

Last updated February 2023

If you are a student or employer looking for shorthand training, please see the list below to find a shorthand tutor in your area. Please contact the tutor directly for further information regarding fees, availability and method of tuition (many tutors offer individual, group or remote online sessions e.g. Zoom).

Some companies offering online or centre-based shorthand courses are also listed (this list is not exhaustive). Please see the linked company website for further information about the services offered.

If you are a **shorthand tutor** and would like to be included on our database you will need the following:

- Understanding of NCTJ shorthand exams
- A general teaching qualification (preferable) or;
- Applicable industry / practical use of Teeline
- A shorthand speed qualification

If you meet the above criteria, please do forward your CV to ellen.sanderson@nctj.com.

Please note: the NCTJ does not employ shorthand tutors directly and does not have a contractual agreement in place with the tutors (or companies) detailed on this list. Whilst the tutors on this list are not directly endorsed by the NCTJ, we do reserve the right to remove tutors from the list at our discretion. If you are searching for employment as a shorthand tutor, please refer to the [Accredited Courses](#) section of the website where you can obtain the details of NCTJ-accredited journalism course providers.

Shorthand courses

Pitman Training

Tel: 01223 319419

Website: www.pitman-training.com

Learn online, at one of a range of centres or a combination of both. Several Teeline courses are available, from novice to professional.

Teeline Online

Website: www.teelineshorthand.org

Email: admin@teelineonline.co.uk

Learn online, in your own time and at your own pace with tutor support if required. Learn Teeline from scratch with a complete theory course, or refresh your skills with an improver's course. Private lessons via Zoom are also available.

Free resources

Lets Love Teeline Together – Website and Youtube Channel

<https://www.letsloveteeelinetogether.com/>

https://www.youtube.com/channel/UC8C-I4BF0z6neY2KrQ_paQA

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This popular website and YouTube channel is produced by Jo Goodall and Rosalie Watts, both of whom are experienced shorthand tutors and have taught Teeline at NCTJ-accredited journalism centres. The course firstly aims to give the shorthand novice a foundation in Teeline theory - there is a series of 20 lessons for inexperienced learners.

If you understand the theory and have got the basics, you can find a further series of lessons focused on speed development. These will help you to increase your speed from 60 words per minute (wpm) to 100 words per minute. 100wpm is the industry-standard benchmark that learners aim to achieve to increase their prospects of employment.

Additionally, for those learners preparing to sit an NCTJ shorthand exam, you can also find a succession of lessons focused on exam preparation.

Shorthand tutors

Tutors are grouped broadly by region for your convenience. However, many tutors are also able to offer remote online tuition. Please enquire directly with the tutor.

London

Angela Catto
Tel: 07785 788156 or 0208 876 2877
Email: angela_catto@hotmail.com
London and south west

Kate Charles
Tel: 0208 543 9186 or 07964 342133
Email: ccharles10@aol.com
London zone 1-3 and Surrey

Yohannes Lowe
Tel: 07788 660 583
Email: yohanneslowe73@gmail.com
London (all zones). Online sessions also available.

Mary Marc-Peterkin
Tel: 0208 508 3294
Email: dollina@btinternet.com
Up to Zone 1, within easy travelling by bus/underground train

Cherry Matthey
Tel: 0208 669 9794
Email: cmatthey@yahoo.co.uk
London, Surrey, Kent and Sussex

Lizzy Millar
Tel: 07758646186
Email: lizzy@shorthandtraining.co.uk
London zones 1-3 and via online webinar.

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Jane Murphy

Tel: 01634 615810 or 07752 537205

Email: jmurphytraining@aol.com

London, Kent, Essex/Surrey – close to the M25

Pyone O'Brien

Tel: 0771 4337881

Email: pyoneobrien@gmail.com

Central London, Greater London and Surrey. Also runs weekend courses in Richmond and Hammersmith

Bill Shaw

Tel: 07726 580093

Email: bill@billshaw.plus.com

London, able to travel a reasonable distance

Marilyn Somers

Tel: 01273 833987

Email: marilyn.somers@virgin.net

London, Sussex and Surrey

Richard Ward

Tel: 020 3561 9770 or 07717 341006

Email: gemini65@sky.com

London

Rosalie Watts

Tel: 07508 340051

Email: rosalieswatts@gmail.com

London zones 1-3

Pitman Training London

Tel: 020 7256 6668

Email: shorthand@pitmanlondon.co.uk

London – EC2 (City) and W1W (West End)

Teeline Online

Website: www.teelineshorthand.org

Email: admin@teelineonline.co.uk

Online shorthand courses available, including one day masterclasses held in London. Please see above website.

Tracey Schapira

Tel: 07956 255 102

Email: tracey.schapira@sky.com

North London, Central London, Hertfordshire

Essex, Herts, Beds and Bucks

June Beavers

Tel: 01992 560445

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Email: beaversjune@gmail.com

West Essex and London

Mrs R I Crocombe

Tel: 01295 261638

Email: enquiries@bss.eclipse.co.uk

Oxfordshire, Northamptonshire and Warwickshire

Sarah Hocking

Tel: 07540694859

Email: sarahjanehocking@gmail.com

Berkshire, Bucks. Can also offer online tuition via Zoom.

Jenny Locke

Tel: 01992 468610 or 07709 741536

Email: jenny.locke@btinternet.com

Hertfordshire and Essex

Charlie Moloney

Tel: 07901 850 319

Email: charlie@charliemoloney.com

Berkshire, Bucks, Oxfordshire and Surrey. Remote tuition available.

Jane Murphy

Tel: 01634 615810 or 07752 537205

Email: jmurphytraining@aol.com

London, Kent, Essex/Surrey – close to the M25

Jane Shardlow

Tel: 07740 371546

Email: shardlowj22@gmail.com

Hertfordshire, Bedfordshire and Cambridgeshire. Can also offer online distance tuition via Zoom

Tracey Schapira

Tel: 07956 255 102

Email: tracey.schapira@sky.com

North London, Central London, Hertfordshire

North

Christy Jade Biggar

Tel: 07821 885695

Email: Christy@live.co.uk

North West – Wirral/Merseyside. Also online sessions via Zoom.

Janet Bowring

Tel: 0114 230 7570

Email: janet6002003@yahoo.co.uk

25 mile radius of Sheffield

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Milica Budimir

Tel: 07812 183809

Email: milica.1972@yahoo.co.uk

Stoke-on-Trent. May travel to Midlands, Derbyshire, Nottinghamshire and North West.

Kaye Carl

Tel: 01142 366659

Email: furbycarlo@hotmail.co.uk

Sheffield - within reasonable travelling distance

Sam Cooper

Tel: 07951 072431

Email: sam.cooper90@yahoo.co.uk

Online tuition

Sandra Gingell

Tel: 01484 684797

Email: tamarisk33@talktalk.net

25 mile radius of Holmfirth, West Yorkshire

Susan Green

Tel: 07799 826361

Email: suegr2000@yahoo.co.uk

Preston to Wigan area

Gillian Hodgson

Email: gillian.hodgson@btopenworld.com

South Lakes to Manchester area

Kate James

Tel: 07512 641976

Email: katereillyjames@gmail.com

Liverpool City Region, Merseyside, Wirral. Can also offer distance tuition via Zoom.

Luke Jarmyn

Tel: 07738 686320

Email: lukejarmyn68@hotmail.com

Cumbria and surrounding areas. Willing to travel further and offer online distance tuition on request

Dora Johnson

Tel: 0115 848 4188

Email: dora.johnson@ntu.ac.uk

Nottingham and surrounding areas

Terry Kirton

Tel: 01900 815936

Email: terence.kirton@btinternet.com

Cumbria

Susan Pickering

Tel: 0191 584 6233

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Email: susan.pickering6@gmail.com

50 mile radius of Sunderland, including Durham, Tyneside, Teesside, North Yorkshire and Northumberland

Pauline Sandor

Tel: 01670 519906

Email: paulinesandor@yahoo.co.uk

Northumberland, Newcastle and surrounding areas including Morpeth, Blyth and Ponteland. Willing to travel further on request

Paul Thompson

Tel: 01457 859081 or 07751 691129

Email: paulthompson@sky.com

Derbyshire's High Peak, Tameside, Greater Manchester and nearby parts of Sheffield and Cheshire

Rosalie Watts

Tel: 07555240280

Email: rosaliesarwatts@gmail.com

East

Sarah Brown

Tel: 01553 767088 or 07984 047259

Email: Sarah.ibbetsonbrown@outlook.com

Norfolk, Suffolk and Cambridgeshire. Online tutorials via Zoom also offered.

Phyllis Maiden

Tel: 07593 263 822

Email: phyllismaiden@yahoo.co.uk

Lincolnshire

Rhoda Morrison

Tel: 07712 634 813

Email: rhodafmorrison1@gmail.com

Suffolk, Cambridgeshire and Norfolk. Online distance tuition also offered.

Jane Shardlow

Tel: 07703 101021

Email: janeshardlow@yahoo.co.uk

Cambridgeshire, Bedfordshire and Hertfordshire. Can also offer online distance tuition via Zoom

Pitman Training Cambridge

Tel: 01223 319419

Email: cambridge@pitman-training.net

Cambridgeshire

South

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Pat Aplin

Tel: 01305 266500 or 07968 089668

Email: pat.aplin@btinternet.com

Dorchester, Dorset

Sarah Booker-Lewis

Tel: 01273 693154 or 07968 563928

Email: sb_lewis@icloud.com

Sussex and West Kent

Sylvia Bennett

Tel: 01424 222170 or 07774 426946

Email: sylvia.bennett@learnshorthand.co.uk

Sussex and Kent

Kate Charles

Tel: 0208 543 9186 or 07964 342133

Email: ccharles10@aol.com

London zones 1-3 and Surrey

Sue Hackett

Tel: 07881 524015

Email: susanehackett@gmail.com

Hampshire, Dorset, Devon, Wiltshire, West Sussex, Online courses available

Joan Hooper

Tel: 07974 673380

Email: ljoan@btinternet.com

Cornwall, Plymouth and surrounding area

Nicki Jones

Tel: 07734526655

Email: nicki@jonesukltd.co.uk

East and West Sussex

Ruth Lumley

Tel: 07545 537 681

Email: ruth.lumley@gmail.com

Brighton & Hove, East and West Sussex

Cherry Matthey

Tel: 0208 669 9794

Email: cmatthey@yahoo.co.uk

Surrey, Kent, Sussex and London

Charlie Moloney

Tel: 07901 850 319

Email: charlie@charliemoloney.com

Berkshire, Bucks, Oxfordshire and Surrey. Remote tuition available.

Jane Murphy

Tel: 01614 615810 or 07752 537205

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Email: jmurphytraining@aol.com

London, Kent, Essex/Surrey – close to the M25

Marilyn Somers

Tel: 01273 833987

Email: marilyn.somers@virgin.net

Sussex, Surrey and London

West (including Midlands)

Jeannette Bond

Email: jeannette@bond-tss.co.uk

Gloucestershire and the south-west

Mrs R I Crocombe

Tel: 01295 261638

Email: enquiries@bss.eclipse.co.uk

Oxfordshire, Northamptonshire and Warwickshire

Daphne Little

Tel: 01380 860296

Email: little2000@totalserve.co.uk

Wiltshire and parts of Somerset

Janette McCutcheon

Email: teelineshorthand@gmail.com

Gloucester, Cheltenham, Forest of Dean, Ross on Wye, Monmouthshire and surrounding areas. Also offer online sessions via Zoom anywhere in the UK

Janet Poole

Tel: 07918 701205 or 01782 396525

Email: janetpoole2710@gmail.com

West Midlands, East Midlands, North West

Carol Tookey

Tel: 01386 870551

Email: carol@tookey.net

Evesham, Worcester, Stratford upon Avon, Redditch, Cheltenham, Birmingham, Solihull

Joan Ryder

Tel: 01384 394228 or 07800 596084

Email: joanryder24@btinternet.com

West Midlands, Worcestershire and Shropshire

Central

Mary Boothroyd

Tel: 01572 756097 or 07919 100853

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Email: mcboothroyd@btinternet.com

Rutland, Leicestershire – Zoom tutorials also available

Elizabeth Davies

Tel: 01536 771512

Email: edavies@tresham.ac.uk

Leicester area

Cornwall and Devon

Christine Burns

Tel: 07910 294586

Email: chris.burns12@btinternet.com

South-East Cornwall, South and Mid Devon

Sue Hackett

Tel: 07881 524015

Email: susanehackett@gmail.com

Hampshire, Dorset, Devon, Wiltshire, West Sussex, Online courses available

Fran McElhone

Tel: 07905 125822

Email: franmcelhone@gmail.com

East Devon – may be able to travel, please contact tutor for further details

Sue Norcross

Tel: 01326 573628

Email: sue.norcross@cornwall.ac.uk

West Cornwall – Camborne, Redruth, Penzance, Falmouth and Helston

Scotland

Charles Fletcher

Tel: 07774 405 279

Email: charles@caledoniamedia.scot

Glasgow, Edinburgh, Borders and West of Scotland

Donna MacAllister

Tel: 07818 569037 / 01667 451238

Email: donnamacallister@me.com

Nairn, Inverness and surrounding areas

Claire McCarthy

Tel: 07899 811389

Email: cjmccarthy@hotmail.co.uk

Tayside, Fife, Angus. Online sessions available for all candidates.

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Wales

Janette McCutcheon

Tel: 07553 652054

Email: teelineshorthand@gmail.com

Gloucester, Cheltenham, Forest of Dean, Ross on Wye, Monmouthshire and surrounding areas. Also offer online sessions via Zoom anywhere in the UK

Cheryl Tootill

Tel: 01554 759599

Email: cheryltootill@gmail.com

South West Wales

Marlene Lewis

Tel: 07871 555092

Email: Marlene@ShorthandExpert.com

South Wales (Pencoed/Bridgend area)

Northern Ireland

Andrew Balfour

Tel: 07817 086006

Email: balfour-a1@ulster.ac.uk/andrewbalfourapril04@hotmail.com

Northern Ireland. Can offer Zoom sessions.