



## Shorthand Fast

If you have completed our Teeline Fast course and want to increase your speed, or are looking to hone your speed skills, then this course is for you.



### IS THIS FOR YOU?

If you already know Teeline Shorthand you will understand how invaluable a skill it is to master. This quick refresher course is ideal if you maybe haven't used your shorthand skills in a while and now need to get back up to speed quickly.

### ABOUT THIS COURSE

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

In just 10 hours, we will help you achieve a steady increase in your shorthand speed, dexterity and mental word-holding.

In addition, because this is a self-study course and you'll have the flexibility to work at your own pace and to fit your training around your home and work commitments.

### WHAT'S INVOLVED?

The course uses dictation materials of between 40 and 80 words per minute and includes shorthand outlines. Keys to transcribed passages are also included and there are exercises, quizzes and crosswords, all designed to help build speed fast.

During the course, you'll complete 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, we recommend our Shorthand Faster course or choose from our comprehensive range of specialist secretarial courses, which can you develop to your full potential.

### AIMS AND OBJECTIVES

If you have completed our Teeline Fast course and want to increase your speed, or are looking to hone your speed skills, then this course is for you.

You'll gain a faster shorthand speed through completion of this short, self-paced course.

### PRE-REQUISITES

You will need to have experience and knowledge of the Teeline Shorthand system.

### CAREER PATH

Enhanced shorthand skills can be utilised in Senior Administration careers such as Senior Secretary, Personal Assistant, Executive Assistant.

### COURSE DURATION: AROUND 10 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



**CPD POINTS: 9**

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

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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