



Teeline Shorthand (Evening Class – Fast-Track)



IS THIS FOR YOU?

Beginners or the seriously 'rusty'. Teeline is the most modern and easiest to learn form of shorthand. Ideal when you need to take lots of notes on the phone, at meetings or interviews where you are not able to type on your laptop or switch on audio machine. A great skill particularly for PAs, meeting secretaries and journalists.

ABOUT THIS COURSE

A structured programme to take you through theory and speed development including:

- The Teeline Alphabet
- Writing Techniques such as special outlines
- Common word groupings and phrasing
- The opportunity to practice speed writing at every lesson, as soon as you have enough theory
- Tutor guidance in your practice routine between lessons – your success depends on daily practice or review of what you have learned.
- Your textbook and all practice material is included, as is your coffee and biscuits!

To make your programme a success:

Shorthand is a 'skill' not an academic subject and regular practice is the key to success. Little and often is the secret to learning – 20 minutes each day will do it. And you can practice anywhere on the train, listening to music or even watching Netflix!

Your tutor will also give you tips and guidance to ensure your success. You need to aim to turn up for every session and commit a little time each day to review what you have learned and to practice. By the end of the course you can achieve 60 – 80 words per minute but this does depend on regular attendance and a little time, ideally daily, to review and practice.

To book or for more information please call 020 7256 6668 or email courses@pitmanlondon.co.uk

Other related useful courses are Successful Meetings and Minute-Taking, Time Management

AIMS AND OBJECTIVES

You will gain:

- A thorough grounding in the theory of writing and reading Teeline
- Lots of speed practice throughout and speed tests
- A valuable new skill to ensure you capture information accurately and quickly with confidence
- A Pitman Training Speed Certificate for the fastest speed you have achieved

PRE-REQUISITES

None.

COURSE DURATION: 10 Weeks, start 21 January 2019
(2 x 2 hours weekly: Mon & Wed 6.00 pm – 8.00 pm)



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