

Teeline Fast Shorthand

Beginners Course – Tutor Led Option

Course Objective: Those who wish to learn shorthand quickly by attending regular tutor-led lessons, to work in office administration or as a journalist.

Prerequisites: Some word processing experience, the desire to learn a shorthand skill and the time to do additional practise outside of lessons.

Objectives: To learn the theory of Teeline shorthand within 3 months and be able to write between 60-80* wpm.

Course Content:

- The Teeline Alphabet from A to Z, joining letters T, D and F, punctuation marks, short sentences, joining S, word endings, soft C, 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, more common word outlines, writing outlines for words beginning WH, grouping words together to form one outline, transcribing a short passage from dictation, the use of vowels, extended vocabulary using vowels, outlines to represent double vowels, vowel indicators for word endings, simple word groupings, blend letters, lengthening L, M and W to add R, extending the use of R, writing further special outlines, words ending with –TION, more blends, common word groupings, words using the CM, CN and CNV blends, outlines for words ending –NCE, additional special outlines, shortened outlines for word beginnings, more special outlines and word groupings, 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, further vocabulary, more simple and common words, additional word groupings, consolidation
- Speed development and the opportunity to take speed tests at every lesson once the theory has been covered

Benefits:

- Knowledge of the theory of Teeline shorthand and be able to write speeds between 30 and 80* wpm
- The regularity of tutor-led sessions twice a week
- A personalised workbook to use for reference on completion of the course
- The opportunity to gain a widely recognised Pitman Training speed certificate at your fastest speed

Duration: 45 hours over 3 months (*twice weekly tutor led*)
Monday's and Wednesday's 6pm – 7:30pm

* depends on aptitude, motivation and practise

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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