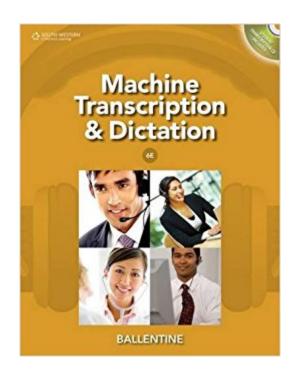


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Machine Transcription & Dictation (with CD-ROM)





Synopsis

Packed with realistic documents from various fields of employment, MACHINE TRANSCRIPTION AND DICTATION, 6E thoroughly prepares readers for most situations requiring transcription skills, while sharpening their business English proficiency. English Skills Reviews and Applications in each chapter emphasize grammar, capitalization, word usage, spelling, and proofreading skills that are essential to success in today's competitive market. Packaged with the book, a Transcription CD includes all the dictation plus Express Scribe and Windows Media Player software.

Book Information

Paperback: 304 pages Publisher: South-Western Educational Pub; 6 edition (June 3, 2011) Language: English ISBN-10: 1111425442 ISBN-13: 978-1111425449 Product Dimensions: 0.5 x 8.5 x 10.8 inches Shipping Weight: 1.4 pounds (View shipping rates and policies) Average Customer Review: 3.5 out of 5 stars 11 customer reviews Best Sellers Rank: #88,719 in Books (See Top 100 in Books) #11 inà Â Books > Business & Money > Skills > Secretarial Aids & Training #34 inà Â Books > Business & Money > Processes & Infrastructure > Office Automation #35 inà Â Books > Business & Money > Processes & Infrastructure > Office Management

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Yes, sure.

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