



# SuperWrite: Alphabetic Writing System, Office Professional, Volume One

*A. James Lemaster, John Baer*

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Volume One introduces SuperWrite theory and beginning transcription principles. The step-by-step approach to writing principles guides students to alphabetic writing success. Eight lessons develop personal success factors such as goal-setting, problem-solving, time management, attendance, and promptness. Updated keyboarding style references reflect current business practices.

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