

323 Prepare text from shorthand

Summary

Take shorthand notes and produce accurate and correct text from these notes in an agreed format.

You will apply the following skills:

- Questioning
- Listening
- Noting
- Writing
- Using technology
- Checking
- Managing time

Performance Indicators

You will:

1. Agree the purpose, format, quality standards and deadlines for the text
2. Take dictation using shorthand at a minimum speed of 80 words per minute
3. Clarify points you are unsure about
4. Input and format the text from your shorthand notes
5. Make efficient use of the technology available
6. Check for accuracy, editing and correcting as necessary
7. Store the text and the original shorthand notes safely and securely in approved locations
8. Present the text in the required format within agreed deadlines and quality standards

Knowledge

You will know:

1. The different types of documents that you may be asked to produce from shorthand and the formats they should follow
2. The importance of having an effective working relationship with the person giving the dictation
3. Why it is important to agree the purpose, format and deadline for the text
4. How to check for accuracy and correctness – including spelling and grammar – and why this is important
5. Why it is important to store text safely and securely and how to do so
6. Why it is important to store the original shorthand notes safely and securely and how to do so
7. The importance of confidentiality and data protection
8. The different forms in which the text may be presented
9. Why it is important to meet quality standards and deadlines
10. The different types of technology available for inputting, formatting and editing text and their main features