skills required for your later career. In addition, concepts are set out both verbally and in diagrammatic form for clarity, and the essential case law is displayed in a series of straightforward and indisposible tables illustrating how best to analyse and compare legal points as expressed by the opinions of the authorities in each case. To check your answers to questions examples are provided online along with sample essay plans and web links to useful web sites and sources at www.unlockingthelaw.co.uk, making this the ideal resource to guide you through the demands of compiling and revising the information you will need for your exams.

Unreliable Basic Support: Silicea-like & Magnesium-like.
Notes from the Second Three-year International Postgraduate Course in Bologna. 2/nd Session Mar 25 2020

Standard Grade Craft and Design Course Notes Jun 28 2020
Covers key Designing, Practical Abilities and Knowledge and Understanding elements of the course

Course Notes: the English Legal System Aug 30 2020 The ideal companion to developing the essential skills needed to undertake the core module of English Legal System as part of undergraduate study of law or a qualifying GDL/CPE conversion course. Providing support for learning and revision throughout, the key skills are demonstrated in the context of the core topics of study with expertly written example sets of

notes, followed by opportunities to learn and test your knowledge by creating and maintaining your own summaries of the key points. The chapters are reinforced with a series of workpoints to test your analytical, communication and organisational skills; checkpoints, to test recall of the essential facts; and research points, to practice self-study and to gain familiarity with legal sources. "Course Notes: the English Legal System" is designed for those keen to succeed in examinations and assessments with view to taking you one step further towards the development of the professional skills required for your later career. In addition, concepts are set out both verbally and in diagrammatic form for clarity, and the essential case law is displayed in a series of straightforward and indisposable tables illustrating how best to analyse and compare legal points as expressed by the opinions of the authorities in each case. To check your answers to questions examples are provided online along with sample essay plans and web links to useful web sites and sources at www.unlockingthelaw.co.uk, making this the ideal resource to guide you through the demands of compiling and revising the information you will need for your exams.

[ACCA P1 Course Notes PDF Full View Download](#) May 27 2020

The Army Lawyer Nov 13 2021

Course Notes - Cfe Higher Design and Manufacture Course Notes Dec 03 2020 The Higher Design & Manufacture Course Notes helps teachers and students map their route through the

CfE programme, providing comprehensive and authoritative guidance for the course. Course Notes give a practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning with assessment guidance. * Full coverage of the new Higher course specifications with list of learning intentions* Attractive layout with clear text features* Key questions highlight crucial concepts and techniques that need to be grasped by students in order to progress to the next learning intention* What the examiner/assessor is looking for to help teachers & students feel secure* End of unit material - unit assessment, exam-style questions with worked answers and examiners commentary, self-assessment

Course Notes: Medical Law and Ethics Jan 16 2022 Course Notes is designed to help you succeed in your law examinations and assessments. Each guide supports revision of an undergraduate and conversion GDL/CPE law degree module by demonstrating good practice in creating and maintaining ideal notes. Course Notes will support you in actively and effectively learning the material by guiding you through the demands of compiling the information you need. □ Written by expert lecturers who understand your needs with examination requirements in mind □ Covers key cases, legislation and principles clearly and concisely so you can recall information confidently □ Contains easy to use diagrams, definition boxes and work points to help you understand difficult concepts □ Provides self test opportunities throughout

for you to check your understanding □ Illustrates how to compile the ideal set of revision notes □ Covers the essential modules of study for undergraduate llb and conversion-to-law GDL/CPE courses □ Additional online revision guidance such as sample essay plans, interactive quizzes and a glossary of legal terms at www.unlockingthelaw.co.uk

Higher Geography Course Notes Feb 23 2020 Fully up to date, with complete coverage of all the mandatory course units Sample questions with marked sample answers help students to improve their own responses Colour Key Points boxes focus revision Includes lots of colour illustrations and diagrams to illustrate important terms and processes.

Ear Training Apr 26 2020

National 4/5 Physical Education Course Notes Oct 25 2022 The National 4 & 5 Physical Education Course Notes help map your route through the CfE programme and provide comprehensive and authoritative guidance. Course Notes give a practical, supportive approach to help deliver the new curriculum and offer an appropriate blend of sound teaching and learning with exam and assessment guidance. * Full coverage of National 4 and 5 course with list of learning intentions* Attractive layout with clear text features* National 5 content clearly marked for differentiation* Key questions highlight crucial concepts and techniques that need to be grasped by students in order to progress to the next learning intention* What the examiner/assessor is looking for to help teachers & students feel secure* End of unit material - unit

assessment, exam-style questions with worked answers and examiners commentary, self-assessment* Keep your learning on track/Stretch yourself to encourage self evaluation and provide challenge for higher ability students* Active learning ideas: 'You Should Already Know', lists for student to check they are confident with before proceeding AND 'Make the link' highlights links between the topic and other areas of the course and/or across different subjects* Assessment questions, exemplar work, model answers, suggested topic work* Teacher Notes Answers online. PDF format.

Essential Radio Astronomy Jul 10 2021 The ideal text for a one-semester course in radio astronomy Essential Radio Astronomy is the only textbook on the subject specifically designed for a one-semester introductory course for advanced undergraduates or graduate students in astronomy and astrophysics. It starts from first principles in order to fill gaps in students' backgrounds, make teaching easier for professors who are not expert radio astronomers, and provide a useful reference to the essential equations used by practitioners. This unique textbook reflects the fact that students of multiwavelength astronomy typically can afford to spend only one semester studying the observational techniques particular to each wavelength band. Essential Radio Astronomy presents only the most crucial concepts—succinctly and accessibly. It covers the general principles behind radio telescopes, receivers, and digital backends without getting bogged down in engineering details. Emphasizing the physical processes in

radio sources, the book's approach is shaped by the view that radio astrophysics owes more to thermodynamics than electromagnetism. Proven in the classroom and generously illustrated throughout, *Essential Radio Astronomy* is an invaluable resource for students and researchers alike. The only textbook specifically designed for a one-semester course in radio astronomy Starts from first principles Makes teaching easier for astronomy professors who are not expert radio astronomers Emphasizes the physical processes in radio sources Covers the principles behind radio telescopes and receivers Provides the essential equations and fundamental constants used by practitioners Supplementary website includes lecture notes, problem sets, exams, and links to interactive demonstrations An online illustration package is available to professors

Reading and Taking Notes Aug 11 2021 Knowing how to read effectively and when to take appropriate notes can help you make swift progress during your course. This booklet contains advice and tips to help you improve your assignments. There is an accompanying Skills for OU Study website <http://www.open.ac.uk/skillsforstudy>. If you are a current OU student please contact Student Services before ordering.

National 4/5 Graphic Communication Apr 06 2021 Exam Board: SQA Level: N4/5 Subject: Graphic Communication The National 4 & 5 Graphic Communication Course Notes provide comprehensive guidance for the entire CfE

programme. Course Notes give a practical approach to help deliver the new curriculum and offer an appropriate blend of sound teaching and learning with exam and assessment guidance.

Physical Education (short Course) Specification B Sep 23 2022

Course Notes: Criminal Law BRI Jul 30 2020

Cfe Higher History Course Notes Feb 14 2022 The Higher History Course Notes helps teachers and students map their route through the CfE programme, providing comprehensive and authoritative guidance for the course. Course Notes give a practical, supportive approach to help deliver the new curriculum and offer a blend of sound teaching and learning with assessment guidance. Progress and attainment for all * A complete course text with six of the most popular topics covered in depth (The Wars of Independence; Migration and Empire; The Making of Modern Britain; Germany; Russia and USA) * 'Activities' will get students thinking about what they have learned and help them to develop the skills needed for the assessment * 'Activities' are mapped and indexed by Outcome so you can see at a glance which criteria each activity fulfils Active learning * 'Make the link' features encourage broader thinking between and across subjects * 'Hints' give helpful tips to support learning and highlight important information * 'Historiography' will help students to analyse the importance of historical events Assessment and practice you can rely on * 'Exam style questions' for every

section ensure that students will be fully prepared for the assessment * 'Summary' sections and 'Learning checklists' enable students to monitor progress regularly

Learning How to Learn May 20 2022 A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains: Why sometimes letting your mind wander is an important part of the learning process How to avoid "rut think" in order to think outside the box Why having a poor memory can be a good thing The value of metaphors in developing understanding A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

Instructor's Guide Aug 23 2022

Speed Writing Skills Training Course Mar 18 2022 *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

digitaltutorials.jrn.columbia.edu