

Teeline Fast Shorthand with Pitman Training

To be able to use Teeline Fast, you need to choose carefully among the Teeline shorthand courses - and you've found the very best. Beginning with the basics - the alphabet - we'll lead you gently into shorthand Teeline style step-by-step, moving on to give you full confidence in the workplace.

Why use Pitman Training to learn Teeline shorthand? Because ours is a self-study course and you'll have the flexibility to work at your own pace - and to make sure you stay up to speed, you can use online dictation exercises.

You'll complete your training with a workbook to keep as a handy reference guide - and you'll have all the benefits of the widely-recognised Pitman Training name on your CV.

Designed for

This course is perfect for anyone wanting to learn a shorthand system - Fast!

If you work as a Secretary, Administrator or PA for example, you may need to take notes in meetings. Or, you may be thinking of a career in Journalism, the shorthand skill is still regularly used and an invaluable skill to have.

Prerequisites

None

Aims and Objectives

This is a course to take you from novice to a Pitman Teeline shorthand speed of 40 words per minute.

Course Content

Lesson One: The Teeline Alphabet from A to M

Lesson Two: The Teeline Alphabet from N to Z

Lesson Three: Join letters T, D and F, punctuation marks, short sentences

Lesson Four: Joining S, word endings, soft C

Lesson Five: Downward and upward short L, special use of L, joining the letter B to letters G and N, joining the letter J with B, C and K, outlines with R followed by M

Lesson Six: More common word outlines, writing outlines for words beginning WH, grouping words together to form one outline, transcribing a short passage from dictation

Lesson Seven: The use of vowels, more vocabulary using vowels

Lesson Eight: Outlines to represent double vowels, vowel indicators for word endings, simple word groupings

Lesson Nine: Blend letters, lengthening L, M and W to add R, extending the use of R, writing further special outlines

Lesson Ten: Words ending with -TION, more blends, common word groupings

Lesson Eleven: Words using the CM, CN and CNV blends, outlines for words ending -NCE, additional special outlines

Lesson Twelve: Shortened outlines for word beginnings, more special outlines and word groupings

Lesson Thirteen: Using full vowels to form word endings, abbreviations for different word endings, Teeline outlines for figures and dates, days of the week and months of the year,

Lesson Fourteen: Further vocabulary, more simple and common words, additional word groupings, consolidation

Benefits

- Know the theory of Teeline shorthand and be able to write up to 40 wpm
- Be able to use www.pitmantrainingaudio.com in order to practise on a regular basis
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training certificate

Course duration: 35 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**

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