Type **Faster**
Work Smarter!

An online course to boost your productivity at work.

Today, around 95% of business documents are electronic. So typing is no longer just for secretaries. In this age of the desktop computer, we are all typists now!

Yet around 80% of computer users cannot type efficiently and consequently perform at only about **half** their potential speed with often poor levels of accuracy. If you are one of those, then you need this course!

Save your organisation hundreds - if not thousands - of £s a year

When you can touch type – that is to type with all your fingers without looking down at the keyboard - you will be much more productive, gaining your business thousands of extra hours, improving your profitability, whilst at the same time producing more accurate and professional business communications.

Touch-typing is also the healthy way to type! So you are much less likely to suffer from repetitive strain injuries. Typing faster and effortlessly reduces your stress levels too!

Leading the way

Type&Test are the UK's leading specialists in online touch-typing training and assessment. Our products are the only ones used by Awarding Bodies such as Open Awards and the SQA to prepare their learners for national typing qualifications. The course is also certified for Continuing Professional Development (CPD) purposes.

A structured programme with guaranteed results

Everyone can learn to touch type, even those who have settled into a habit of typing with two fingers over many years. Most people just need a little help to do so.

Our **'Type Faster, Work Smarter'** programme involves regular short practice sessions done at the desktop or at home. Using our enjoyable self-paced interactive online learning tool and with support delivered online by one of our tutoring team, your aim will be to significantly increase your typing speed whilst developing high levels of accuracy.

And once you have learned to touch type, your speed will soon increase further through regular everyday use. 40 words per minute are usually attainable, whilst many people go on to achieve speeds of up to 60 wpm or more. Few non touch typists manage more than 30 wpm and often have to waste time correcting their work afterwards.

An initial assessment

The programme starts with a 5-minute assessment of your current typing skills, managed remotely and completed at your desktop. Most people have little or no idea of the speed at which they currently type, or of their accuracy level, but the assessment will make it immediately clear for you.

Then there follows an induction session with the Type&Test tutor through a desktop 'webinar', usually lasting about 30 minutes, which will introduce you to your course and give you the opportunity to agree your personal objectives and to discuss your training plan.

Regular personalised feedback

You will firstly learn touch-typing techniques gradually over a period of 4 – 6 weeks through short self-directed interactive sessions lasting 15 – 30 minutes per day. Then you will start to build up speed and accuracy, fitting in practice sessions at times which suit the demands of your work, without you ever needing to leave your desk.

On a regular basis, the Type&Test tutor will check your progress remotely and if necessary give you feedback and encouragement via email, text or skype to keep you on track.

'Ditch' and 'Switch'

At the appropriate point in your training, usually between 6 – 10 weeks - you will be encouraged to 'ditch and switch' – that is to 'ditch' your old typing methods and to 'switch' to touch-typing techniques for good, at all times, not just when you are using the online course. Later, at the end of your course, you will do a final assessment, again at your desktop, in order to measure precisely how much you have improved.

Final Certificate

When you have completed, you will receive a Certificate to show what you have achieved. It will include your name and your final assessment score. If you are completing the course as part of your CPD programme, the Certificate will include a CPD logo. For an additional fee, you could take an online test for the Open Awards national accredited typing qualification, awarded at Level 2 for a speed of 40 wpm with 98% accuracy.

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