



# How to Take Fast And Legible Notes

LEARN THIS INVALUABLE SKILL IN A HALF DAY
USE IT IMMEDIATELY

OPTIONAL COMPUTER AIDED SPEED
TYPING AND TRANSCRIPTION

Led personally by
Leonard Levin
course developer and
top-rated trainer

A HALF DAY SEMINAR Newton, MA - October 21, 2006



### IDIOT-PROOF SHORTHAND

Imagine being able to write/type twice as fast as you do now. You'd keep up easily when taking notes in meetings, school or on the phone. Your hand would flow as fast as your ideas when writing/typing reports and letters. You wouldn't miss a word transcribing or taking dictation. Every person can benefit from writing/typing faster. But who wants to spend months learning shorthand? Now you don't have to. Introducing EasyScript, a simple, easy-to-learn. easy-to-remember, fast note taking and typing method. It's so unique and effective, it's patented (patent #4,760,528). EasyScript is logical. It makes sense. In fact, all vou need to remember are five basic rules. It's been proven effective by people of almost all occupations from sales people to managers and secretaries and students.

	Compare	Learning Time	Cost	
	Easyscript Course	Half Day	\$129	
	Shorthand Course	6 Months	\$500	

### WHY ES/CS METHOD IS A BETTER SOLUTION

### **OUICK LEARNING**

Attain Speed Up To 40 wpm in a Half-Day

### EASY RETENTION

No Rote Memorization Required

### ABC ALPHABET BASED

Use 5 Simple Rules With Common-Sense

### CAN BE APPLICABLE TO

The Vocabulary Of Any Field and Industry

#### YOUR OWN CODES

Can Be Used With This Method

### FLEXIBLE RULES

**Create Custom Codes To Your Application and Personal style** 

#### COMPUTER TRANSCRIPTION

Of Written, Typed, Recorded Documents & Tapes

### IS IT REALLY SIMPLE?

### Longhand Text

We submit the following list of services available for your special filing. Attendance at the Special Permit Hearing and any changes in drawings will be done on an hourly basis. Additionally, this time frame is subject to obtaining data from your Project Administrator or Coordinator. Customer maintenance can be done at an affordable rate.

### EasyScript Text

W smit tf Ist o servs avaib fr yr specl filg. Attec at h Specl P mit earg d ny chans n drawgs wl b dne on an hry basi. Addiy, ths tme frme s sject t obtag dta fm yr Pject Admir r Coor. Custr mainc cn b dne at an affob rte.

### THANK YOU, THANK YOU, THANK YOU!!!

The EasyScript course changed the way I take shorthand forever. I got the EasyScript I course in the mail. I read the manual and used the auto tutor tape. What I like about the EasyScript method is that it has 5 basic rules that reinforce basic English. I consur with the ad in saying that it is easier to remember 5 basic rules to retain what is taught than to memorize 20 or 30 rules and not learn anything.

I've tried Speedwriting, Gregg and ABC Stenoscript. I got frustrated because all three of the systems had too many rules and the systems were inflexible. I never had that problem with EasyScript because you can omit vowels in some words.

Another wonderful thing about this method is that regular longhand words become a type of code. I work for the Federal Government and I notate things and find myself writing in ES language. For example, "started" becomes "strd", "consideration" becomes "csidh", etc. I find myself writing longhand words down and finding code words using the ES fixed rules.

I want to thank you for inventing a painless system of shorthand writing and making it accessible and affordable to the public. As soon as my finances are together, I'm going to order ES II. Again, I thank you for this alternative to traditonal shorthand writing!

Henrietta Hudson, Newark, NJ

### PARENTS

Don't wait for schools to teach your child this skill. The reason you're considering this workshop is because you didn't learn it in school. Bring your child with you.



# It is an easy way to learn speedwriting!

I needed to be able to take dictation at 80 wpm, in a very short amount of time, to pass an exam to keep my job. Never having taken a shorthand course and not being able to find a place to learn shorthand, I came across this book. I was amazed at how easy it was. This book takes you step by step through the process of learning the rules of speedwriting, as well as giving you practice sessions to build up your speed. It s a skill that you can use for more than taking dictation... just for writing yourself quick notes. The EasyScript II book is simple to understand & gets right to the point ...without it, I would have lost my job!

Review from Amazon.com

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### SCHOOLS DON'T OFFER SHORTHAND ANYMORE

In checking around the various colleges in the area (I am in Reno, Nevada) I was surprised to find that no educational institution, i.e. community college or the University here in Reno offers any such course anymore. Further, I checked on the Web yesterday under "shorthand" and "speedwriting" and found virtually nothing but a college semester course. I called Barnes and Noble bookstore and they have one Gregg reference. I am glad to have found your site and would like to know what I should order to attain a speed of 70 wpm to pass this test. I see there are many things to order but would like to know what might be the most practical and useful. Laurel Johnson, Reno, N.V.

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### **ON-SITE TRAINING**

A person cannot record verbal information at the speed it is generated. Accurate recording/transcribing of employee and customer interactions in any field or industry will lead to making better decisions and increased productivity. We can train your group (large or small) at a time and location that is convenient for you.

### Join leading organization that have trained their employees in EasyScript

Major companies and government agencies such as Bell Atlantic, John Hancock Insurance, New York Department of Labor, Harvard Pilgrim Health Plan, Affinity Health Plan, Texaco Inc., The Fleet Bank, Prudential Insurance, U.S. Postal Service, Brigham and Women's Hospital, Mt. Sinai Medical Ctr, MIT have conducted ES/CS training for their employees in managerial, sales/marketing, telemarketing, administrative and customer service occupations. All companies have received very positive response from employees.

"John Hancock Insurance Company recently purchased a site license from Legend Company to offer the EasyScript program. At the end of the program our employees were able to take dictation up to 40 wpm and could immediately use this skill in performing their jobs. People who has shorthand skills prior to this training have reported that EasyScript can be integrated with their existing systems. Although this program was targeted for secretaries, employees with a wide variety of job titles have registered for the course. The feedback from those who completed the program is extremely good. We recommend EasyScript, for anyone, without reservation."

Laura Webster, Sr. Training Specialist.

### CLASSROOM INSTRUCTION

Any student can benefit from writing/typing faster while attending school and after graduation. Schools generally don't offer courses in taking fast notes in their curriculum due to the lack of a good method. MIT, Quincy College, Harvard University, Bridgewater State College, Massasoit Community College, Weymouth Vocational School, Walpole High School, Newton High School, Milford High School and many others found ES/CS to be very effective.

"In the beginning, we were a bit skeptical. We didn't believe that a speedwriting method could be taught in a such a short time. From the course evaluations, we found out that the participants were able to learn it and use it immediately. A number of participants have recommended EasyScript to their employers (U.S. Postal Service, Federal Home Loan Bank, Brigham and Women's Hospital) and they have conducted EasyScript training. We recommend the EasyScript program to anyone needing this skill."

Mary Delgado, Bridgewater State College.

### **SELF-STUDY BOOKS & COURSES**

If you can't attend the seminar or prefer to study on your own, you can order these courses by calling, 617-527-4988. They are also sold by major Internet retailers Amazon.com, bookstores (Barnes & Noble, Borders) and wholesale distributors (Baker & Taylor, Ingram).

ISBN	TITLE	DESCRIPTION
1893726002	EASYSCRIPT EXPRESS BEGINNER I	HARDCOVER BOOK
1893726010	EASYSCRIPT I BEGINNER II 40 WPM	1-AUDIO CD & BOOK
1893726029	EASYSCRIPT II INTERMEDIATE 80 WPM	2-AUDIO CD & BOOK
1893726053	EASYSCRIPT III ADVANCED 130 WPM	4-AUDIO CD & BOOK
1893726045	EASYSCRIPT/COMPUTERSCRIPT I	EASYSCRIPT I CS SOFTWARE
1893726037	EASYSCRIPT/COMPUTERSCRIPT II	EASYSCRIPT II CS SOFTWARE
1893726061	EASYSCRIPT/COMPUTERSCRIPT III	EASYSCRIPT III CS SOFTWARE
189372610X	EASYSCRIPT CLASSROOM	WORKBOOK
189372607X	EASYSCRIPT NOTEBOOK	6ŽX9Ž 50 PAGES
1893726088	EASYSCRIPT REFERENCE CARD	2ŽX3Ž PLASTIC CARD

### COMPUTERSCRIPT SOFTWARE

At your option ComputerScript (CS) enables you to enter an abbreviated text and provides automatic transcription into readable form. CS is not required for learning and using the EasyScript speedwriting application. It allows you to add new words and to create custom abbreviations tailored to your application. As opposed to other speed typing systems which require memorization of numerous rules and definitions, CS uses 5 simple rules. You can increase your typing speed up to 20% vs. longhand typing. CS eliminates the need for a spelling check and uses a conventional keyboard. It can also be used for transcribing recorded tapes and messages. CS stores files in ASCII format and runs on WINDOWS NT, WINDOWS and MS-DOS platforms. CS and ES have identical rules which enable you to use ES/CS as one method to WRITE, TYPE and TRANSCRIBE.

ISBN TITLE DESCRIPTION
1893726096 COMPUTERSCRIPT CS SOFTWARE



## Very helpful for transcriptionists

This book helped me increase my typing speed, believe it or not! The EasyScript systems helps build your expansion list in word-expander software program. It is invaluable. I had thousands of abbreviations in my expansion list, but had a difficult time remembering many of them. Thanks to this book, I now have a system for creating expansions and can remember more of them. This book should really be marketed towards transcriptionists.

> J.D. Krubano, Transcriptionist

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# About your EasyScript trainer: Leonard Levin

Leonard Levin is not only an accomplished trainer, he is the creator of the EasyScript method. For the last 15 years he has been developing manual and computer aided systems to make recording of spoken information into written and printed forms more efficient. Leonard has established a reputation for being an outstanding trainer who puts audiences completely at ease when learning a new tool. He is so effective because he understands how to teach and he applies this skill in helping you improve your productivity. He has trained people from all walks of life and all levels in the professional world. He has conducted seminars throughout the United States and is rated 8+ on a scale from 1 to 10 nationally.

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### Frequently Asked Questions

- Q. How is it possible to learn EasyScript and ComputerScript so quickly when traditional shorthand and speedwriting take months to study?
- A. The reason the traditional shorthand and speedwriting have a long learning curve is that they are based on the principle of random abbreviations which must be memorized. The EasyScript/ComputerScript (ES/CS) concept does not require you to memorize random abbreviations and thus drastically reduces the learning time. It's based on a revolutionary invention acknowledges by U.S. Patent office (#4,760,528) and allows you to abbreviate any word by using 5 basic rules.
- Q. What is ComputerScript?
- A. ComputerScript is a software system that allows you to type words in abbreviated form and provides automatic transcription. It's included in ES/CSI, ES/CS II and ES/CS III courses.
- Q If I would like to purchase ComputerScript do I need to purchase the EasyScript course?
- A. No. ES and CS can be used either separately or together, at the user's option. For example, you can take your notes on paper, enter them into a computer and they will be transcribed automatically. Also, you can enter your notes directly into a computer and eliminate manual writing.
- Q. If I am interested in purchasing a selfstudy course what is the difference between EasyScript Express, EasyScript I, EasyScript II and EasyScript III?
- A. EasyScript Express is a book that teaches the method. With it you can build proficiency on your own. EasyScript I contains 1 audio CD and a 68 page manual/workbook. EasyScript II contains 2 audio CDs and a 128 page manual/workbook. EasyScript III has 4 audio CDs and a 128 page manual/workbook. All courses are self-contained (YOU NEED TO BUY ONLY ONE) and each course will teach you the basics of the method. ESI, II and III will enable you to build your speed up to 40, 80 and 130 wpm respectively.

### PROGRAM LOCATIONS

Holiday Inn 399 Grove St. Newton, MA 02462 617-969-5300

### TUITION

\$129 per person

Payments is due before the seminar. No confirmation is sent unless the seminar is canceled.

Walk-in registration will be accepted if space is available.

\$59 for students up to 21 years of age

### **CANCELLATIONS**

\$30 per person will be assessed if cancellation is made less than two weeks prior to the seminar.

### PLEASE NOTE

No audio or video recording Bring a sweater for your comfort Full payment or purchase order is required before the seminar

### PROGRAM SCHEDULE

Check-in: 8:00am - 8:30am Program: 8:30am - 11:30am



**PHONE** 

617-527-4988

**REGISTRATION HOURS:** 

Mon.-Fri. 10am-12pm and 2pm-4pm

FAX 831-536-1625

MALL

Mail completed form to: Legend Company 106 Deborah Rd. Newton, MA 02459

### ON-LINE: WWW.EASYSCRIPT.COM

Click "Ordering" and choose "Public Seminar" in item selection list. Fill out the form and click "Submit". Use "Comments" column to specify the location desired.

#### FULL-REFUND GUARANTEE

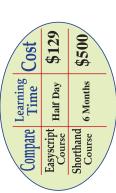
If you're not satisfied with the seminar you'll receive a full refund.

### REGISTRANT INFORMATION

NAME		
TITLE		
COMPANY		
DEPT		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
EMAIL		
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Cardholder's Signature		

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One method to write, type and transcribe
Proven successful from age of 10 and up
90% approval ratings for ES public seminars since 1990
ES/CS are top-selling books on the Internet
Computer aided speed typing and transcription
CS provides 20% increase in speed vs. longhand typing
Proven for teaching from middle school to college levels
Enables handicapped people to master writing and typing skills