



# Webinar Events

*live & interactive*



## Speed Writing

Presented by: Margaret Liddell

Delivered as: 2 modules of 90 minutes, as a complete course

Live and interactive with exercises, discussion and actions to take away

### Suitable for:

Anyone working in today's fast-paced environment who needs to take notes quickly and accurately at meetings, briefings or on the telephone. This quick to learn note-taking method gives you techniques which you can use immediately after the course. Your speed will build by continued use and by compiling your own short forms for frequently used specialist terms.

### By the end of the course you will be able to:

- Understand the principles of the speed writing system
- Take notes and/or minutes immediately using speedwriting techniques
- Note telephone or other messages quickly and accurately
- Use techniques described to continue to develop your speed

### Module 1: Introduction & Objectives

- What is Speedwriting and why and when it's useful
- How much increased speed you can expect using Speedwriting
- The theory and principles of Speedwriting
- Using abbreviations
- Shortcuts and handy hints
- Writing individual words using Speedwriting
- Writing sentences using Speedwriting
- Reading your notes easily from your Speedwriting notes

### Module 2: Reviewing the Principles of Speedwriting

- Recap speedwriting principles
- Practice writing individual words, building your own dictionary
- How to develop your own unique abbreviations for commonly used words in your business
- Further practice writing sentences
- Writing and reading back your speedwriting from dictated material
- Techniques and tips for building your speed back at work

This programme can be customised for your in-house group – please ask

### What's next?

Minutes and Meetings  
Effective Business Communication  
Self-Esteem and Assertiveness



3 Learning Hours  
3 Points

For more information or to book please call **020 7256 6668** or email [enquiries@gbclearning.co.uk](mailto:enquiries@gbclearning.co.uk)