

Speedwriting Skills

Course Aims

This very intensive one day course has been designed to teach participants Speedwriting in the shortest possible timescale. The course will provide participants with Speedwriting skills which can be used when taking notes at meetings, seminars and group discussions.

Course Outline

- **What is Speedwriting**
- **Speedwriting principles – Alphabetical and Positional techniques**
- **Explanation and description of word group categories**
- **Short form structure**
- **Common prefixes – how to abbreviate**
- **Common suffixes – how to abbreviate**
- **Compound words – how to identify and abbreviate**
- **Word families – how to quickly increase speedwriting vocabulary**

This course by its nature is very practical. Throughout the course there will be skill practice and development including:

- **Facility drills and exercises**
- **Dictation – seen and unseen**
- **Transcription of written exercises**
- **Transcription of dictated exercises**

The course workbook includes exercises (with solutions) and word lists with abbreviations in order that each delegate can review and practise after the course.

Who will benefit from the Speedwriting Skills course?

This course will benefit all individuals whose role in the workplace includes responsibility for taking notes but who do not have shorthand skills.

