Shorthand Speed Development with Pitman Training

Once you're familiar with a shorthand system, you may need to work on your shorthand speed - which is where this course comes in.

Our tried and tested methods will soon have you writing shorthand quickly - and you'll have all the respect that comes from having the Pitman name on your CV.

We use material with the widest possible content - literary, parliamentary, commercial etc - to increase in speed, dexterity and mental word-holding.

Situated in convenient town and city centre locations, our courses are completely flexible because of our self-study programme – but you won't be left on your own, because at Pitman Training there is always a course advisor on hand to help when you need it.

The comprehensive workbook we provide, full of hands-on exercises to complement the training, makes this a true step-by-step learning experience. Once complete, we have a wide choice of Microsoft Office courses or specialist secretarial courses to allow you to develop your potential still further.

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 30 to 140 wpm, with varied content eg. Literary, parliamentary and company reports, commercial, general interest etc.

Some theory and practice work outside the time spent at the centre

Benefits

- **Improved core shorthand skills.**
- **An ideal follow-on to Teeline, Pitman 2000 and Pitman Refresher courses.**
- **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 work pack with hands on exercises, which complements the audio tapes, to provide step-by-step learning.**
- **The opportunity to gain a widely recognised qualification, a Pitman Certificate.**

Course duration: 10 Hour Blocks

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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pitman training

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