

## S312: Prepare text from notes: using touch typing (60 wpm)

**Overview:** Present accurate and correct text in an agreed format, from notes; using touch typing at a speed of 60 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 text using touch typing to 60 words per minute
3. Format the text, making efficient use of available technology
4. Check content for accuracy, editing and correcting text when necessary
5. Clarify text requirements when necessary
6. Store text and original notes safely and securely in approved locations
7. Present 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. Why accuracy is important 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