



# Text Processing (Business Professional)

<b>Unit Title:</b>	<b>Shorthand Speed Skills</b>
OCR unit number:	06997
Level:	2
Credit value:	5
Guided learning hours:	50
Unit reference number:	D/505/7096

## Unit aim

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This unit aims to equip candidates with the ability to demonstrate competence in shorthand note taking from dictated material, at 60 or 70 words per minute (wpm), as appropriate for use in business (by people such as journalists, secretaries and court reporters). Candidates are required to produce an accurate transcript from dictated material using a word processor, typewriter, or handwriting.

<b>Learning Outcomes</b> <i>The learner will:</i>	<b>Assessment Criteria</b> <i>The learner can:</i>	<b>Knowledge, understanding and skills</b>
1. Be able to record dictated material, using a recognised shorthand system or method of note taking	1.1 Use their detailed knowledge of a shorthand system or form of note taking to listen to, and record verbatim, material dictated at speeds of 60 or 70 wpm.  1.2 Produce printouts, typescripts or handwritten transcripts	<ul style="list-style-type: none"><li>• Use business terminology and English grammar including punctuation: paragraph, full stop and incorporating a comma into a list of 3 items</li><li>• Use listening and memorising techniques</li><li>• Development of shorthand outlines including short forms, special or reduced outlines and phrases</li></ul>
2. Be able to produce a transcript from recorded notes using a word processor, typewriter, or handwriting	2.1 Complete work within set timescales  2.2 Transcribe recorded notes within 26 minutes' transcription time  2.3 Apply English spelling, punctuation and grammar	<ul style="list-style-type: none"><li>• Produce work which, after any necessary corrections, is accurate within the time and error tolerance allowed</li><li>• Transcribe punctuation as dictated</li><li>• Consistent style and format of presentation</li><li>• Initial capitals used for proper nouns and at the beginning of sentences</li></ul>
3. Be able to check documents for accuracy	3.1 Check documents for accuracy, correcting mistakes as necessary	<ul style="list-style-type: none"><li>• English spelling, punctuation and grammar</li><li>• Proofreading skills</li><li>• Use appropriate correction techniques to ensure work is accurate</li></ul>

## Assessment

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Candidates will be assessed in a transcription test set and marked by OCR.

The dictation will be available at a speed of 60 wpm or 70 wpm. Tests at both speeds may be held during one session, in which case all the dictation must be completed before candidates start their transcriptions.

The test will comprise 3 minutes' dictation at each speed followed by an interval of 1 minute after dictation of each passage and 26 minutes for transcription.

The dictation will be given by a suitably-qualified person appointed by the centre.

The titles of the passages should be displayed as printed and then read to candidates before the dictation of each passage.

Nature of the passages: the material dictated will

- be continuous text of non-specialist nature
- include a list of 3 items
- include numbers.

Candidates will be awarded with a certificate which details the words per minute achieved.

## Administration guidance

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- Either a word processor or a typewriter may be used (or transcripts may be handwritten).
- Use appropriate stationery, i.e. plain A4 paper or appropriate paper for handwriting transcripts.
- Candidates **must** carry out their own printing. No changes whatsoever may be made to the text outside the time allowed for transcription. Printing may be undertaken outside the time allowed for transcription, in a period immediately following the examination and supervised by the invigilator.
- Warm-up material: warm-up material will not be provided by OCR. Centres may, if they wish, provide candidates with warm-up material before the start of the examination.
- Candidates may prepare their materials/equipment so that they are ready to start transcription at the end of the 1 minute break after dictation has been completed.
- Transcripts, together with shorthand notes, should be submitted.
- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Guidance on assessment and evidence requirements

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For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word\* irrespective of the number of errors that may appear in that word.

For example, “miscellaneous” keyed in as “miss-selanium” will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

\*A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode
- initials and courtesy titles
- simple or complex numbers including money and times
- simple or compound measurements.

- 1 Candidates must produce a transcript from dictated material with no more than 6 faults at 60 wpm and 7 faults at 70 wpm.
- 2 Dictated material including a list of 3 items must be transcribed verbatim using handwriting, a typewriter or a word processor.
- 3 Punctuation must be transcribed as dictated.
- 4 Initial capitals must be used for proper nouns and at the beginning of sentences.
- 5 Spelling must be according to English usage.
- 6 Work must be clean and uncreased and corrections unobtrusive.
- 7 Consistent style and format of presentation must be used.
- 8 Any form of correcting material/mechanism may be used.

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage their candidate(s).

Errors will be divided into 4 categories:

Marking Criteria	Tutor Notes
<b>Section 1 Faults - keying in errors</b> <b>One fault will be given for each word* which:</b>	
1.1 contains a character which is incorrect (including upper case character within a word), or is illegible for any reason	<ul style="list-style-type: none"> <li>• A penalty will be incurred for any word that contains a character that is incorrect or that includes an upper case character within a word, e.g. <i>LaBel</i></li> <li>• Candidates may use English and mother tongue dictionaries and spellcheckers where available</li> </ul>
1.2 has omitted or additional characters or spaces (including omissions caused by faulty use of correction materials/ techniques, e.g. hole in paper)	<ul style="list-style-type: none"> <li>• A space inserted between a word and its associated punctuation, e.g. <i>word :</i> or <i>word ?</i> will incur 1 fault per instance</li> <li>• Incorrect or omitted paired punctuation, e.g. brackets, single quotes will incur 1 fault per 'pair', e.g. ( Progress Group ), ' Progress Group '</li> </ul>
1.3 contains handwritten character(s) in typewritten/word processed transcripts	<ul style="list-style-type: none"> <li>• Handwritten accents in typed transcripts (e.g. in words such as <i>café</i> or <i>crèche</i>) will be accepted</li> </ul>
1.4 has no space following it	
1.5 has more than 2 character spaces following it in typewritten/word processed transcripts except where appropriate, e.g. after punctuation	<p>In continuous text, 1 fault per instance will be incurred for:</p> <ul style="list-style-type: none"> <li>• more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon</li> <li>• more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at the end of a word) and closing single or double quotes</li> <li>• where a short line appears, this will be penalised if the first word following could have fitted at the end of the short line with at least 18 mm (<math>\frac{3}{4}</math>" ) to spare (measuring the short line against the longest line in the document)</li> </ul>
1.6 contains overtyping (per instance regardless of the number of words involved)	
1.7 does not contain initial capitals: <ul style="list-style-type: none"> <li>- for proper nouns</li> <li>- for the first letter of a sentence</li> </ul>	<ul style="list-style-type: none"> <li>• One fault per instance will be incurred for each required initial capital that has been keyed in as a lower case character</li> <li>• Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised.</li> <li>• Inserting a capital letter following a penalty for an incorrect full stop will not be penalised</li> </ul>

Marking Criteria	Tutor Notes
<b>Section 2 Faults - omissions and additions</b> <b>One fault will be given for:</b>	
2.1 each word which is the wrong word, a word that has been omitted or a word that has been added	
2.2 each instance of: <ul style="list-style-type: none"> <li>- failure to indicate punctuation as dictated</li> <li>- failure to insert essential commas</li> </ul>	

<b>Section 3 Faults - transpositions and misplacements</b> <b>One fault will be given for each instance of:</b>	
3.1 not applicable to this unit	
3.2 words that are misplaced within text, where there is no instruction	<ul style="list-style-type: none"> <li>• Words inserted in the wrong order or place in the absence of an instruction e.g. misplaced within text or as foot or marginal note, regardless of the amount of material involved (in addition to any faults that may be incurred above)</li> </ul>

<b>Section 4 Faults – presentation</b> <b>No more than one fault per paper for each of the following items:</b>	
4A left and/or top margins of less than 13 mm, or ragged left margin	<p>This includes:</p> <ul style="list-style-type: none"> <li>• ragged left margin, e.g. additional character spacing at the beginning of a line or paragraph</li> <li>• main and subheadings not keyed in at the left margin, as presented in draft – unless otherwise instructed (e.g. centring)</li> </ul>
4B not applicable to this unit	
4C not applicable to this unit	
4D not applicable to this unit	
4E not applicable to this unit	
4F not applicable to this unit	
4G work which is creased, torn or dirty (including conspicuous corrections)	<ul style="list-style-type: none"> <li>• Invigilators should report any machine problems resulting in marks on paper</li> <li>• Invigilators should also report any problems with printers, so as not to disadvantage candidates</li> </ul>
4H not applicable to this unit	
4I inconsistent spacing between and within similar items within a passage	<ul style="list-style-type: none"> <li>• Inconsistent spacing (including line spacing) between and within similar items is only penalised if a comparison with a similar item can be made within the same document</li> <li>• Inconsistent line spacing above and below an item, for example, an inset portion, will not be penalised as there is no further instance of inseting within the same document for comparison</li> </ul>

Marking Criteria	Tutor Notes
<p>4J use of initial capitals where not required according to the dictation, or initial capitals:</p> <ul style="list-style-type: none"> <li>- used inconsistently within a passage, or</li> <li>- used inappropriately within a passage</li> </ul>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• closed capitals used where not dictated, e.g. <i>White</i> keyed in as <i>WHITE</i></li> </ul>
<p>4K inconsistent use of alternative spellings within a document</p>	<ul style="list-style-type: none"> <li>• Alternative spellings that may be found in an English dictionary will be accepted but a penalty will be incurred if that alternative spelling is used inconsistently, e.g. <i>organize</i> but <i>organisation</i> within the same document</li> </ul>
<p>4L inconsistent display of measurements, weights, times, money, figures</p>	<ul style="list-style-type: none"> <li>• Measurements and weights must be used consistently. For example, <i>5cm</i> or <i>5 cm</i>; <i>16kg</i> or <i>16 kg</i></li> <li>• Times should be keyed in consistently, for example, <i>9.30 am</i> or <i>9.30am</i> Candidates should not change times from 12-hour clock to 24-hour clock or vice versa, unless instructed to do so</li> <li>• Money: there must be no character space between £ and the amount, e.g. <i>£60</i></li> <li>• The display of figures should be an “acceptable system”, e.g. <ul style="list-style-type: none"> <li>- all figures including “1”</li> <li>- all words (but use of words such as <i>twenty-five</i> or <i>twenty five</i> must be consistent)</li> <li>- <i>one</i> as a word, all others as figures</li> <li>- <i>one</i> to <i>nine</i> or <i>ten</i> as words and then <i>10</i> or <i>11</i> upwards as figures</li> <li>- <i>one</i> to <i>twenty</i> as words and then <i>21</i> upwards as figures</li> </ul> </li> <li>• Where dashes or hyphens are used to represent the word “to” (e.g. <i>15-22</i> or <i>15 – 22</i>) these must be used consistently throughout a document</li> </ul>
<p>4M not applicable to this unit</p>	
<p>4N insertion of an additional comma which alters the meaning of a sentence</p>	<ul style="list-style-type: none"> <li>• Candidates should key in punctuation as dictated. However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence</li> </ul>