



# Speed Writing

## Course Overview

One of the greatest difficulties when taking notes is keeping up with the speaker and capturing sufficient detail. It can also be difficult to understand and transcribe hastily scribbled notes or abbreviations made up on the spot. This practical one day course introduces a system of speed writing that uses the standard English alphabet and, in contrast to traditional shorthand which takes years to master, this system can be learned in a single day. On-going practice is essential to build up speed and confidence.

## Who should attend

Anyone who has to take notes at meetings, interviews, disciplinary hearings or deal with complex telephone messages and would like to do so with greater speed and accuracy.

## Course Objectives

By the end of the course participants will be able to:

- Explain the principles of speed writing and how it differs from traditional shorthand
- Recognise different word types and how to create abbreviations
- Take notes faster and more efficiently at meetings, interviews etc.
- Use handy tips for taking telephone messages and improve listening skills

## Course Content

- Introduction to speed writing
- Common abbreviations and shortcuts
- Explanation of different word group categories

- Omitting silent letters and vowels
- Making standard abbreviations for words or terminology frequently used in own workplace
- Creating and using abbreviations for common prefixes
- Tips for taking telephone messages
- Good listening habits
- Preparing to take notes at meetings and interviews
- Identifying compound words and how to abbreviate them
- Creating and using abbreviations for common suffixes
- Practical exercises to build up familiarity and speed
- Personal action notes

## Reviews

*“Very good clear instructions. Very helpful and motivating. Enjoyed the course very much!!”*

*SC, CCEA, Belfast*

*“Very effective delivery. Definitely will help in day to day business.”*

*RH, CCEA, Belfast*

*“Very thorough course and delivery. ”*

*AR, CCEA, Belfast*