

second grade compare and contrast passages Complete Guide

Second grade compare and contrast passages are fundamental tools that help young learners develop critical thinking, reading comprehension, and writing skills. These passages introduce second graders to the concept of identifying similarities and differences between two or more subjects, fostering analytical skills that are essential for academic success across multiple disciplines. In this article, we'll explore the importance of compare and contrast passages for second-grade students, how to effectively teach them, and practical strategies to make learning engaging and effective.

The Importance of Compare and Contrast Passages in Second Grade

Developing Critical Thinking Skills

Compare and contrast exercises challenge students to analyze information, recognize patterns, and draw conclusions. For second graders, this activity encourages them to move beyond rote memorization and begin to think more deeply about the material they encounter. As they practice distinguishing similarities and differences, they develop essential critical thinking skills that serve as a foundation for future learning.

Enhancing Reading Comprehension

Reading comprehension is a key focus in second grade, and compare and contrast passages are an effective way to deepen understanding. When students identify how two subjects are alike or different, they engage more actively with the text, making connections that improve retention and comprehension.

Building Writing Skills

Creating compare and contrast essays or passages allows students to practice organizing their thoughts clearly. They learn to structure their writing logically, use transition words (such as "like," "unlike," "however," "similarly"), and express their ideas coherently.

Types of Compare and Contrast Passages Suitable for Second Grade

Simple Venn Diagrams

Venn diagrams are visual tools that illustrate the similarities and differences between two subjects. For second graders, simple Venn diagrams with two overlapping circles help clarify concepts easily.

Short Paragraph Passages

Short texts that describe two items or concepts side-by-side are suitable for this age group. These passages often include clear language and straightforward comparisons.

Picture-Based Passages

Using images alongside text helps young learners visualize the subjects they are comparing. Picture-based passages are especially helpful for early readers or visual learners.

Strategies for Teaching Second Grade Compare and Contrast Passages

Start with Familiar Topics

Begin with subjects students know well, such as animals, foods, or classmates. Familiar topics reduce cognitive load and make it easier for students to identify similarities and differences.

Use Visual Aids

Incorporate charts, diagrams, and pictures to support understanding. Visual aids can make abstract concepts more concrete and engaging.

Teach Transition Words

Help students understand and use transition words like "both," "like," "unlike," "however," and "but" to connect ideas smoothly. This skill improves clarity in their writing.

Model and Practice

Demonstrate how to compare and contrast with examples. Guided practice, where students analyze passages together, builds confidence before independent work.

Incorporate Interactive Activities

Use games, group activities, and digital tools to make learning dynamic. For example, students can create their own Venn diagrams or compare two objects in a classroom activity.

Sample Activities and Resources for Second Grade Compare and Contrast Practice

Activity 1: Comparing Animals

Provide students with pictures and simple descriptions of two animals, such as a cat and a dog. Have them identify similarities (e.g., both are pets, have fur) and differences (e.g., cats purr, dogs bark). Students can then draw their own Venn diagrams or write sentences comparing the animals.

Activity 2: Comparing Foods

Create a chart comparing healthy and unhealthy snacks. Students discuss and list characteristics, then write short passages or sentences highlighting the differences and similarities.

Activity 3: Using Graphic Organizers

Introduce graphic organizers like T-charts or two-column charts to help students organize their ideas visually before writing a compare and contrast paragraph.

Online Resources and Reading Materials

There are numerous educational websites offering free printable passages, interactive games, and digital tools designed specifically for second graders. Examples include:

- ReadWriteThink.org
- Education.com
- Scholastic's Learn at Home resources

These resources often include age-appropriate passages and activities tailored to developing compare and contrast skills.

Sample Compare and Contrast Passage for Second Graders

Subject: Apples and Oranges

"Apples and oranges are both fruits that people enjoy eating. Apples are usually red, green, or yellow, and they are sweet or tart. Oranges are round and orange in color, and they are juicy and sweet. Both apples and oranges grow on trees and are healthy snacks. However, apples are crunchy and can be eaten with the skin, while oranges are soft inside and have a thick peel. Even though they are different, apples and oranges are both delicious fruits that keep us healthy."

This simple passage demonstrates how to highlight similarities and differences in a clear, age-appropriate manner.

Tips for Assessing Second Grade Compare and Contrast Skills

Use Rubrics

Create simple rubrics that evaluate students' ability to identify similarities and differences, use transition words, and organize their ideas.

Observe Student Work

Review students' written passages or diagrams to gauge understanding. Look for clarity, accuracy, and the use of comparison language.

Provide Feedback

Offer constructive feedback emphasizing what they did well and areas for improvement. Encourage revision and further practice.

Conclusion: Making Compare and Contrast Passages Engaging and Effective

Teaching second graders to compare and contrast is a crucial step in their literacy development. By starting with familiar topics, incorporating visual aids, modeling the process, and using engaging activities, educators can foster a love for reading and writing while building essential thinking skills. As students become more confident in their ability to analyze and organize information, they lay the groundwork for more complex academic tasks in the future.

Remember, the key to success with second grade compare and contrast passages is patience, creativity, and providing ample opportunities for practice. With the right strategies and resources, young learners can master this important skill and enjoy the process of discovering how things are alike and different in the world around them.

Second Grade Compare and Contrast Passages: An Expert Review and In-Depth Exploration

Introduction

In the realm of elementary education, developing strong reading comprehension skills is fundamental. Among the various reading strategies, compare and contrast passages stand out as a critical component for fostering analytical thinking and deeper understanding. Specifically,

second-grade students are at a pivotal stage where introducing them to simple, engaging compare and contrast texts can significantly enhance their comprehension, vocabulary, and critical thinking abilities.

This article provides an extensive review of second-grade compare and contrast passages, exploring their purpose, structure, benefits, challenges, and best practices for educators and parents. Whether you're a teacher seeking effective materials or a parent wishing to support your child's learning, this comprehensive guide aims to equip you with valuable insights.

Understanding Compare and Contrast Passages

What Are Compare and Contrast Passages?

Compare and contrast passages are texts designed to highlight similarities and differences between two or more subjects, concepts, or items. For second graders, these passages are typically simple, straightforward, and engaging, often involving familiar topics such as animals, foods, seasons, or everyday objects.

Key features include:

- Clear presentation of two or more subjects.
- Use of comparative language such as "similar," "different," "both," "however," "on the other hand."
- Visual aids like Venn diagrams, charts, or side-by-side paragraphs.
- Focused questions prompting students to identify similarities and differences.

Purpose and Educational Goals

The primary purpose of these passages is to develop:

- Reading comprehension: Understanding the main ideas and details.
- Analytical skills: Recognizing similarities and differences.
- Vocabulary development: Learning comparative terms.
- Critical thinking: Making connections between concepts.
- Writing skills: Creating their own compare and contrast texts.

Structure of Second Grade Compare and Contrast Passages

Typical Components

Compare and contrast passages aimed at second graders share common structural elements:

- Introduction: Presents the subjects being compared.
- Body paragraphs or sections: Discuss similarities and differences, often organized in a logical manner.
- Visual aids: Venn diagrams or charts to facilitate understanding.
- Questions or activities: Encourage students to analyze or summarize the comparison.

Common Formats

- Two-column texts: Each column dedicated to one subject.
- Venn diagrams: Visual representation showing overlapping similarities.
- Short paragraphs: Focused on specific aspects, like appearance, behavior, or habitat.
- Interactive worksheets: Fill-in-the-blank or matching exercises.

Example Topics:

- Cats vs. Dogs
- Summer vs. Winter
- Apples vs. Oranges
- Lions vs. Tigers

Benefits of Using Compare and Contrast Passages in Second Grade

Promotes Critical Thinking and Analytical Skills

Introducing second graders to compare and contrast texts encourages them to analyze information rather than passively read. They learn to identify key details, categorize information, and understand relationships between concepts.

Enhances Vocabulary and Language Development

Exposure to comparative language such as "more," "less," "similar," "different," "both," and "however" helps expand students' vocabulary and understanding of language structures.

Supports Cross-Disciplinary Learning

These passages often integrate science, social studies, and language arts, fostering interdisciplinary

thinking. For example, comparing animals involves biology, while comparing seasons relates to environmental science.

Builds Reading Confidence

Simple and relatable content makes these passages accessible, boosting confidence as students successfully identify similarities and differences.

Prepares for Advanced Skills

Mastering compare and contrast early on lays the foundation for more complex analytical tasks in later grades, such as essay writing and research projects.

Challenges and Considerations

While compare and contrast passages are valuable, educators and parents should be mindful of potential challenges:

- Limited vocabulary: Some students may struggle with comparative terms; explicit vocabulary instruction is necessary.
- Cognitive load: Overly complex passages can overwhelm second graders; materials should be age-appropriate.
- Engagement: Topics should be interesting to maintain motivation.
- Diverse learning styles: Visual learners benefit from diagrams, while others may prefer oral discussions.

To address these challenges, it's essential to select well-designed materials and incorporate varied instructional strategies.

Best Practices for Teachers and Parents

Selecting Appropriate Materials

- Use age-appropriate texts with simple language.
- Incorporate familiar topics to increase engagement.
- Include visual aids like Venn diagrams and pictures.
- Provide clear, concise questions to guide analysis.

Instructional Strategies

- Explicit Teaching: Introduce comparative vocabulary explicitly before reading.
- Modeling: Demonstrate how to identify similarities and differences.
- Guided Practice: Work through examples together before independent work.
- Discussion: Encourage students to share their observations.
- Creative Activities: Have students create their own compare and contrast paragraphs or diagrams.

Integrating Technology

Digital tools and interactive software can make compare and contrast activities more engaging. For example, online Venn diagram generators or interactive quizzes can reinforce understanding.

Recommended Resources and Materials

Here is a curated list of effective compare and contrast materials suitable for second graders:

- Printable Worksheets: Simple compare and contrast charts with pictures.
- Interactive E-books: Digital stories that highlight similarities and differences.
- Educational Games: Matching games that involve pairing similar or different items.
- Teacher-created Materials: Custom passages aligned with classroom themes.
- Commercial Products: Curriculum packages that include passages, questions, and visual aids.

Sample Compare and Contrast Passage (Simple Example)

Title: Apples vs. Oranges

Introduction: Apples and oranges are both fruits, but they have many differences and similarities.

Similarities: Both are sweet, juicy, and healthy snacks. They grow on trees and are eaten around the world.

Differences: Apples are usually red or green, while oranges are orange in color. Apples have a firm flesh, whereas oranges are juicy and have segments. Apples can be eaten raw or cooked, but oranges are mainly eaten raw.

Questions:

- What are two ways apples and oranges are the same?
- How are they different in color?

- Which fruit is usually segmented?

Conclusion

Second grade compare and contrast passages are a vital pedagogical tool that supports foundational reading comprehension and cognitive skills. When thoughtfully selected and effectively integrated into the curriculum, these passages can make learning engaging, meaningful, and fun. They serve as stepping stones toward more advanced analytical tasks and foster a lifelong love of learning.

By understanding their structure, purpose, and best practices, educators and parents can maximize the benefits of compare and contrast activities, ensuring that second graders develop the critical thinking skills they need to succeed academically and beyond.

Final Thoughts

Investing time in developing and utilizing high-quality compare and contrast passages tailored for second graders pays dividends in literacy and cognitive development. As young learners begin to explore the world through reading, these passages act as bridges to understanding complex concepts, forming a solid foundation for future academic pursuits.

Empower your child's reading journey today by incorporating engaging, age-appropriate compare and contrast materials?it's an investment in their critical thinking and comprehension skills that will benefit them for years to come.

QuestionAnswer What are compare and contrast passages in second grade reading? Compare and contrast passages are stories or texts that tell about two different things and help students see how they are similar and how they are different. Why is it important for second graders to practice compare and contrast passages? Practicing these passages helps second graders improve their reading comprehension, critical thinking, and ability to identify similarities and differences between topics. What are some common topics used in second grade compare and contrast passages? Topics often include animals, seasons, sports, foods, and characters from stories, making it easier for students to compare familiar subjects. How can teachers help second graders understand compare and contrast passages? Teachers can use graphic organizers, Venn diagrams, and engaging activities to help students visually see similarities and differences and practice their skills. What are some tips for second graders to successfully read and understand compare and contrast passages? Students should look for key words like 'same,' 'both,' 'different,' and 'but,' and use graphic organizers to organize their ideas about the topics.

Related keywords: second grade reading passages, compare and contrast skills, elementary reading comprehension, second grade literacy activities, reading passages for second graders,

compare contrast worksheets, reading strategies for second grade, elementary compare contrasting texts, second grade reading lessons, literacy development second grade

English shorthand dictation passages

English shorthand dictation passages are essential tools for students and professionals aiming to improve their speed and accuracy in shorthand writing. These passages serve as practical exercises that simulate real-world transcription tasks, helping learners develop their skills in capturing spoken language swiftly and precisely. Whether you're preparing for shorthand examinations or enhancing your note-taking efficiency, mastering the use of carefully selected dictation passages is a crucial step toward achieving proficiency.

Understanding the Importance of Shorthand Dictation Passages

Shorthand dictation passages are more than just practice material; they are foundational in developing several key skills essential for effective shorthand writing.

Why Practice with Dictation Passages?

- **Improves Speed:** Regular practice helps in increasing the speed of writing, enabling shorthand writers to keep pace with spoken words.
- **Enhances Accuracy:** Repeated transcription of passages trains the writer to capture every word correctly, reducing errors over time.
- **Builds Confidence:** Consistent practice boosts confidence, making it easier to handle real-time dictations.
- **Develops Listening Skills:** Listening carefully to passages sharpens auditory skills necessary for accurate shorthand transcription.
- **Introduces Vocabulary and Phrasing:** Exposure to diverse passages enhances vocabulary and familiarizes learners with common phrases and idiomatic expressions.

Types of English Shorthand Dictation Passages

Effective practice involves a variety of passages that challenge different aspects of shorthand skills.

1. Simple Sentences

These passages contain straightforward sentences, ideal for beginners to practice basic

transcription skills.

2. Complex Paragraphs

Longer texts with intricate sentence structures help advanced learners work on speed and comprehension.

3. Formal and Informal Styles

Practicing both styles prepares learners to transcribe speeches, meetings, or casual conversations accurately.

4. Business and Legal Passages

Specialized passages related to business and law help learners familiarize themselves with industry-specific terminology.

Creating Effective Shorthand Dictation Passages

Quality practice requires well-designed passages that mimic real-life situations, with attention to clarity, variety, and appropriateness.

Tips for Selecting or Writing Passages

- **Use Natural Language:** Passages should sound like natural speech to simulate actual dictation scenarios.
- **Include Common Phrases and Idioms:** Incorporate frequently used expressions to improve practical transcription skills.
- **Vary Vocabulary and Sentence Structure:** Mix simple and complex sentences to challenge different skill levels.
- **Maintain Clarity and Coherence:** Ensure passages are logical and easy to follow, avoiding ambiguity.
- **Introduce Technical Terms Gradually:** For advanced learners, add specialized vocabulary relevant to their field.

Sample English Shorthand Dictation Passages

Below are examples of passages suitable for different proficiency levels.

Beginner Level

"The cat sat on the mat. It looked at the dog. The sun is bright today. We like to play outside."

Intermediate Level

"The meeting started at nine o'clock. The manager discussed the quarterly sales report. Everyone listened carefully and took notes. After the presentation, questions were answered."

Advanced Level

"In today's fast-paced business environment, effective communication is crucial. Accurate shorthand transcription allows professionals to record meetings, interviews, and legal proceedings efficiently. Mastery of shorthand dictation passages enhances overall productivity and ensures no critical details are missed."

Techniques for Practicing with Shorthand Dictation Passages

Successful practice involves more than just reading and writing; it requires strategic techniques to maximize learning.

1. Regular Practice Schedule

Consistency is key. Dedicate specific times daily or weekly to practice dictations, gradually increasing difficulty and duration.

2. Use Recordings

Record passages spoken aloud and listen repeatedly to simulate real-time dictation. This improves auditory processing and speed.

3. Focus on Phrasing

Practice capturing common phrases in shorthand as units rather than separate words, which increases speed and fluency.

4. Review and Correct

Always review your transcriptions, compare them with the original passages, and correct errors to reinforce learning.

5. Gradually Increase Difficulty

Start with simple passages and progressively move to more complex texts to build confidence and skill.

Resources for English Shorthand Dictation Passages

Numerous resources are available online and offline to access high-quality dictation passages.

Online Platforms and Websites

- Shorthand Practice Websites: Offer downloadable practice passages for various levels.
- Educational Apps: Provide interactive dictation exercises with feedback.
- Youtube Channels: Feature dictation videos for listening and transcribing practice.

Books and Publications

- Shorthand Practice Books: Contain curated passages categorized by difficulty.
- Exam Preparation Guides: Include model dictation passages for exam practice.

Conclusion

Mastering **english shorthand dictation passages** is fundamental for anyone looking to excel in shorthand writing. Through consistent practice with diverse and well-structured passages, learners can significantly improve their speed, accuracy, and confidence. Incorporating effective techniques such as listening exercises, phrasing focus, and regular review ensures steady progress. Whether you're a beginner or an advanced shorthand practitioner, utilizing quality dictation passages tailored to your level will accelerate your journey toward shorthand mastery. Explore available resources, practice diligently, and watch your transcription skills reach new heights.

English Shorthand Dictation Passages: An In-Depth Exploration

Introduction

English shorthand dictation passages serve as a vital component in the realm of secretarial training, journalism, and transcription services. These passages are meticulously crafted excerpts designed to hone a student's or professional's ability to listen, comprehend, and transcribe swiftly and accurately using shorthand notation. As a skill that blends rapid listening with swift writing, shorthand dictation passages have evolved over centuries, adapting to technological advances and pedagogical shifts. This article aims to provide a comprehensive, analytical overview of these passages?highlighting their significance, structure, types, and pedagogical value?grounded in

historical context and current practices.

Understanding the Concept of English Shorthand Dictation Passages

Definition and Purpose

English shorthand dictation passages are pre-selected texts or spoken excerpts used for training individuals in shorthand writing. The primary purpose of these passages is to simulate real-world dictation scenarios, enabling learners to develop speed, accuracy, and comprehension skills. They serve as standardized tools in teaching shorthand, ensuring learners become proficient in transcribing spoken language efficiently.

These passages are carefully curated to include a mix of vocabulary, sentence structures, and idiomatic expressions relevant to everyday, professional, or official contexts. The objective is to train students to quickly capture spoken words in shorthand, then transcribe them into full text with minimal errors.

Historical Significance

Shorthand, invented in the 19th century by Sir Isaac Pitman and others, revolutionized stenography and transcription practices. Early dictation passages were often lengthy, complex, and designed to test the limits of speed and comprehension. Over time, the passages have been refined to balance difficulty levels, aiming to foster gradual skill development.

In contemporary education, these passages serve not only as training tools but also as assessment instruments to evaluate progress. They bridge the gap between theoretical shorthand rules and practical application, ensuring learners can handle real dictation tasks efficiently.

Structure and Composition of Shorthand Dictation Passages

Characteristics of Effective Passages

Effective shorthand dictation passages share several key features:

- **Clarity and Coherence:** The text should be logically structured, with clear sentence flow to facilitate comprehension.
- **Varied Vocabulary:** Incorporating common words, idioms, and technical terms ensures preparedness for diverse dictation scenarios.
- **Balanced Difficulty:** Passages should progressively increase in complexity to match learner proficiency.

- Conciseness: While comprehensive, passages should avoid unnecessary verbosity, focusing on relevant content.
- Inclusion of Punctuation and Pauses: To simulate real speech, passages often include marks indicating pauses, emphasis, or intonation.

Common Components of Passages

Typical dictation passages comprise:

- Narrative or Descriptive Texts: These include stories, reports, or descriptions that mimic real-life situations.
- Dialogues or Conversations: Simulating interviews or meetings, dialogues help learners practice transcribing multiple speakers.
- Official Speeches or Addresses: These expose learners to formal language, useful for court reporting or parliamentary transcription.
- Technical or Business Content: For students specializing in specific fields, passages include industry-specific vocabulary.

Format and Length

Passages vary in length, typically ranging from 50 to 200 words for practice sessions, with longer passages used for timed assessments. The format often includes:

- Clear spacing between sentences
- Marked pauses or emphasis points
- Optional notes for punctuation or special symbols

Types of English Shorthand Dictation Passages

Based on Content and Context

- General Passages: Cover everyday topics like weather, health, or social events.
- Formal Passages: Include speeches, debates, or official reports.
- Technical Passages: Focus on scientific, medical, or legal content.
- Business and Commercial Passages: Involve banking, commerce, or administrative communication.

Based on Difficulty Level

- Beginner Level: Short, simple sentences with common vocabulary.
- Intermediate Level: Slightly complex sentences with idiomatic expressions.
- Advanced Level: Lengthy, complex, and technical passages requiring high proficiency.

Specialized Passages

Some passages are designed for specific stenography needs:

- Legal Dictation: Court proceedings, legal briefs.
- Medical Dictation: Patient reports, medical notes.
- Journalistic Passages: News reports, interviews.

Pedagogical Significance of Dictation Passages in Learning Shorthand

Skill Development

Dictation passages are instrumental in:

- Enhancing speed: Regular practice increases words per minute (WPM).
- Improving accuracy: Focus on correct transcription minimizes errors.
- Developing comprehension: Learners learn to grasp meaning quickly and accurately.
- Building confidence: Regular practice builds proficiency and reduces anxiety.

Assessment and Evaluation

Educators use dictation passages to:

- Measure progress over time.
- Identify areas needing improvement.
- Set benchmarks for professional certification.

Teaching Strategies

Effective use of dictation passages includes:

- Starting with easier passages and gradually increasing difficulty.

- Encouraging repeated practice to build muscle memory.
- Incorporating varied content to cover different vocabulary sets.
- Using recording devices for self-assessment.

Challenges and Solutions in Using Dictation Passages

Common Challenges

- Difficulty understanding fast speech: Learners may struggle to keep pace.
- Errors in transcription: Missed words or misheard phrases.
- Fatigue and concentration lapses: Long passages can cause mental fatigue.
- Limited vocabulary: Inability to transcribe technical or unfamiliar terms.

Proposed Solutions

- **Use recordings with adjustable speed to gradually increase listening pace.**
- **Practice with shorter passages before progressing to longer ones.**
- **Incorporate vocabulary building exercises alongside dictation practice.**
- **Ensure proper rest and focus during practice sessions.**
- **Use shorthand symbols and abbreviations to improve speed and accuracy.**

Modern Trends and Technological Integration

Digital Dictation and Transcription Tools

With advancements in technology, traditional shorthand dictation is increasingly supplemented by:

- Voice recognition software: Tools like Dragon NaturallySpeaking assist transcribers.
- Audio recordings: High-quality recordings enable flexible practice.
- Online platforms: Websites and apps offering interactive dictation exercises.

Impact on Traditional Practices

While technology enhances efficiency, the foundational skill of shorthand remains relevant, especially for:

- Court reporting where verbatim transcription is critical.

- Environments with limited technological access.
- Professionals seeking rapid note-taking skills.

Future Directions

Emerging trends suggest a hybrid approach, combining shorthand mastery with technological tools, ensuring versatility and adaptability in transcription careers.

Conclusion

English shorthand dictation passages are more than mere exercises; they are fundamental stepping stones in mastering the art of rapid transcription. Their structured design, varied content, and pedagogical utility make them indispensable in training competent stenographers, secretaries, journalists, and transcriptionists. As the landscape of communication evolves, these passages continue to serve as a bridge between traditional shorthand skills and modern technological aids, ensuring practitioners are well-equipped to meet diverse transcription challenges. Embracing both their historical significance and future potential, the diligent practice of dictation passages remains a cornerstone of proficient shorthand writing.

QuestionAnswer What are the key skills required for mastering English shorthand dictation passages? Key skills include quick and accurate listening, fast writing speed, familiarity with shorthand symbols, good concentration, and the ability to comprehend context rapidly during dictation. How can I improve my accuracy while taking shorthand dictation passages in English? To improve accuracy, practice regularly with varied passages, develop a strong grasp of shorthand symbols, focus on listening carefully, and review your notes to correct errors and reinforce learning. What are some common challenges faced while transcribing English shorthand dictation passages, and how can they be overcome? Common challenges include missing words, misinterpretation of symbols, and speed issues. These can be overcome by consistent practice, enhancing listening skills, and reviewing shorthand rules thoroughly. Which shorthand systems are most popular for transcribing English dictation passages? The most popular shorthand systems include Gregg Shorthand, Pitman Shorthand, and Teeline Shorthand, each offering different methods suited for speed and accuracy in English dictation. How can I effectively practice English shorthand dictation passages for competitive exams? Effective practice involves timed dictation exercises, studying previous exam passages, working on increasing speed without sacrificing accuracy, and regularly reviewing shorthand symbols and transcription techniques.

Related keywords: English shorthand, dictation practice, shorthand passages, stenography exercises, shorthand dictation, speed building, shorthand training, shorthand passages for beginners, shorthand transcription, shorthand exercises

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