

# Teeline Fast Shorthand



This course will take you from novice to a Pitman Teeline shorthand speed of 40 words per minute. Beginning with the basics we'll lead you gently into shorthand Teeline style step-by-step.

## IS THIS FOR YOU?

This course is perfect for anyone wanting to learn a shorthand system - Fast!

## ABOUT THIS COURSE

This is a course to take you from novice to a Pitman Teeline shorthand speed of 40 words per minute. To be able to use Teeline Fast, you need to choose carefully among the Teeline shorthand courses - and you've found the very best. Beginning with the basics - the alphabet - we'll lead you gently into shorthand Teeline style step-by-step, moving on to give you full confidence in the workplace.

Why use Pitman Training to learn Teeline shorthand? Because ours is a self-study course and you'll have the flexibility to work at your own pace - and to make sure you stay up to speed, you can use online dictation exercises.

You'll complete your training with a workbook to keep as a handy reference guide - and you'll have all the benefits of the widely-recognised Pitman Training name on your CV.

**There are fourteen lessons in this Teeline course: -**

**Lesson One:** The Teeline Alphabet from A to M.

**Lesson Two:** The Teeline Alphabet from N to Z.

**Lesson Three:** Join letters T, D and F, punctuation marks, short sentences.

**Lesson Four:** Joining S, word endings, soft C.

**Lesson Five:** Downward and upward short L, special use of L, joining the letter B to letters G and N, joining the letter J with B, C and K, outlines with R followed by M.

**Lesson Six:** More common word outlines, writing outlines for words beginning WH, grouping words together to form one outline, transcribing a short passage from dictation.

**Lesson Seven:** The use of vowels, more vocabulary using vowels.

**Lesson Eight:** Outlines to represent double vowels, vowel indicators for word endings, simple word groupings.

**Lesson Nine:** Blend letters, lengthening L, M and W to add R, extending the use of R, writing further special outlines.

**Lesson Ten:** Words ending with -TION, more blends, common word groupings.

**Lesson Eleven:** Words using the CM, CN and CNV blends, outlines for words ending -NCE, additional special outlines.

**Lesson Twelve:** Shortened outlines for word beginnings, more special outlines and word groupings.

**Lesson Thirteen:** Using full vowels to form word endings, abbreviations for different word endings, Teeline outlines for figures and dates, days of the week and months of the year.

**Lesson Fourteen:** Further vocabulary, more simple and common words, additional word groupings, consolidation.

## AIMS AND OBJECTIVES

Through a series of self-paced lessons you'll learn the theory of the Teeline shorthand system and eventually be able to write up to 40 wpm.

## PRE-REQUISITES

There are no pre-requisites required.

## CAREER PATH

Shorthand is useful if you're in PA or Office Administration roles where you're required to take minutes or notes. It's also useful if you're an aspiring journalist.

## COURSE DURATION: AROUND 35 HOURS

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



**CPD POINTS: 35**

*(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...

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