
Speedwriting Skills - An easy alternative to shorthand

Forget having to learn foreign symbols like traditional shorthand methods! This system only uses letters of the alphabet you are already familiar with. It is easy to learn and you will be able to apply it straight away in the workplace; building from an initial speed of around 60 wpm to over 100 wpm with practice. The system is easy to master and simple to transcribe and is suitable for anyone who needs to take notes on a regular basis.

This course has been designed to teach participants Speedwriting in the shortest possible timescale. The system is easy to master and simple to transcribe and is suitable for anyone who needs to take notes on a regular basis.

Our Northern training events are located at: Lancaster; Kendal; Carnforth

Our Southern training events are located at: Bedfordshire, Huntingdon; London

Email us using Outlook or via our contact us page for further details.

Course Aims

The aim is to provide participants with an immediate improvement in their ability to take accurate notes at meetings, seminars and group discussions.

Course Content

Session 1: Speedwriting Overview

- What is Speedwriting
- Speedwriting principles - Alphabetical and Positional techniques
- Explanation and description of word group categories

Session 2: Word Groups

- Short form structure
- Common prefixes - how to abbreviate

- Common suffixes - how to abbreviate

Session 3: Consolidating Learning

- Dictation - seen and unseen
- Transcription of written exercises
- Transcription of dictated exercises

Session 4: Building Speed

- Compound words - how to identify and abbreviate
- Facility drills and exercises