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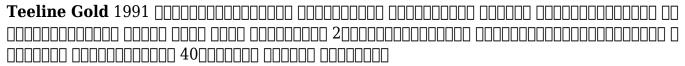
<u>Teeline Revised Edition</u> 1983 an alternative course book containing all the teeline theory offering a complete course for students and teachers it is divided into small learning units with a wide range of examples and exercises at each stage

<u>Teeline</u> 1977 this course book is designed for short courses of all kinds either in the classroom or for self study it contains sufficient theory to lay the foundation for higher speeds for students who chose to progress

<u>Teeline Fast</u> 1990 an alphabetical list of common word groupings which encourages students to use more word groupings when taking shorthand dictation it also explins the value of word groupings in building up speed and outlines grouping principles

**Teeline Word List** 1981 teeline gold offers a complete course for students and lecturers in the shorthand system each theory point is immediately backed up with exercise practice to consolidate learning all the exercises are presented in teeline for all important reading practice

*Teeline Word Groupings* 1987 contains 150 dictation passages ranging in length from 80 to 360 words with outlines for selected words and word groupings at the start of each passage the book also gives advice on different methods of dictation to help solve problems such as students being stuck on a speed plateau



New Teeline Dictation Book 1989 does grammar bother you does it first inspire boredom then fear since the virtual removal of formal grammar teaching from our schools standard curriculum forty years ago such negative responses have increasingly characterised students and professionals alike as this lively and user friendly book sets out to prove that is both unfortunate and unnecessary not only is grammar an enabling servant rather than a tyrannical set of absolute rules it can also be fun this light hearted guide offers extensive coverage of parts of speech syntax inflection and punctuation along with a detailed look at common errors and misconceptions regular exercises are included as is a baleful survey of political correct usage whose desire to sanitize and control the way we speak is injurious to grammar language itself and indeed the way we live now the aim throughout this book is to reassure and entertain as well as instruct this handy volume puts an amusing light on grammar and as such it is guaranteed to banish boredom and fear the good grammar guide can also be read as a companion to one of richard palmer s other publications write in style 2nd edition also published in routledge s study guides series

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The Good Grammar Guide 2003-09-02 using practical assignments the authors take each area of journalism and demonstrate the world which awaits journalists in the early years of their careers each of the assignments spins off a number of tasks which are presented to the reader in the form of briefings and can be used as a basis for further study notes and references are provided with each of the tasks to guide the student and help them understand fully each area of practice there are also exercises on page planning and design workshop projects and study programmes outline ways in which students and trainees in groups or singly can analyse newspaper content build up readership profiles and consider different methods of practice social and political attitudes to the media press regulations

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