

# Teeline Professional with Pitman Training

**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.

If you'd like to know more about our Teeline Shorthand training, speak to a Course Advisor in your local centre today!

## Designed for

This is an ideal course for anyone wishing to learn this renowned shorthand system. Great if you're looking to work as a PA, EA or Administration Assistant and need to be able to quickly minute actions and tasks. It's also great if for those looking to work as a journalist where shorthand is a vital skill.

## Aims and Objectives

This course aims to teach you Teeline shorthand to a competent and useable level. You'll learn all the theory behind the system and be able to write up to 80wpm.

## Prerequisites

It would be ideal if you have some word processing experience prior to starting this course.

## Course Content

This is a comprehensive shorthand course with fourteen lessons in total. You will also have use of dictation material between 40 to 80 wpm, key shorthand outlines, exercises, quizzes and crosswords and keys to transcribed passages.

**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.

## 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 OCR Stage I 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.
- A workbook, with glossary and hands on exercises, which complements the audio-visual materials (CD), to provide step-by-step learning, and a future reference manual.
- The opportunity to gain a widely recognised Pitman Training certification.

**Course duration: 45 Hours**

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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▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts