



# Pitman New Era Refresher



## IS THIS FOR YOU?

Anyone who has previously trained on the Classical Pitman New Era system and through a career break or a lack of use at work, feels that they need to revise the shorthand system.

## PRE-REQUISITES

Familiarisation with the Pitman New Era shorthand system.

## ABOUT THIS COURSE

- Revision of the entire Pitman New Era system in a concentrated manner
- Particular emphasis on: vowel positions; upward and downward 'r'; circle 's'; vowel indication; halving; hooks L and R on straight strokes and curves; hooks N, F, and V; hooks and circles combined; SHUN hook; halving (advanced); doubling; prefixes and suffixes; speed dictation as time permits
- A speed test is an option at the end of this course, and a certificate will be issued on successful completion

## BENEFITS

- Revised core shorthand skills
- Preferential to training on completely new shorthand system
- A 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 personalised workbook with hands on exercises, which complements the audio tapes, to provide step-by-step learning.

## AIMS AND OBJECTIVES

Renewed confidence in Pitman New Era skills as a key element to a working role.

## COURSE DURATION: 30 HOURS

To find out more about this or any of our courses, speak to one of our

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

**020 7256 6668** or email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)

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TRAINING