Shorthand as a Skill (Introductory)

# Course Rationale

This award has the purpose of providing learners with a useful lifeskill. It is particularly useful to those who wish to work in the business and commercial sector in an Administrative capacity or those wishing to pursue a career in Journalism.

# Course Content

* Understand the principles and rules of a recognised shorthand system – Teeline
* Use special outlines, word groupings and distinguishing outlines
* Ability to write a recognised shorthand system and transcribe notes

# Skills

***The following summarise the ‘main’ skills being developed throughout this course***

* Speed development
* Vocabulary building
* Listening skills
* Memorising techniques
* Transcription techniques
* Planning and organising work within deadlines
* Document presentation
* Proof-reading skills

# Course Assessment

This is ongoing throughout the course and pupils will be assessed when they are considered capable of achieving a pass.

The assessment is in 2 parts, the first is demonstrating understanding of a recognised Shorthand system through transcribing 100 unseen printed outlines, 50 unseen printed special outlines, into English and transcribe 10 sentences from English into shorthand. The second part is to produce a Shorthand document of 120 words from dictation at 60 words per minute and then to transcribe back within a specific time period.

# Progression

Progression would involve improving on speed which can lead to further qualifications.

# Career Pathways

Shorthand is a useful skill and has many applications in a modern business environment – eg note-taking at meetings. It is also useful within a lifeskill context eg – note taking within Further/Higher Education. It also forms part of the Higher National Certificate and Diploma in Journalism and of a variety of Industry recognised courses - NCTJ (National Council for the Training of Journalists).