



Speed Writing Introduction

Who would benefit?

Writing longhand you can typically write 24-30 words a minute; people speak at 150-300 words a minute, so there will always be a need to write more quickly. Over the years several shorthand and speed writing systems have been invented, some of which are very complex and take several months to learn. This course is suitable for anyone who needs to take notes quickly and accurately, such as Personal Assistants, Minute Takers, Project Managers and professionals taking client briefs.

The main focus of the day is to cover the theory and build a discipline to the way in which you approach words. Once this is in place we use exercises to build your confidence and speed.

This one day workshop gives you the basic principles to allow you to develop your own speedwriting system, incorporating what works from several existing systems and tailoring to suit your own role/industry. You will learn a consistent technique to abbreviating words. It is simple to learn and easy to apply.

Objective

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

- Understand the difference between speedwriting and shorthand
- Know the principles/rules of speedwriting
- Develop customised speedwriting short forms
- Build confidence in using speedwriting
- Learn about different note taking styles and how to capture the key points of a discussion

Content

- **Session 1: Getting Started**
 - Speed Writing overview and comparison with shorthand
 - First principles and exercise for skeleton writing
- **Session 2: Building your vocabulary**
 - Common business words and phrases
 - Abbreviating words containing suffixes
- **Session 3: Practical Exercises**
 - Dictation and drilling exercises to increase speed and confidence
- **Session 4: Typing the minutes**
 - Things to consider when typing your transcripts, including styles and formats to use
- **Session 5: Next steps**
 - What, how and when to practice

Duration

One day