



## Speedwriting

Our SpeedWriting course is a new way to learn the BakerWrite™ SpeedWriting system in just six hours. It will help you accurately record the spoken word, to speeds over 40 wpm.



### IS THIS FOR YOU?

If you are required to take notes or minutes in meetings as part of your role, this course will help you increase your speed and efficiency and is a modern alternative to the traditional shorthand systems.

### ABOUT THIS COURSE

From the expert in secretarial and shorthand training, Pitman Training's SpeedWriting course is a new way to learn the BakerWrite™ SpeedWriting system in just six hours.

You'll also find studying SpeedWriting easy to organise around your work and home commitments as it is provided on a self-study basis, so you learn at your own pace.

During the course, you'll complete a workbook that will be yours to keep as a handy reference guide. Plus you'll also have all the benefits of the highly regarded Pitman Training name on your CV.

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

### WHAT IS COVERED IN THIS COURSE?

SpeedWriting with Pitman Training comprises three lessons; you will learn about silent letters and vowels, phonetics and prefixes through a combination of exercises and dictation practice until you are reaching speeds of up to 40 wpm.

### AIMS AND OBJECTIVES

This SpeedWriting course will help you accurately record the spoken word, to speeds of up to 40 wpm, through 3 practical, self-paced lessons.

### PRE-REQUISITES

There are no formal pre-requisites required for this course.

### CAREER PATH

SpeedWriting is useful mainly in office administration type positions. So, if you gain this skill you can aim for positions such as Secretary, Medical Secretary, Legal Secretary, PA, EA, VA etc.

### COURSE DURATION: AROUND 6 HOURS

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



**CPD POINTS: 6**

*(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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