

Professional Shorthand Course In rawalpindi islamabad Pakistan 03354176949



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Professional Shorthand Course in Rawalpindi Islamabad Pakistan Admission Open 03115193625, Shorthand Course in rawalpindi pakistan chakwal jhelum gujrat 03115193625, We offers specialized and centralized fully equipped computer lab, various professional lecture rooms with multimedia for audio /video visual aid, Conference hall, We teach shorthand in so easy method that student can remember the story and by using their understanding skills they get perfection in short duration. We believe that professional success depends on personal integrity, dedication to a strong work ethic and a solid, continuing education in today's fast-paced world of rapid technological and social change., hands-on supervisory experience in service and operations, Your good shorthand and typing speed can easily win a government job for you. Shortcut and typing are most requirement skill in government departments. Every year unlimited jobs are announced by different government requires skillful persons of shorthand and typing. ICTE offering diploma in shorthand to full fill the job requirements. Shorthand systems based on assigning a unique outline to a specific word and require a very considerable time to memorize tens of thousands of outlines. Second, a large number of shorthand outlines demands constant practice on a daily basis to remember all memorized symbols including the ones you haven't used but you might use them in the future. Third, depending on the form and thickness of symbols it might explain to you the rules of shorthand based on the NEW ERA EDITION of PITMAN's SYSTEM OF SHORTHAND and guide you through the practice at your convenience. The Pitman system is a unique phonetic alphabet and diacritical marks have to be added alongside to different meaning and transcription often represents a problem. Fourth, symbol-based shorthand systems cannot be used with a computer. This course is designed to the lines to indicate vowels increasing the system's complexity. Practicing and building up speed is difficult because Pitman system has a large number of rules and short-forms. It can be compared to mastering of a foreign language when you learn to read and write. Shorthand is an abbreviated symbolic writing method that increases speed and brevity of writing as compared to a normal method of writing a language. The process of writing in shorthand is called stenography, from the Greek stenos (narrow) and grapha" or graphie (writing). It has also been called brachygraphy, from Greek brachys (short) and tachygraphy, from Greek tachys (swift, speedy), depending on whether compression or speed of writing is the goal. Many forms of shorthand exist. A typical shorthand system provides symbols or abbreviations for words and common phrases, which can allow someone well-trained in the system to write as quickly as people speak. Abbreviation methods are alphabet-based and use different abbreviating approaches. Several autocomplete programs, standalone or integrated in text editors, based on word lists, also include

a shorthand function for frequently-used phrases. Many journalists use shorthand writing to quickly take notes at press conferences or other similar scenarios. Shorthand was used more widely in the past, before the invention of recording and dictation machines. Shorthand was considered an essential part of secretarial training as well as being useful for journalists. Although the primary use of shorthand has been to record oral dictation or discourse, some systems are used for compact expression. For example, health-care professionals may use shorthand notes in medical charts and correspondence. Shorthand notes are typically temporary, intended either for immediate use or for later transcription to longhand, although longer term uses do exist, diaries (like that of the famous Samuel Pepys) being a common example. ICTE is affiliated with Government.

Shorthand Professional Course Contents:

Introducing Teeline

The Teeline alphabet

Joining letters

Removal of unnecessary letters

Position of writing

Punctuation

Write shorthand using correct techniques

Read and write shorthand notes

Write shorthand at optimum speed (minimum 60 wpm) with minimum 98% accuracy

Produce transcripts of shorthand notes. Rawalpindi, Islamabad, Lahore, Karachi, Gilgit, Skardu, Ghangche, Taxila, Shigar, Astore, Diamer, Ghizer, Kharmang, Gultari, Rondo, Hunza Nagar, Gupi, Azad Jammu and Kashmir, Muzaffarabad, Mirpur, Bhimber, Kotli, Rawlakot, Bagh, Bahawalpur, Bhakkar, Chakwal, Chiniot, Dera Ghazi Khan, Faisalabad, Gujranwala, Gujrat, Hafizabad, Jhang, Jhelum, Kasur, Khanewal, Khushab, Layyah, Lodharan, Mandi-Bahuddin, Mianwali, Multan, Muzaffargarh, Nankana Sahib, Narowal, Okara, Pakpattan, Rahim Yar Khan, Rajanpur, Sahiwal, Sargodha, Sheikhupura, Sialkot, Toba tek Singh, Vehari, Attock, Taxila, Wah Cantt, Rawalpindi, Balochistan, Khyber-Pakhtunkhwa, Punjab, Sindh, Gilgit Baltistan, Turbat, Sibi, Chaman, Lasbela, Zhob, Gwadar, Nasiraba, Jaffarabad, Hub, Dera Murad Jamali, Dera Allah Yar, Khyber-Pakhtunkhwa, Peshawar, Mardan, Abbottabad, Mingor, Kohat, Bannu, Swabi, Dera Ismail Khan, Charsadda, Nowshera, Mansehra, Hyderabad, Sukkur, Larkana, Nawabshah, Nanak wara, Mirpur Khas, Jacobabad, Shikarpur, Khairpur, Pakistan. Experienced Based Diploma in Ac Technician ,Electronic , Mechanical , Plumbing , Auto Electrician , Efi Auto Electrician , Civil Surveyor , Quantity surveyor civil lab material testing , Best Institute in Rawalpindi islamabad Pakistan Lahore , Lowest fee course in pakistan , lowest fee professional practical training course in pakistan rawalpindi peshawar kashmir bagh lahore islamabad kahuta chakwal rahimyar khan gujarat gujarawala multan , attock Best institute in rawalpindi professional teacher and qualified staff. Dubai , Abu Dabi , Muscat , Oman , Doha , Qatar ,South Africa , Saudia Arabia , kawat , Behrain , Kotli Sattian , Murree , UK , UAE , Sharja, Civil Technology Courses

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Diploma in Quantity Surveyor

Diploma in Civil Draftman

Diploma in Civil Lab Technician

Diploma in Civil Architecture

Diploma in Civil Engineering One Year

Diploma in Civil Engineering Two Years

OSHA Construction Civil Safety

Electrical Technology Courses

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Diploma in Electrical Engineering Two years
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Electrician Course in Lahore
Electrician Course in Peshawar
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Diploma in Telecommunication Two years
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Diploma in CCTV technician
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Diploma in Quality Control (QC)
Diploma in Total Quality Management (TQM)
Diploma in Import & Export Management
Diploma in College and University Management
Diploma in Auditing
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