

## PITMAN 2000 SHORTHAND *for* BEGINNERS

**Designed for:** Individuals who want core skills in a widely recognised shorthand system, as an alternative to Teeline Shorthand

**Pre-requisites:** None

**Objectives:** Comprehensive speeds of up to 50wpm

### Course Content:

- ◆ An introduction to Pitman 2000
- ◆ Vocabulary extension and speed development of up to 50 wpm
- ◆ A certificate is issued upon successful completion of all the tests

### Benefits:

- ◆ Core secretarial skills, with shorthand speeds up to 70 wpm
- ◆ A alternative to Teeline Shorthand, requiring higher standards of English and grammar
- ◆ Easier and quicker to learn than the Pitman New Era option
- ◆ 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, with glossary and hands on exercises, which compliments the audio-visual materials (tapes), to provide step-by-step learning.
- ◆ The opportunity to gain a widely recognised qualification, a Pitman Certificate

**Duration:** 60hrs

### What Next?

Shorthand Speed Development  
Microsoft Word Proficient  
Computer Keyboard Skills

**Pitman Training Centre**  
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