

Personal Development

Speed Writing

Course Details

Price

£325.00

Length

Full day (09:00-16:00)

Course Overview

Speedwriting is an excellent aid to taking minutes and notes. This course will show you that it is easy to learn and can be used immediately to make a difference to your notetaking.

Course Content

- · Introduction to Speedwriting
- · Abbreviations/symbols
- · Common words/silent letters/double letters
- Vowels
- · Prefixes/suffixes
- Superscripts/subscripts





Benefits

On completion of the course you will find minute taking and note taking to be easier and less stressful.

Next Steps

If you would like to book a place on this course please click on the 'Book Course' button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the 'Register Interest' button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.