TEELINE FAST SHORTHAND

A fast tracking solution…

Designed for: Individuals wishing to learn the basics of shorthand for minute taking, note taking, message taking. A preferred choice for those with limited time or who need speed writing skills

Pre-requisites: None

Objective: Good grounding in basic shorthand theory, and shorthand speeds of up to 40 wpm

Course Content:

- A Tutor-led induction to get you started on the course
- Teeline Fast text book and Pitman Workbook, supported by online dictation exercises to acquire good basics in a very short time with speeds up to 40 wpm
- Consisting of 14 lessons, which should be completed in quick succession
- Is enhanced by optional weekly or fortnightly workshops with a tutor to give additional support as you progress through the course.

Benefits:

- A core secretarial and journalistic skill with speeds of up to 40 wpm
- Developed by Pitman shorthand specialists
- A choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook and additional exercises, which complements the audio-visual materials , to provide step-by-step learning
- The opportunity to attend weekly/fortnightly workshops with a tutor for additional support.

Duration: 35 hrs

What Next?
Teeline Fast Speed Development

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273

www.pitmanlondon.com