

# Shorthand Fast with Pitman Training

**You couldn't get better shorthand training than from Pitman Training.**

In just 10 hours, we will help you achieve a steady increase in your shorthand speed, dexterity and mental word-holding.

In addition, because this is a self-study course and you'll have the flexibility to work at your own pace and to fit your training around your home and work commitments.

During the course, you'll complete a workbook that provides step-by-step learning and includes hands-on exercises; it will be yours to keep as a handy reference guide. You'll also have all the benefits of the widely-recognised Pitman Training name on your CV.

If you already know Teeline Shorthand you will understand how invaluable a skill it is to master.

This quick refresher course is ideal if you maybe haven't used your shorthand skills in a while and now need to get back up to speed quickly.

For further career progression, we recommend our Shorthand Faster course or choose from our comprehensive range of specialist secretarial courses, which can you develop to your full potential.

## Aims and Objectives

If you have completed our Teeline Fast course and want to increase your speed, or are looking to hone your speed skills, then this course is for you.

You'll gain a faster shorthand speed through completion of this short, self-paced course.

## Designed for

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## Prerequisites

You will need to be competent in Teeline Shorthand.

## Course Content

The course uses dictation materials of between 40 and 80 words per minute and includes shorthand outlines. Keys to transcribed passages are also included and there are exercises, quizzes and crosswords, all designed to help build speed fast.

## Benefits

- **Increased shorthand speed to a good working standard**
- **An ideal follow-on to the Teeline Fast course.**
- **A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles.**
- **A workbook with hands on exercises, providing step-by-step learning.**
- **The opportunity to gain a Pitman Training Certificate.**

**Course duration: 8-10 Hours**



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



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▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts