

What Can I Do With These Qualifications?

The OCR Speed Examinations are widely recognised by employers as evidence of accurate shorthand and transcription writing. The Shorthand-Transcription Part 2 module complements other OCR Text Processing modules and can form part of the OCR Text Processing Diploma at stages 2 and 3.

Shorthand Teeline

The courses are based at Brock Road and potential students are most welcome to visit the Annexe to meet staff and current students.

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Shorthand Teeline



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Shorthand

The College shorthand courses teach students how to develop a system of outlines that represent English words and phrases and to be able to write them at speeds of up to 100 words per minute and above.

They should appeal to anybody who needs to write at speed, for example, journalists, secretaries and university students, or for those who wish to develop their own confidential system of writing.

SS13 - Shorthand for Beginners

On this course beginners learn the basics of shorthand writing. It will appeal to those who need to write notes at speed for transcription later. Students come from all walks of life, but are mainly junior secretaries, trainee newspaper reporters and university students.

What is studied on this course?

Students will study the Teeline system of shorthand writing. This system is loosely based on the letters of the alphabet, thereby making it an easier system to learn. Students should be able to develop speeds of 40 - 80 words per minute during their first year. Students will need a copy of Teeline Gold, the course book ISBN 0-435-45353-8, plus a shorthand style notebook.

What are the entry requirements?

There are no formal entry requirements but students will need a sound knowledge of English language and grammar. They will also need determination, for success in this subject depends very much on the practical application of the theory. Students must be prepared to practise on a daily basis to develop their skills.

What are the attendance requirements?

2 hours per week evening attendance

SS14 Shorthand Speed

This course is aimed at those students who have learned the basics of a shorthand system and now wish to develop their individual style and overcome their speed plateau.

What are the entry requirements?

Ideally students will have studied the Teeline system of shorthand and have a good standard of English language and grammar skills.

What is studied on this course?

Students will need the Teeline Gold Speed Ladder book, ISBN 0-435-45355-6.

Topics covered will include:

- consolidation of basic theory and outlines
- word groupings and explanation of principles
- experimentation of word groupings
- speed development
- development in reading and transcribing own notes
- extension of vocabulary
- development of concentration and quick thinking.

What are the attendance requirements?

1.5 hours per week evening attendance

What qualifications are available?

There are 2 types of OCR qualification available, both of which are externally assessed.

The Shorthand Speed examinations test the ability of the student to record a 3 minute piece of dictated text and transcribe it accurately. Examination speeds begin at 40 words per minute and progress to over 120 words per minute.