

S213: Prepare text from notes: using touch typing (40 wpm)

Overview: Present accurate and correct text in an agreed format, from notes; touch typing at a speed of 40 words per minute.

Links: Document Production; IT; Health, Safety and Security of People, Premises and Property

Specific skills:

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

Performance Indicators

1. Agree the purpose, format and deadlines for the transcription
2. Input the text using touch typing to 40 words per minute
3. Format the text, making efficient use of available technology
4. Check content for accuracy, editing and correcting text
5. Clarify text requirements when necessary
6. Store the text and the original notes safely and securely in approved locations
7. Present the text in the required format within agreed deadlines

Knowledge & Understanding

- A. The different types of documents that may be produced from notes and the formats they should follow
- B. The difference between producing text from own notes and producing text from others' notes
- C. The benefits of agreeing the purpose, format and deadline for the text
- D. The purpose of accuracy when preparing text
- E. How to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this
- F. The purpose of storing text safely and securely and how to do so
- G. The purpose of confidentiality and data protection
- H. The purpose and benefits of meeting deadlines