

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

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## 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](mailto: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.