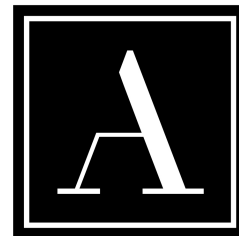
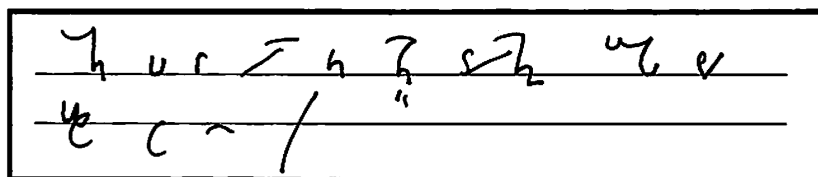


Teeline Shorthand – a tutor-led, home-study course



Adam Fidler Academy



About Teeline Shorthand

Teeline Shorthand, shown above, is the most popular form of shorthand written today, and is used by secretaries, PAs and journalists in the UK and some countries abroad.

Our home-study shorthand course is made up of 30 lessons, teaching you the theory of Teeline Shorthand, as well as speed building. At the end of the course, you will be able to write successfully any word or phrase in shorthand, with a writing speed of up to 60 words per minute (that's one word per second!). This means the course is ideal for those who want to take notes, minutes of meetings, or learn shorthand for office and personal use.

How the course works

Using the recommended course book 'Teeline Fast' you learn shorthand through a combination of tutor-input and self-learning.

Each week, the tutor sends you a lesson by e-mail, outlining what you need to do, and you then complete that lesson, and send your shorthand pages/notes back to the tutor by email, scanning them over. The tutor then marks your work and returns it to you with any comments or suggestions for improvement.

You can, of course, email the tutor for support and guidance at any time. Whilst you work on your own, the tutor will guide you through the lessons, making sure you stay on track and getting things right before you move on to the next lesson.

Cost and start dates

You can start the course at any time. Please email adam@adept.consulting to register. A course registration form will then be sent to you.

The cost of the course is £550.00 (plus VAT) per learner, including the course book.