



Teeline Online

On-site 20 week Teeline Shorthand Programme

www.teelineshorthand.org

These days it is getting harder to find reliable and accredited Teeline tutors so more organisations are realising the value of bringing our Teeline shorthand training on-site.

Our course is covered over a period of 20 weeks (this can be flexible depending on your requirements).

An example of the onsite training is:

<p>Week 1</p>	<p>Our tutor will visit your location to introduce the students to the theory of Teeline shorthand.</p> <p>At the end of this day, students will</p> <ul style="list-style-type: none"> • Learn the Teeline alphabet • Start using short cuts and speed building techniques • Be able to form words and sentences • Understand groupings and special outlines • Be able to start taking dictation in Teeline <p>The students will be introduced to the online lessons. They will be asked to revise the lesson, over the course of the next two weeks. When they feel confident, they should submit their assignment prior to the next visit from the tutor.</p>
<p>Week 2</p>	<p>Students will continue with the online Lesson 1 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 1: (All lessons also include dictation practice pieces, worksheets and exercises)</p> <ul style="list-style-type: none"> • Writing in Teeline - Unnecessary Letters • The Alphabet part 1 • Alphabet part 2 • Joining Consonants • Letters in Teeline • Combination characters • Forming Words • Special Outlines • Sentences in Teeline • Punctuation
<p>Week 3</p>	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 1.</p> <p>Students will review the online Lesson 2 and receive an introduction to:</p> <ul style="list-style-type: none"> • Forming vowels • Special outlines and vowels • Vowel indicators • The Teeline use for the letters T and D

Week 4	<p>Students will continue with the online Lesson 2 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 2: (Dictation pieces are now at 40wpm and 60wpm)</p> <ul style="list-style-type: none"> • Vowels • More about Vowels • Special Outlines • Special Words • Sentences in Teeline • Dictation practice at 40wpm and 60 wpm
Week 5	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 2.</p> <p>Students will review the online Lesson 3 and receive an introduction to:</p> <ul style="list-style-type: none"> • Blending (including SF, X, TD, CM and more) • Easy joining techniques • Special outlines • Groupings
Week 6	<p>Students will continue with the online Lesson 3 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 3: (unseen dictations are now included)</p> <ul style="list-style-type: none"> • Blending • Joined Letter Revision • Easy Joining Techniques • Joining Techniques for 's' • Blending and additional characters • Special Outlines • Groupings • Would • Wood/Ward/Word • Blending F • Blending X • There are worksheets and exercises throughout this lesson
Week 7	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 3.</p> <p>Students will review the online Lesson 4 and receive an introduction to:</p> <ul style="list-style-type: none"> • Using vowel indicators • Using vowel indicators as word endings • Special outlines and groupings • COM • More blends

<p>Week 8</p>	<p>Students will continue with the online Lesson 4 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 4:</p> <ul style="list-style-type: none"> • Using Vowel Indicators • Vowel Indicators as Word Endings • Special Outlines & Groupings • Adding C • Word Building • Using COM
<p>Week 9</p>	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 4.</p> <p>Students will review the online Lesson 5 and receive an introduction to:</p> <ul style="list-style-type: none"> • Revision on lessons 1-4 • Using full vowels • Word endings using full vowels
<p>Week 10</p>	<p>Students will continue with the online Lesson 5 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 5: (Dictations at 50wpm and 70 wpm)</p> <ul style="list-style-type: none"> • Using Full Vowels • Revision <ul style="list-style-type: none"> ○ Vowels ○ Special Outlines and Groupings ○ Joined Letters • Blending S and F • Blending R and N and, T and D and N • Blending X • Special Outlines and Word Groupings • Note taking and using Teeline shorthand
<p>Week 11</p>	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 5.</p> <p>Students will review the online Lesson 6 and receive an introduction to:</p> <ul style="list-style-type: none"> • Consonants as word endings • NCE, NCH, MENT, TION, LY, TIAL endings • Special outlines • More word groupings

Week 12	<p>Students will continue with the online Lesson 6 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 6:</p> <ul style="list-style-type: none"> • Using Consonants as Word Endings • Special Outlines and Word Groupings • Dictation - 60wpm and 80wpm • Meeting style dictation
Week 13	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 6.</p> <p>Students will review the online Lesson 7 and receive an introduction to:</p> <ul style="list-style-type: none"> • Doubling for R • Doubling for L, M and W • Shortcuts for prefixes • Special outlines and word groupings
Week 14	<p>Students will continue with the online Lesson 7 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 7: (Dictations at 60wpm and 80 wpm)</p> <ul style="list-style-type: none"> • Doubling for R • Special Outlines and Groupings • Doubling for L, M and W • Doubling and other Short Cuts for Prefixes • Interview style dictations
Week 15	<p>Our tutor will attend and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 7.</p> <p>Students will review the online Lesson 8 and receive an introduction to:</p> <ul style="list-style-type: none"> • Consolidation covering theory learned so far • Punctuation, days of the week, months • Dictations at 70, 80 and 90 wpm

<p>Week 16</p>	<p>Students will continue with the online Lesson 8 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 8: (Dictations at 70wpm and- 90 wpm)</p> <ul style="list-style-type: none"> • Consolidation of learning so far with worksheets and exercises
<p>Week 17</p>	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 8.</p> <p>Students will review the online Lesson 9 and receive an introduction to:</p> <ul style="list-style-type: none"> • Intersecting with consonants • Intersecting with vowels • Special outlines and groupings • More dictations
<p>Week 18</p>	<p>Students will continue with the online Lesson 9 and submit their assignments ready for the visit in the coming week.</p> <p>Content of Lesson 9:</p> <ul style="list-style-type: none"> • Indicating R by Intersecting • Dictation practice - intersections • Exceptions • Special Outlines and Groupings
<p>Week 19</p>	<p>Our tutor will visit and spend the first half of the day revising and covering any particular learning points from the submitted assignments for lesson 9.</p> <p>Students will review the online Lesson 10 and receive an introduction to:</p> <ul style="list-style-type: none"> • Bringing it all together • Recap of lessons • More special outlines and groupings • Dictations up to 100 and 110 wpm
<p>Week 20</p>	<p>Students will continue with the online Lesson 10 and submit their final assignments.</p> <p>Content of Lesson 10: (Various dictation exercises from 80wpm to 120wpm)</p> <ul style="list-style-type: none"> • Consolidation and Speed Building • Recap of Lessons • Special Outlines and Groupings Dictation • Days of the Week • Months • Recap of Lessons 7 - 10
<p>If required, our tutor can attend a further day to present certificates of completion of the course.</p>	