

## Liverpool John Moores University

Title: INTRODUCTION TO SHORTHAND AND IT  
Status: Definitive  
Code: **4003JOURN** (110759)  
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Screen School  
Teaching School/Faculty: Liverpool Screen School

Team	Leader
Susan Green	Y

**Academic Level:** FHEQ4  
**Credit Value:** 12.00  
**Total Delivered Hours:** 60.00  
**Total Learning Hours:** 120  
**Private Study:** 60

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	60.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Practice	AS1	Understanding theory and speed tests	100.0	

### Aims

*To introduce students to the theory and practice of shorthand.*

### Learning Outcomes

After completing the module the student should be able to:

- 1 Understand Teeline grammar
- 2 Take notes using Teeline shorthand

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Practical Test                      1    2

## Outline Syllabus

*Theory of Shorthand*  
*Practice in Shorthand*

## Learning Activities

Lectures

## References

<b>Course Material</b>	Book
<b>Author</b>	Butler, H.
<b>Publishing Year</b>	1991
<b>Title</b>	Teeline Made Simple
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Butterworth Heinemann, London
<b>ISBN</b>	

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## Notes

This practical module introduces students to the basic technical shorthand competencies required for the successful journalist.