

Global Learning Semesters

Course Syllabus

Course: OFAD-222 Advanced English Shorthand

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-222	Advanced English Shorthand	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-221
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The introduction of advanced vocabulary, short forms and phrases. The development of shorthand speed at around 80 wpm.

Prerequisites

OFAD-221

Topic Areas

New Era

- The introduction of new vocabulary
- The introduction of new short forms and phrases
- Shorthand speed practice by means of live dictation

2000

- Revision of common words
- Dictation from unprepared material
- Unfamiliar words
- Speed building

Readings and Resources

Required Textbooks

- Bryan Coombs, A New Review of Pitman Shorthand, New Era Edition, Pitman, ISBN 0-273-40283-8.
- Edith Searle, Basic Business Dictation 700 Common Words, ISBN 0-273-03419-7.
- Bryan Coombs, Speed builder, 2nd Edition, ISBN 0-273-01956-2.
- Pocket Dictionary, 2nd Edition, ISBN 0-273-01310-8.

Recommended Reading

- Past examination papers of Pitman and LCCI.