

Shorthand Faster with Pitman Training

Brought to you by Pitman Training, the master of shorthand, this practical and intensive course is designed for people wishing to improve existing Teeline shorthand skills as speedily as possible.

After just eight hours or so, you'll have enhanced your shorthand sufficiently to achieve a good working standard. Before you start, you'll need to have an ability to write Teeline shorthand at around 80 wpm, but on completion, you will have honed your skills and speeds to attain up to 120 words per minute.

The course contains dictation material ranging between 80 and 120 wpm, key shorthand outlines, a range of practical exercises and keys to transcribed passages.

In line with all our courses, your training will be flexible, giving you the freedom to learn when it suits you. For those times when you need support, our experienced course advisors will always be on hand. You will also take away a workbook as handy reference guide when your course is complete and naturally, you'll have the Pitman Training name on your CV and Certificate, both of which are highly respected by employers.

Designed for

Those wishing to increase their shorthand speed and efficiency.

Aims and Objectives

To teach the essentials for increasing shorthand speed, dexterity and mental word-holding.

Prerequisites

Basic competence in shorthand.

Course Content

- Use of dictation material between 80 to 120 wpm
- Key shorthand outlines provided
- Exercises
- Keys to transcribed passages

Benefits

- Increased shorthand speed to a good working standard
- An ideal follow-on to the Shorthand 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...

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- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts