

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 delegates 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

Flexible learning that works for you

E: admin@gta.gg | T: 224570 | W: gta.gg

Proudly part of



Benefits

On completion of the course delegates 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.

Course Tutor

Anne Setters

Anne Setters is a semi-retired Lecturer of 30 years' experience. Her career has included a substantial career with the Guernsey College of Further Education including teaching a variety of skill levels, subjects and students. Other subjects taught include Teeline Shorthand, bookkeeping, IT, office skills and minute taking.