

## Course Outline

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### Teeline Fast Shorthand

- Designed for:** Those who wish to learn a well-known shorthand method quickly in order to work in administration or possibly as a journalist
- Prerequisites:** Some word processing experience and a desire to learn a shorthand skill
- Objectives:** To learn the theory of Teeline shorthand in 35 hours\* and be able to write up to 40 wpm

### Course Content

- **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

- Know the theory of Teeline shorthand and be able to write up to 40 wpm
- Be able to use [www.pitmantrainingaudio.com](http://www.pitmantrainingaudio.com) in order to practise on a regular basis
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training certificate

Course duration: 35 hours

What next: Shorthand Speed Development

\* depends on aptitude and motivation