

# Teeline Professional



A great shorthand course designed to teach you the Teeline shorthand system. Suitable for beginners the ultimate aim of this course is to take you to a very respectful 80 wpm (words per minute)

## IS THIS FOR YOU?

This course is designed to teach Teeline shorthand to those who may find this skill of use in their role, EA or Journalist for example. You will learn up to 80wpm.

## ABOUT THIS COURSE

Shorthand remains a respected and essential skill in professions such as Administration and Journalism. This course is designed to help you start your shorthand learning experience from the beginning and will guide you through a comprehensive lesson plan until you are able ultimately to write up to 80 wpm (words per minute). You'll need a strong desire to learn and must be willing to go the extra mile in your studies to help achieve top speed.

The way you study this course is flexible so you can set your own study pattern. Our Course Advisors will be there to help you along the way so your Teeline training will fit seamlessly into your existing commitments.

**This is a comprehensive shorthand course with fourteen lessons in total.**

**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.

Once you have learnt shorthand theory, you will then be able to build your speed with access to dictation material between 40 to 80 wpm, key shorthand outlines, exercises, quizzes and crosswords and keys to transcribed passages.

## AIMS AND OBJECTIVES

The aim of this course is to teach you how to learn Teeline shorthand up to a speed of 80wpm.

## PRE-REQUISITES

There are no pre-requisites required to start this course.

## CAREER PATH

Enhancing your shorthand skills will help to progress your PA or secretarial career even further. Also a great skills to work on if you're an aspiring journalist.

## COURSE DURATION: AROUND 45 HOURS

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



**CPD POINTS: 45**

*(Awarded CPD points upon successful completion).*

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

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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