

# Speedwriting

Based on SAQA's Unit Standard 12444, 7469, 9009, 9007 and 7480, NQF Level 2, 16 Credits

## Introduction

*Tired of frantically scribbling notes to capture all the information from that important meeting or phone call? Can't make head or tail of your muddled scrawling and in danger of Repetitive Strain Injury from an over abused writing hand? This course could be your salvation. Including top tips, cunning short-cuts and commonly used abbreviations and symbols, you'll leave this workshop with the tools to produce more effective, accurate and legible notes.*

*Participants will discover the main principles of speedwriting, practice using these in a live session, and look at active listening techniques.*

*Participants will take away a quick reference guide which will help them learn the system effortlessly.*

*Technical job proficiency is no longer the prerequisite to corporate and career success. By mastering this you stand on the brink of new opportunities and success in your career. Speedwriting is based on five basic rules which are extremely easy to remember and implement unlike other shorthand methods involving memorising 20 or 30 rules.*

*This speedwriting process has become very popular amongst secretaries and is a vital skill to any Office Professional who would like to increase their writing speed.*

*Learn how to write phrases and terms as quickly as you can hear them, increasing your speedwriting and confidence.*

## Course Objectives

- Save a great deal of time learning the system – no need to memorise random abbreviations
- Retention is simple even if you don't use the system daily as there are only a few fixed rules
- Gain a new skill of international standard
- Speedwriting is learnt quickly and can be used immediately
- Learn how to write simple words at a rate of 60 to 80 words per minute and more complex words slightly slower (Many delegates have reached over 100 wpm)
- Recognise and correctly use proofreading marks

## Course Outline

### Streamlining letters

- Writing what you hear
- Dropping medial vowels
- Writing initial and final vowels
- Practical exercises

#### Punctuation symbols

- Full stop, question mark, indicating the end of a paragraph
- Indicating plurals, possessiveness, proper nouns
- Vocabulary builder
- Practical exercise

#### Forming new writing habits

- Identifying where to omit unnecessary crosses, dots initial and final strokes
- Salutations
- Forming the past tense of a verb
- Compound words
- Writing a capital
- Vowels

#### Unusual words and metric terms

- Examining words that are commonly misspelled
- Technical terms
- Proper nouns