COURSE BROCHURE

English Shorthand Training - Pitman Guided Foundation

Diploma, Vocational & Skills / Shorthand, Stenography and Office Skills

One-time full-course fee

INR 1,499

Access

12 months course access

Study plan

12-week suggested study plan; self-paced

Learning format

12 listed written lessons with practice and self-assessment. A guided study workbook for Pitman New Era: sound analysis, consonants, vowels, joins, circles, loops, hooks, shortening, phrases and foundation dictation. The linked illustrated reference is required for exact symbol plates and full rule exceptions. Project prerequisites: Comfort reading English; a ruled notebook and pencil; access to the free linked illustrated Pitman reference.. Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.; This guided workbook requires the linked illustrated reference for exact symbols; it is not a standalone replacement for a full illustrated shorthand manual or supervised handwriting correction..

Programme overview

A guided study workbook for Pitman New Era: sound analysis, consonants, vowels, joins, circles, loops, hooks, shortening, phrases and foundation dictation. The linked illustrated reference is required for exact symbol plates and full rule exceptions.

Who this is for

1. Comfort reading English; a ruled notebook and pencil; access to the free linked illustrated Pitman reference.
2. Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.
3. Not included: This guided workbook requires the linked illustrated reference for exact symbols; it is not a standalone replacement for a full illustrated shorthand manual or supervised handwriting correction.

Published topics and learning focus

1. Setup and sound foundations
2. Compact forms and rule decisions
3. Applied writing and assessment

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.