

Teeline Shorthand with Pitman Training

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

This beginner's course will help you learn the Teeline system and will enable you to work towards building your speed and accuracy.

You'll be given 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.

For further career progression, choose from our comprehensive range of specialist secretarial courses, which can help you develop to your full potential.

Designed for

This course is suitable for beginners as it will introduce you to the basic principles of Teeline Shorthand and then gradually guide you through the practical application of this shorthand method.

Aims and Objectives

This aim of this course is to introduce you to the Teeline Shorthand system and then learn the system until you are able to confidently write up to 50-60 wpm (words per minute).

Prerequisites

None

Course Content

The course consists of three stages which should be completed in quick succession to avoid 'learning gaps'.

Stage 1: Simple introduction to Teeline; Parts 1 and 2 of a 4 part programme; training to reach 40-50 wpm with a reasonable vocabulary; two test papers.

Stage 2: Completes the theory of Teeline; Part 3 of the programme; training to reach 50-60 wpm; one test paper.

Stage 3: Speed building and vocabulary extension; Part 4 of the programme; training to reach 60-70 wpm, the RSA standard; one test paper.

Benefits

- Core secretarial skills with shorthand speeds of up to 70 wpm.
- Recommended by Teeline Education Ltd, and written by the co-author of Teeline Revised. Sufficient shorthand knowledge for the OCR Stage I examination.
- 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 glossary and hands on exercises, which complements the audio-visual materials (CD), to provide step-by-step learning, and a future reference manual.
- The opportunity to gain a widely recognised Pitman Training certification.

Course duration: 60 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