

# Teeline Shorthand

## Beginners Theory and Speedbuilding to 60 words per minute

Do you need to take accurate notes or minutes? Do you wish you could write faster? Shorthand is often associated with journalists or administrative staff, but is as relevant in today's fast-moving, corporate world where managers and professionals need to take fast, accurate notes in interviews or minute meetings themselves.

This course seeks to increase staff or manager productivity by teaching fast accurate note-taking in an interesting and creative way. Time is wasted and output is reduced when staff attempt to decipher their own illegible or badly written notes taken at speed. As the shorthand user becomes proficient with the Teeline system, speed of transcription becomes faster while still maintaining accuracy. Also, in some professions there is a need to take notes confidentially at consultations or interviews; Teeline shorthand will allow you to take notes in front of others whilst keeping your notes private.

This course is accredited by the National Council for the Training of Journalists (NCTJ).

### What is this course about?

The aim of this course is to provide an introduction to the principles of Teeline shorthand, and start students on their speed development.

### Who is this for?

- Managers
- Administrative staff
- Journalists and the Media
- Anyone involved in Council or Court proceedings
- Professionals, such as Doctors, Lawyers, Architects, Engineers, Social Workers
- Those who are interested in developing a new skill



### What are the learning objectives?

At the end of this course participants will be able to:

- Understand what is meant by Teeline shorthand, its history and its uses
- Learn the basic outlines of the Teeline alphabet
- Demonstrate writing shorthand at speed (up to 60 words per minute)
- Confidently read and transcribe shorthand

### How will participants benefit?

- Builds confidence in participants to take fast and accurate notes
- Improves employability by giving participants a highly marketable skill
- Increases work output by being able to transcribe speech more effectively

Follow up activities could include: Teeline Shorthand Intermediate (60 to 80 words per minute) and Teeline Shorthand Advanced (80 to 100 words per minute).

### About the University of Gloucestershire

Successful organisations are built on expert knowledge and dynamic skills underpinned by the right attitudinal approach and values that support organisational change, growth and sustainability. The University of Gloucestershire has a strong track record of delivering business related undergraduate, postgraduate and professional courses to support staff in professional, management and leadership roles.

### Teeline Shorthand Beginners

Evening course

#### How to book

To book please visit:

[www.glos.ac.uk/shortcourses](http://www.glos.ac.uk/shortcourses)

#### Duration

20 weeks

#### Course Fee (per person)

£325 + VAT

#### Time

Monday evenings

7pm - 9pm

#### Dates

Visit our website for the latest dates

#### Location

Pittville Campus  
University of Gloucestershire

#### For directions go to:

[www.glos.ac.uk/travel](http://www.glos.ac.uk/travel)

#### Tutor

Janette McCutcheon

#### Contact us

To discuss the course in more detail call the University of Gloucestershire's Centre for Enterprise and Innovation, tel: **01242 714104** or email [shortcourses@glos.ac.uk](mailto:shortcourses@glos.ac.uk)



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