

Pitman New Era Refresher

Objectives: Renewed confidence in Pitman New Era skills as a key element to a working role.

Designed for: Individuals who have trained previously on the Classical Pitman New Era system, and through a career break or a lack of use at work, feel their skills on this popular shorthand system need some revision.

Prerequisites: Familiarisation with the Pitman New Era system.

Course Content:

- Revision of the entire Pitman New Era system in a concentrated manner
- Particular emphasis on: vowel positions; upward and downward 'r'; circle 's'; vowel indication; halving; hooks L and R on straight strokes and curves; hooks N, F, and V; hooks and circles combined; SHUN hook; halving (advanced); doubling; prefixes and suffixes; speed dictation as time permits
- A speed test is an option at the end of this course, and a certificate will be issued on successful completion

Benefits:

- Revised core shorthand skills
- Preferential to training on completely new shorthand system
- 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 hands on exercises, which complements the audio tapes, to provide step-by-step learning.

Duration: 30 hours

What Next?

- Shorthand Speed Development
- Typaz
- Microsoft Word
- Microsoft Excel

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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