



Get the Pitman Advantage™

Teeline Shorthand for Beginners

Designed For: Individuals who want core skills in a widely recognised shorthand system, including secretaries, students and journalists.

Pre-requisites:
None.

Objectives: Shorthand speeds of up to 70wpm.

Stage	Course Content
1	Simple introduction to Teeline; Parts 1 and 2 of a 4 part programme; training to reach 40-50 wpm with a reasonable vocabulary; two test papers.
2	Completes the theory of Teeline; Part 3 of the programme; training to reach 50-60 wpm; one test paper.
3	Speed building and vocabulary extension; Part 4 of the programme; training to reach 60-70 wpm, the RSA standard; one test paper.

Benefits:

- Core secretarial skills with shorthand speeds of up to 70 wpm.
- Recommended by Teeline Education Ltd, and written by the co-author of Teeline Revised.
- Sufficient shorthand knowledge for the RSA Stage 1 examination.
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles.

Course duration: 80 hours

Price: £591.94 – including workbook, examination & certificate

For more information or to sample the course, free, please call us:

Manchester: 0161 923 6814

Holborn: 020 7025 4700

Notting Hill: 020 7792 5214

Pitman Training Centre High Holborn, Notting Hill & Manchester operate under franchise of Pitman Training Group

www.holborntesting.co.uk

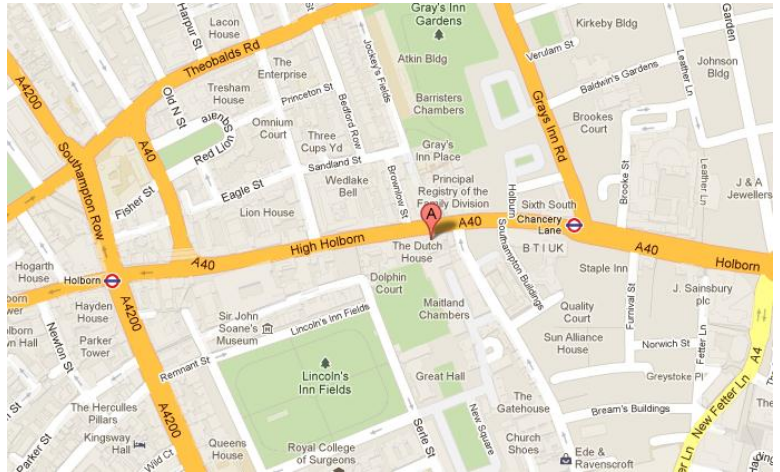
How to find us:



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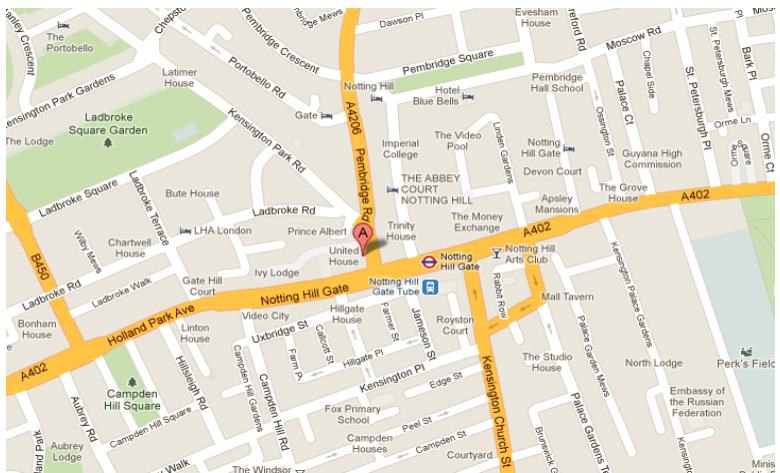
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