



COURSE BROCHURE

# STENOGRAPHY



4 Months  
120 Hours Approx.

Join the Best Stenography Training Institute to Learn from Experts. Enrol in our Stenography Course & Classes for a Successful Career. Also Get Online Verifiable Certificate and Job Placement Assistance

## Course Content

- ▶ Introduction to Stenography
- ▶ Stenographic Alphabets
- ▶ Stenographic Word Forms
- ▶ Stenographic Phrasing Techniques
- ▶ Stenographic Speed Building
- ▶ Advanced Stenographic Symbols
- ▶ Stenographic Transcription
- ▶ Specialized Stenographic Applications
- ▶ Stenographic Note-taking Strategies
- ▶ Stenography Practice and Mastery

## About Course

A stenographer is a professional who has the abilities to translate a language into a coded form which is popularly known as Shorthand. Stenographers use shorthand and a steno machine to transcribe information. Known as challenging, a stenographer has to do all the work by themselves as there is no technology used here. A stenographers job is to be present at every place where spoken words are recorded and documented. To give you an example, if you have ever seen a film, where the scene is set in a court. Next to the judge, sits a person with a typewriter typing away every word. Yes, that's one of the jobs of a stenographer. Their typing speed is quick and what's even more fascinating, is that they have to transcribe the language on the spot itself as it is being spoken.

## Our Facts and Figures



15,000+  
Students Trained



90+  
Courses Offered



2,000+  
Students Placed



100+  
Company Tie-ups

## About Shree Academy

Shree Academy was found in 2012 with the mission of providing best quality Computer Education and International Language Coaching to all classes of people at a very reasonable fee structure. Thousands of students have already got trained professionally and made their career successfully in the past.

## Why Shree Academy?



We provide  
personal coaching



Training by  
Expert Faculty



100%  
Job Assistance



Online Verifiable  
Certificate



Free Online  
Material Access



Theory + Practical  
Study Approach

[www.shreeacademy.net.in](http://www.shreeacademy.net.in)



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