

<b>UAN:</b>	<b>M/506/1816</b>
<b>Level:</b>	2
<b>Credit value:</b>	3
<b>GLH:</b>	46
<b>Relationship to NOS:</b>	<p>This unit is linked to the Business &amp; Administration (2013) National Occupational Standards:</p> <ul style="list-style-type: none"> <li>• CFABAD311 Prepare text from shorthand</li> <li>• CFABAD311a Prepare text from shorthand (60 wpm)</li> <li>• CFABAD311b Prepare text from shorthand (80 wpm).</li> </ul>
<b>Assessment requirements specified by a sector or regulatory body:</b>	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
<b>Aim:</b>	This unit aims to develop the knowledge and skills required to prepare text from shorthand. Upon completion of this unit, learners will be able to use shorthand to prepare text.

<b>Learning outcome</b>
The learner will:
1. Understand how to use shorthand to create text.
<b>Assessment criteria</b>
The learner can:
1.1 explain the importance of confirming the purpose of the text and intended audience
1.2 describe <b>techniques</b> that may be used when taking shorthand notes
1.3 explain the consequences of:
a. incorrect <b>spelling</b>
b. incorrect <b>punctuation</b>
c. incorrect <b>grammar</b>
d. incorrect sentence structure
e. inaccurate content
1.4 explain how <b>technology features</b> can help to:
a. create
b. format
c. <b>check the accuracy</b> of text

- 1.5 describe ways of checking produced texts for accuracy and correctness
- 1.6 describe organisational procedures for the:
- a. storage
  - b. security
  - c. confidentiality of information.

### **Assessment Guidance**

#### **Techniques:**

Spelling out of actual names; towns, cities, people.

#### **Spelling:**

- accept; except
- advise; advice
- personnel; personal
- as well as words which are often spelt incorrectly:  
accommodation - accomodation

#### **Punctuation:**

- full stops (.)
- commas (,)
- apostrophes (')

#### **Grammar:**

- nouns - name of person/place eg London, John
- pronouns - instead of noun eg instead of saying 'John' refer to 'him' or 'he'
- verbs - doing things eg 'run'
- adverbs - is a verb executed eg 'he ran quickly'
- adjectives - description of nouns eg reality television

#### **Technology features:**

- spell check
- grammar check

#### **Check the accuracy:**

- input errors
- errors in source material
- amendments to content

#### **Evidence may be supplied by:**

- report
- questioning
- professional discussion

**Learning outcome**

The learner will:

2. Be able to use shorthand to prepare text.

**Assessment criteria**

The learner can:

- 2.1 agree the:
  - a. purpose
  - b. **format**
  - c. deadlines for texts
- 2.2 take dictation using shorthand at the speed required by the organisation
- 2.3 input and format text from shorthand notes
- 2.4 check that text is accurate and the meaning is clear and correct
- 2.5 store texts and original notes safely and securely following organisational procedures
- 2.6 present texts in the required formats and within the agreed timescales.

**Assessment Guidance**

Your organisation will specify the speed you will be expected to achieve; this could be 20, 30 or 40 words per minute.

**Format:**

- layout
- arrangement
- structure

**Evidence may be supplied by:**

- product
- questions
- professional discussion
- observation.