



For those who wish to learn Teeline shorthand and achieve speeds of up to 70wpm. This course is divided into 3 stages.



For those who wish to learn a well-known shorthand method quickly in order to work in administration or possibly as a journalist



For individuals who want core skills in a widely recognised shorthand system.

Teeline Shorthand

Stage 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.

Stage 2: Completes the theory of Teeline; Part 3 of the programme; training to reach 50-60 wpm; one test paper.

Stage 3: Speed building and vocabulary extension; Part 4 of the programme; training to reach 60-70 wpm, the RSA standard; one test paper.

Guideline Study Time: 60hrs

Teeline Fast

Lesson 1 – The Teeline Alphabet from A to M

Lesson 2 – The Teeline Alphabet from N to Z

Lesson 3 – Join letters T, D and F, punctuation marks, short sentences

Lesson 4 – Joining S, word endings, soft C

Lesson 5 – 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 6 – More common word outlines, writing outlines for words beginning WH, grouping words together to form one outline, transcribing a short passage from dictation

Lesson 7 – The use of vowels, more vocabulary using vowels

Lesson 8 – Outlines to represent double vowels, vowel indicators for word endings, simple word groupings

Lesson 9 – Blend letters, lengthening L, M and W to add R, extending the use of R, writing further special outlines

Lesson 10 – Words ending with –TION, more blends, common word groupings

Lesson 11 – Words using the CM, CN and CNV blends, outlines for words ending –NCE, additional special outlines

Lesson 12 – Shortened outlines for word beginnings, more special outlines and word groupings

Lesson 13 – 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 14 – Further vocabulary, more simple and common words, additional word groupings, consolidation

Guideline Study Time: 25hrs

Pitman 2000 Shorthand

An introduction to Pitman 2000

Vocabulary extension and speed development of up to 50 wpm

Guideline Study Time: 60hrs



Pitman New Era Shorthand Refresher

For individuals who have trained previously on the Pitman Classical 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.

Revision of the entire Pitman Classical 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.

Guideline Study Time: 24 hrs



Shorthand Speed Refresher

For individuals who use any shorthand system and who wish to improve their speed

Use of dictation material between 30 to 140 wpm, with varied content eg. Literary, parliamentary and company reports, commercial, general interest etc.
Some theory and practice work outside the time spent at the centre

Guideline Study Time: 10hr blocks