



Shorthand Faster

This course is designed to take your existing Teeline shorthand skills and enhance them further with the ultimate aim of increasing your words per minute and accuracy levels.



IS THIS FOR YOU?

This course is perfect for you if you can already write to a good speed, of around 80 wpm, but want to take your skill-level even further and learn to write at speeds of up to 120 wpm.

ABOUT THIS COURSE

Brought to you by Pitman Training, the master of shorthand, this practical and intensive course is designed for people wishing to improve existing Teeline shorthand skills as speedily as possible.

After just eight hours or so, you'll have enhanced your shorthand sufficiently to achieve a good working standard. Before you start, you'll need to have an ability to write Teeline shorthand at around 80 wpm, but on completion, you will have honed your skills and speeds to attain up to 120 words per minute.

The course contains dictation material ranging between 80 and 120 wpm, key shorthand outlines, a range of practical exercises and keys to transcribed passages.

In line with all our courses, your training will be flexible, giving you the freedom to learn when it suits you. For those times when you need support, our experienced course advisors will always be on hand. You will also take away a workbook as handy reference guide when your course is complete and naturally, you'll have the Pitman Training name on your CV and Certificate, both of which are highly respected by employers.

Throughout this short course you'll work through the following: -

- Use of dictation material between 80 to 120 wpm
- Key shorthand outlines provided
- Exercises
- Keys to transcribed passages

AIMS AND OBJECTIVES

This course is for anyone who already uses the Teeline Shorthand system to a good level but want to progress their skills even further to an expert level.

PRE-REQUISITES

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

CAREER PATH

Shorthand is still widely used in journalism so if you're an aspiring journalist and want to refresh or hone your Teeline shorthand skills, this course will definitely help. Other roles where shorthand remains in use are Secretarial and PA type positions.

COURSE DURATION: AROUND 8-10 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

www.pitmanlondon.co.uk Salisbury House London Wall London EC2M 5QQ

PITMAN
TRAINING