

Teeline Fast Refresher

(Includes flexible self-study and access to online resources)

Objectives: To gain confidence using Teeline.

Designed for: Those who have trained previously on the Teeline system and through a career break or lack of use, feel their skills need some revision.

Prerequisites: Some knowledge of the Teeline System and the time to do additional practise outside of study sessions (2 hours per week).

Course Content:

- Revision of the principles of the Teeline method
- You can concentrate on those areas that need strengthening
- Reducing words to their skeletons
- Short-cuts for common words
- Writing common groups of words together
- First writing it fast - later reading back accurately
- Building your skill to write at 40 wpm* and beyond

Benefits:

- Book flexible times for independent study in the centre, and access resources online in order to practise on a regular basis
- Progress at your own pace, using the personalised workbooks/on-line resources both during the course and once you have completed
- The opportunity to gain the widely recognised Pitman Training certificate

* final speed depends on aptitude, motivation and practise

Duration: 18 hours

What Next?

- Shorthand Speed Development
- Typaz
- Microsoft Word
- Microsoft Excel

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 email: courses@pitmanlondon.co.uk



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