S313: Prepare text from shorthand (80 wpm)

Overview: Take shorthand notes and produce accurate and correct text in an agreed format from these notes, at a minimum speed of 80 words per minute.

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

Specific skills:
- Checking
- Questioning
- Listening
- Using technology
- Managing time
- Noting

Performance Indicators

1. Agree the purpose, format and deadlines for the text
2. Take dictation using shorthand at a minimum speed of 80 words per minute
3. Clarify text requirements when necessary
4. Input and format the text from shorthand notes
5. Make efficient use of available technology
6. Check content for accuracy, editing and correcting the text
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

Knowledge & Understanding

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