



Practicing Computer Shorthand: Phonetic Muscle Memory

Deborah Myers

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Practicing Computer Shorthand shows court reporting students how to practice efficiently and effectively using a variety of learning modalities. - Steno outlines and words are grouped by phonetic categories and illustrated through clear fingering diagrams. - Principles of motion efficiency are applied to adapting the steno keyboard, and typical hand anatomy challenges are discussed, along with generic finger exercises. - A section is devoted to strategizing high-frequency words through the use of easy-accessibility zones on the keyboard. - Sections are provided on word analysis and parts of speech, dictation analysis and dictation-specific finger exercises, and speed practice, as well as a personal learning style assessment and suggested learning games. Key Features Include: 22 Vowel Sound Drills; 55 Initial Sound Drills; 80 Final Sound Drills; 110 High-Frequency Phrase Drills; 39 Prefix Drills; 51 Suffix Drills; Making Your Keyboard Motion-Efficient; Generic & Dictation-Specific Finger Exercises; Word Analysis; Dictation Analysis & Accuracy Practice; Conflict Resolution; Speed Practice; 40-Week Study Plan; Test-Taking Strategies; Learning Style Self-Assessment.

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