

COURSE BROCHURE

English Stenography - Dictation and Transcription Practice

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

<div>One-time full-course fee</div> <div>INR 1,499</div>	<div>Access</div> <div>12 months course access</div>
<div>Study plan</div> <div>8-week suggested practice plan; self-paced</div>	<div>Learning format</div> <div>8 listed written lessons with practice and self-assessment. Eight practice workshops with an original fictional passage bank, helper-read timing plans for 60, 80, 100 and 120 WPM, transcription exercises, error analysis and a final portfolio. Longer exercises reuse bank passages; they are rehearsals, not independent unseen tests. Project prerequisites: Prior command of an English shorthand system and basic typing. Optional browser speech depends on a suitable device voice; a helper is needed for controlled human-read dictation.. Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.; No calibrated recorded audio library or unlimited unseen mock-test bank. Browser speech is optional synthetic practice, with voice availability and pronunciation dependent on the device..</div>

Programme overview

Eight practice workshops with an original fictional passage bank, helper-read timing plans for 60, 80, 100 and 120 WPM, transcription exercises, error analysis and a final portfolio. Longer exercises reuse bank passages; they are rehearsals, not independent unseen tests.

Who this is for

- 1 Prior command of an English shorthand system and basic typing. Optional browser speech depends on a suitable device voice; a helper is needed for controlled human-read dictation.
- 2 Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.
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Published topics and learning focus

- 1 Reliable dictation and SSC benchmarks
- 2 Advanced rehearsal and transcript review

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.