

## Learning how to Speed Write Course Outline



### Course aims:

Learning to take notes/minutes/letters using speedwriting techniques is a skill that many people need. This course will teach delegates the principles of how to take notes using speedwriting techniques.

By the end of the course delegates will be able to:

- Demonstrate the principles of speedwriting
- Develop the ability to recognize sounds (through sound spelling)
- Record the sounds heard
- Build vocabulary in a variety of fields
- Develop fluency in listening, reading, and writing speedwriting
- Develop the ability to take unfamiliar dictation and to produce text from dictation in a reasonable amount of time

### Who should attend:

Anyone who needs to take notes/minutes/letters etc.

**Duration:** 1 day

<b>Learning the speedwriting techniques</b>	Rules of Speedwriting and Standard Abbreviations
<b>Taking notes</b>	Learning how to use the speedwriting abbreviations building up a word list Increasing speed from dictated passages with lots of practice
<b>Further practice</b>	Delegates will split into groups thereby taking notes depending on the size of the group