

GREGG **SHORTHAND** **MANUAL** **SIMPLIFIED**

**BY JOHN ROBERT GREGG, LOUIS A.
LESLIE, AND CHARLES E. ZOUBEK**

*A new and easier version of Gregg Shorthand—
the world's most widely used shorthand system.*

SECOND EDITION

Gregg Shorthand Manual

John Robert Gregg



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The GREGG Shorthand Manual Simplified John Gregg, Louis Leslie, Charles Zoubek, 1955-06-22 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

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