

SAOLT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: SHORTHAND  
Code No.: SHD110  
Program: SECRETARIAL  
Semester:  
Date: 1985 09 01  
Author: reisita Lalonde

New: Revision: X

APPROVED:

  
^Chairperson» G. Monfardich

Date

*LM^S^C ^^J^^A •' /^SS~ or i^>*

*Reisita Lalonde*

**Prerequisite - NIL (Students will be grouped to the best of the department's ability to allow challenge for those students with some prior knowledge of shorthand.)**

**GENERAL OBJECTIVES:**

- to develop in the student a thorough understanding of the theory of Pitman Shorterhand through introductory or review procedures.
- to develop/increase the student's ability to read familiar/unfamiliar shorthand plate at an introductory speed
- to develop/increase the student's shorthand vocabulary including pacers and phrases.
- to develop/Increase the student's ability to write shorthand notes from unfamiliar dictation and to transcribe MAILABLE letters at increasing rates of speed.
- to intensify the student's awareness of the relationship between shorthand and the correctly applied rules of English and typing formats (letters, memos, reports, etc.).

**SPECIFIC OBJECTIVES:**

By the completion of the first semester the student will be able to:

- read shorthand plate randomly selected by the instructor from  $n/p^{\wedge}$  text with 100% accuracy at a minimum rate of 120 wpm on a piece of material
- write legible shorthand outlines from unfamiliar dictation of a minimum of 100 words in length and transcribe on the typewriter a MAILABLE copy at the rate of 15 wpm.

**UNIT OBJECTIVES - Listed after MATERIALS REQUIRE**

**GRADE BREAKDOWN:**

A     93   -   100%  
B     84   -   92%  
C     75   -   83%  
R (REPEAT) - below 75%

COURSE DURATION:

(6) 50-minute periods per week during Semester 1

MATERIALS REQUIRED:

Student Purchase

Pitman Shorterhand Text (Reid & Thompson)

Shorterhand Drill Book I (Reid)

Pitman Shorterhand Dictionary (Reid)

(2) HB pencils (minimum) - also recommend small pencil sharpener

(2) Blank shorthand pads (students will not be allowed to use lined paper in lieu)

(1) 3-ring divider for Shorterhand reference notes

Ruled 3-ring paper for notes

Typing Paper - not corrugated bond

Erasing/correction materials

Standard (advanced level) dictionary

NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS

STUDENT LOAN/LAB:

Slide Presentation - Lessons 1-28

Shorterhand Tapes - Program One

Others - as specified by instructor

METHOD OF EVALUATION—————B A S I C

Reading ( <u>individual</u> testing by instructor), assigned homework, slide viewing, tapes	10%
(6) Theory Tests (includes letters) <u>PASS &lt; 75%*</u>	70%
(4) Letters in addition to (6) above at 40 wpm.	40%

\*If student does not obtain a 75% average on theory tests but has successfully achieved the reading and transcription of the (4) required letters the student may request a comprehensive challenge exam on the theory portion of the grade. To receive credit for the theory portion of the evaluation the student must pass this challenge exam with 75%.

2.Theory tests will be combination of dictated vocabulary, short forms and phrases from current and previous chapters as well as two short paragraphs/letters.

The dictated material must then be transcribed on the typewriter.

3.The highest mark assigned a delayed test will be a C "75%" unless instructor approves reason for test delay. Check with instructor as to method of requesting delayed test,

MARKING SCHEME FOR THEORY TESTS:

Vocabulary, short forms, phrases - both outline and transcription must be correct to earn point

Paragraphs - 1 mark will be deducted for each error in transcription and each longhand outline

MARKING CRITERIA FOR HOMEWORK OR OUT-OF-CLASS ASSIGNMENTS:

1. Unless prior authorization has been received from instructor all homework or out-of-class assignments must be submitted on assigned date or 10 points will be deducted from cumulative points for semester work for each occurrence.
2. If an introductory theory class has been missed student will be assigned to view A-V presentation out-of-class on own time.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED:

1 point will be deducted for each unacceptable substitution, spelling error, or omission  
1/2 point will be deducted for each major punctuation error or unacceptable erasure

(To calculate percentage - each word represents one point. Divide total number of points remaining after deduction for errors by total number of dictated words.)

e.g. 100 word letter = 100 points; 2 error-point deduction would leave 98 correct words or 98%)

NOTE

1. An automatic T\* will be given to all material submitted with a proofreading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

METHOD OF EVALUATION—————IN T E R M E D I A T E

Final Mark will be determined as follows:

Transcription will be submitted approximately twice weekly. At the end of the semester the student must have submitted (10) unfamiliar (sight) letters of 100 words in length (at one or a combination of the speed levels listed below) with 98% accuracy. Shorthand notes must be submitted with all test letters. Any notes which contain more than one longhand outline (with exception of numbers, names and/or addresses) will automatically cancel letter's eligibility.

- 10 letter at 40 wpm. or ) 85% of mark - letters
- combination of 40, 50 & 60 = C ) 15% of mark - Vocabulary
- 10 letters at 50 wpm. or ) Tests (no makeups);
- combination of 50 & 60 = B ) Reading Speed;
- 10 letters at 60wpm. = A ) Homework

1. If a student only obtains (4) letters at 40 wpm. a "C" grade may be assigned if the student can successfully pass a Comprehensive Theory Challenge Test————— to receive credit for the theory portion of the evaluation the student must pa\*\*\* this challenge exam with 75%.
2. The highest mark assigned a delayed test will be a "C" (75%) unless instructor approves reason for delay. Check with instructor as to method of requesting delayed test.

MARKING SCHEME FOR THEORY TESTS:

Vocabulary, short forms, phrases -'both outline and transcription must be correct to earn point

1 mark will be deducted for longhand outline

MARKING CRITERIA FOR HOMEWORK OR OUT-OF-CLASS ASSIGNMENTS:

1. Unless prior authorization has been received from instructor all homework or outof-class assignments must be submitted on assigned date or 10 points will be deducted from cumulative points for semester work for each occurrence.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED:

1 point will be deducted for each unacceptable substitution, spelling error, or omission  
1/2 point will be deducted for each major punctuation error or unacceptable erasure

(To calculate percentage - each word represents one point. Divide total number of points remaining after deduction for errors by total number of dictated words.)

e.g. 100 word letter = 100 points; 2 error-point deduction would leave 98 correct words or 98%)

NOTE

1. An automatic T will be given to all material submitted with a proofreading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

**COURSE DURATION;**

**(6) 50-minute periods per week during Semester 1**

**MATERIALS REQUIRED:**

**Student Purchase**

**WRITING AND TRANSCRIPTION SKILL DEVELOPMENT (Reid, Thompson, Scott)**

**Shorterhand Drill Book IE (Reid)**

**Pitman Shorterhand Dictionary (Reid) - or alternative acceptable to instructor**

**(2) HB pencils (minimum) - also recommend small pencil sharpener**

**(2) Blank shorthand pads (students will not be allowed to use lined paper in lieu)**

**(1) 3-ring divider for Shorterhand reference notes**

**Ruled 3-xing paper for notes**

**Typing Paper - not corrugated bond**

**Erasing/correction materials**

**Standard (advanced level) Dictionary**

**NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS**

**STUDENT LOAN/LAB:**

**Slide Presentation - Lessons 1-28 (Review Purposes)**

**Shorterhand Tapes - Program One (Review Purposes)**

**Shorterhand Tapes - Program Two**

**DSS Tapes**

**Others - as specified by instructor**

METHOD OF EVALUATION—————A D V A N C E D

Final Mark will be determined as follows:

Transcription will be submitted approximately twice weekly. At the end of the semester the student must have submitted (10) unfamiliar (sight) letters of 100 words in length (at one or a combination of the speed levels listed below) with 98% accuracy. Shorthand notes must be submitted with all test letters. Any notes which contain more than one longhand outline (with exception of numbers, names and/or addresses) will automatically cancel letter's eligibility.

- |   |   |                              |
|---|---|------------------------------|
| 10 letter at 40 wpm. or<br>combination of 40, 50 & 60 | * | ) 85% of mark - letters      |
| 10 letters at 50 wpm. or<br>combination of 50 & 60    | = | c ) 15% of mark - Vocabulary |
| 10 letters at 60wpm.                                  | * | ) Tests (no makeups);        |
|   |   | B ) Reading Speed;           |
|   |   | A ) Homework                 |

1. If a student only obtains (4) letters at 40 wpm. a "C" grade may be assigned if the student can successfully pass a Comprehensive Theory Challenge Test————— to receive credit for the theory portion of the evaluation the student must pass this challenge exam with 75%.
2. The highest mark assigned a delayed test will be a "C" (75%) unless instructor approves reason for delay. Check with instructor as to method of requesting delayed test.

MARKING SCHEME FOR THEORY TESTS:

Vocabulary, short forms, phrases -both outline and transcription must be correct to earn point

1 mark will be deducted for longhand outline

MARKING CRITERIA FOR HOMEWORK OR OUT-OF-CLASS ASSIGNMENTS:

1. Unless prior authorisation has been received from instructor all homework or out-of-class assignments must be submitted on assigned date or 10 points will be deducted from cumulative points for semester work for each occurrence.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED:

1 point will be deducted for each unacceptable substitution, spelling error, or omission  
1/2 point will be deducted for each major punctuation error or unacceptable erasure

(To calculate percentage - each word represents one point. Divide total number of points remaining after deduction for errors by total number of dictated words.)  
e.g. 100 word letter = 100 points; 2 error-point deduction would leave 98 correct words or 98%)

NOTE

1. An automatic T will be given to all material submitted with a proofreading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

**COURSE DURATION:**

**(4) 50-minute periods per week during Semester 1**

**MATERIALS REQUIRED:**

**Student Purchase**

**SHORTERHAND SKILLS FOR THE FUTURE (Redd, Thompson, Scott)**

**Pitman Shorterhand Dictionary (Reid) - or alternative acceptable to instructor**

**(2) HB pencils (minimum) - also recommend small pencil sharpener**

**(2) Blank shorthand pads (students will not be allowed to use lined paper in lieu)**

**(1) 3-ring divider for Shorterhand reference notes**

**Ruled 3-ring paper for notes .**

**Typing Paper - not corrugated bond**

**Erasing/correction materials**

**Standard (advanced IfiveDdictionary**

**NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS**

**STUDENT LOAN/LAB:**

**Slide Presentation - Lessons 1-28 (Review Purposes)**

**Shorterhand Tapes - Program One (Review Purposes)**

**Shorterhand Tapes - Program Two (Review Purposes)**

**DSS Tapes - at new challenging speeds**

**Corporate Giants Dictate**

**DDC Tapes**

**Others - as specified by instructor**



PROPOSED SCHEDULE - SHD 110 - BASIC

<u>WEEK</u>	<u>DATS</u>	<u>DESCRIPTION</u>
1	Aug. 24-28	Objectives Intro, to Shorthand Chapters 1,2 Tape 1-2
2	Sept. 2-6	Labour Day - Sept. 5 Chapter 3 Tape 3 Feedback Review CHS. 1-3 Chapter 4 Tape 4
3	Sept. 9-13	Chapter 5 Tape 5 Feedback Review CHS. 4-5 (including dictation) Chapter 6 Tape 6 Test CH. 1-5
4	Sept. 16-20	Chapter 7 Tape 7 Chapter 8 Tape 8 Feedback Review CHS. 6-8 (including dictation) Chapter 9
5	Sept. 23-27	Tape 9 Chapter 10 Tape 10 Chapter 11 Tape 11 Feedback Review CHS. 9-10 (including dictation)

<u>WBBK</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>PERIOD</u>
6	Sept. 30 - Oct. 4	Test CHS. 6-10	1
		Chapter 11	2
		Tape 11	3
		Chapter 12	4
		Tape 12	5
		Chapter 13	6
	Oct. 7-11	Tape 13	1
		Chapter 14	2
		Feedback Review CHS. 11-13 (including dictation)	3
		tt n u n	4
		Tape 14	5
		Chapter 15	6
	Oct. 14-18	Thanksgiving	
		Tape 15	1
		Chapter 16	2
		Tape 16	3
		Feedback Review CHS. 11-15 (including dictation)	4
		>> ft < ll	5
	Oct. 21-25	<b>Test CHS. 11-15</b>	1
		Chapter 16	2
		Tape 16	3
		Chapter 17	4
		Tape 17	5
		Chapter 18	6

proposed Schedule SHD 110 Basic (cont'd)

WEEK	DATE	DESCRIPTION	PERIOD
10	Oct. 28 - Nov. 1	Tape 18	1
		Feedback Review CHS. 16-18 (including dictation)	2
	tt ft it tt	3	
	Chapter 19	4	
	Tape 19	5	
	Chapter 20	6	
11	Nov. 4-8	Tape 20	1
		Feedback Review CHS. 19-20 (including dictation)	2
		* tt n it	3
		General Review	4
		<b>Test CHS. 16-20</b>	5
		Chapter 21	6
12	Nov. 11-15	Tape 21	1
		Chapter 21	2
		Tape 22	3
		Feedback Review CHS. 21-22 (including dictation)	4
		it tt tt "	5
		Chapter 23	6
13	Nov. 18-22	Tape 23	1
		Chapter 24	2
		Tape 24	3
		Feedback Review CHS. 23-24 (including dictation)	4
		tt tt tt tt	5
		<b>Test CHS. 21-24</b>	6
14	Nov. 25-29	Tape 25	1
		Chapter 26	2
		Tape 26	3
		Chapter 27	4
		Tape 27	5
		Chapter 28	6

proposed Schedule SHD 110 Basic (cont'd)

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<u>WBBK</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>PERIOD</u>
15	Dec. 2-6	Tape 28	1
		Feedback Review CHS. 25-28	2
		(including dictation)	
		*t            it            it            it	j
		General Review	4
		General Review	5
		<b>Test CHS. 25-28</b>	6
16	Dec. 9-13	Film	1
		Film	2
		Unfamiliar Dictation/ Instruction/Tape	3-6 incl.
17	Dec. 16-20	Unfamiliar Dictation/ Instruction Tape	1-4 incl.
		<b>Challenge Test:</b>	5
		Unfamiliar Dictation	6

Basic instructional Schedule  
Shorthand SHD 110

Unit Objective J:

<u>DICTATED</u>	<u>Y00 WILL BE ABLE TO</u>
(30) Familiar Words	Write <u>correct</u> * shorthand outlines and transcribe same
(15) Familiar Short Forms	• • <i>K m</i>
(10) Familiar Phrases	" " <i>κ μ</i>
(2) Short paragraphs approx. 20-30 words each composed of familiar vocabulary - dictated at 40 wpm	» » <i>κ n</i>

\*to a minimum of 75% accuracy

..«which will demonstrate your knowledge of shorthand on the following;

Sounds - P,B,T,D,K,G,M,N,F,V,Th,TH,SES,SEZ,ZEZ,¥

Past Tense - T,D,ED

Suffix - ing

Vowels - A, 5,1\*, U

pacers

Learning Experience;

1. Review of Objective
2. instructor Theory presentation, Dictation, and Review
3. Audio-visual Theory presentations - Chapters 1-5
- 4« Class Readings - Chapters 1-5
5. Out-of-Class Reading - Pitman Shorterhand Text, pages 1-21
- 6» Homework Assignments
7. Dictation Tapes (with & without Drill Book) Chapters 1-5
8. pre-testing (Chapters 1-3 and 4-5) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation;

Test #1 - Chapters 1-5 - 75% pass (below 75%, see instructor for individualized assistance)

Estimated Time to Completes 14 periods - 50 minutes each  
(includes [2] testing periods)

Unit Objective 2:

<u>DICTATED</u>	<u>YOU WILL BE ABLE TO</u>
(30) Familiar Words	Write <u>correct</u> * shorthand outlines and transcribe same
(15) Familiar Forms	" " " "
(10) Familiar Phrases	" " " "
(2) Short paragraphs approx. 20-30 words each composed of familiar vocabulary - dictated at 40 wpm	

\*to a minimum of 75% accuracy

...which will demonstrate your knowledge of shorthand on the following:

- Symbols - as introduced in Unit Objective 1
- Sounds - L,W,NG, upward and downward R,CH,J,S,Z,SH,ZH,PL,BL,TL,DL,KL,GL
- Suffix - ing
- Halving Strokes
- pacers
- phrases

Learning Experience:

1. Review of objective
2. instructor Theory presentation, Dictation, & Review
3. Audio-visual Theory presentations - Chapters 6-10
4. Class Readings - Chapters 6-10
5. Out-of-Class Reading - pitman Shorterhand Text, pages 22-25
6. Homework Assignments
7. Dictation Tapes (with & without drill book) Chapters 6-10
8. pre-Testing (Chapters 6-8 and 9-10) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation:

Test #2 - Chapters 6-10 - 75% pass. Below 75%, see instructor for individualized assistance

Estimated Time to Complete - 15 periods - 50 minutes each  
(includes [2] testing periods)

Unit Objective 3:

<u>DICTATED</u>	<u>YOU WILL BE ABLE TO</u>
(30) Familiar Words	Write correct* shorthand outlines and transcribe same
(15) Familiar Short Forms	« n n "
(10) Familiar phrases	K M H H
(2) Short paragraphs approx. 20-30 words each composed of familiar vocabulary - dictated at 40 wpm	
*to a minimum of 75% accuracy	

...which will demonstrate your knowledge of shorthand on the following:

- Symbols - see unit Objectives 1 & 2
- Sounds - OlfST^STERiMDjNDjPRfBRjTRfDRrCHR,JR,KR,GR
- Vowels - T(AH,0,AW, I,?, OMITTING VOWELS, E
- Third Position Horizontal Strokes
- Diphones
- pacers
- Phrases

Learning Experience:

1. Review of objective
2. instructor Theory presentation, Dictation, and Review
3. Audio-Visual Theory presentations - Chapters 11-15
4. Class Readings - Chapters 11-15
5. Out-Of-Class Reading - pitman Shorterhand Text, pages 46-73
6. Homework Assignments
7. Dictation Tapes (with and without Drill Book) Chapters 11-15
8. Pre-Testing (Chapters 11-15) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation:

Test #3 - Chapters 11-15 - 75% pass. Below 75%, see instructor for individualized assistance.

Estimated Time to Complete: 15 periods - 50 minutes each  
(includes [2] testing periods)

Unit objective 4:

<u>DICTATED</u>	<u>YOU WILL BE ABLE TO</u>
(30) Familiar Words	Write <u>correct*</u> shorthand outlines and transcribe same
(10) Familiar Short Forms	" " " "
(15) Familiar phrases	" " " • "
(2) Short paragraphs approx. 20-30 words each composed of 'familiar vocabulary - dictated at 40 wpm	" " " "

\*to a minimum of 75% accuracy

...which will demonstrate your knowledge of shorthand on the following:

- Symbols - as introduced in Objectives 1-3
- Sounds - H,OW, downward L
- Vowels - d"b,&"b and 0
- Hooks - N-Hook to Curves and straight strokes
- Pacers
- Phrases

Learning Experience;

1. Review of Objective
2. instructor Theory presentation, Dictation and Review
3. Audio-visual Theory presentations. Chapters 16-20
4. Class Readings - Chapters 16-20
5. Out-of-Class Reading - Pitman Shorterhand Text, pages 74-97
6. Homework Assignments
7. Dictation Tapes (with and without Drill Book) Chapters 16-20
8. pre-testing (Chapters 16-18 and 19-20) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation:

Test #4 - Chapters 16-20 - 75% pass. Below 75%, see instructor for individualized assistance

Estimated Time to Complete: 12 periods - 50 minutes each  
(includes [2] testing periods)



Unit Objective 5:

  DICTATED

YOU WILL BE ABLE TO

- |                           |   |
|---------------------------|---|
| (30) Familiar Words       | Write correct* shorthand outlines and transcribe same |
| (10) Familiar Short Forms |   |
| (15) Familiar phrases     |   |
| (2) Short paragraphs      |   |
| approx. 20-30 words each  |   |
| composed of familiar      |   |
| vocabulary - dictated at  |   |
| 40 wpm                    |   |

\*to a minimum of 75% accuracy

...which will demonstrate your knowledge of shorthand on the following:

Symbols - as introduced in unit Objectives 1-4

Sounds - NS,NZ,NSES,NST,NSTR,FR,VR,THR,SHR,ZHR,MR,NR,FL,VL,NL,ML,THL,SHL,F

Hooks - F & V

Circles and Loops to Initially Hooked Strokes

pacers

Phrases

Learning Experience:

1. Review of Objective
2. instructor Theory presentation, Dictation and Review
3. Audio-visual Theory presentations, Chapters 21-24
4. Class Readings - Chapters 21-24
5. Out-of-Class Reading - pitman Shorterhand Text, pages 106-123
6. Homework Assignments
7. Dictation Tapes (with and without Drill Book) Chapters 21-24
8. pre-testing (chapters 21-24) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation:

Test #5 - Chapters 21-24 - 75% pass. Below 75%, see instructor for individualized assistance.

Estimated Time to Completes 15 periods - 50 minutes each  
(includes [2] testing periods)

## Unit objective 6:

DICTATED

## YOU WILL BE ABLE TO

(30) Familiar words	Wri <sup>te</sup>	<u>correct</u> *	shorthand outlines and
	transcribe	same	
(10) Familiar Short Forms	H	n	it n
(15) Familiar Phrases	M	M	< H
(2) Short paragraphs	.	.	H n
approx. 20-30 words each composed of familiar vocabulary - dictated at 40 wpm			

\*to a minimum of 75% accuracy

...which will demonstrate your knowledge of shorthand on the following:

Symbols - as introduced in Unit objectives 1-5

Sounds - KW, GW, WH, CON, COM, COG

Doubling Strokes

Hook - SHUN

Learning Experience;

1. Review of Objective
2. instructor Theory presentation, Dictation, and Review
3. Audio-visual Theory presentations, Chapters 25-28
4. Class Readings - Chapters 25-28
5. Out-of-Class Reading - pitman Shorterhand Text, pages 129-153
6. Homework Assignments
7. Dictation Tapes (with and without Drill Book) Chapters 25-28
8. pre-testing (Chapters 25-28) with instructor immediate feedback where possible
9. Review of Evaluation Test

Evaluation;

Test #6 - Chapters 25-28 - 75% pass. Below 75%, see instructor for individualized assistance

Estimated Time to Complete; 14 periods - 50 minutes each  
(includes [2] testing periods)

Unit Objective 7:

The student will read instructor randomly selected material of approximately 120 words in length in one minute or under in classroom setting\*.

\*to attempt to duplicate requirement in business setting (meetings, rereading for employer)

Learning Experience:

1. out/in-class reading of text materials.
2. students may loan out unfamiliar material from Secretarial Centre Library.

Evaluation;

In-class testing - maximum attempts to attain speed (5).  
Preparatory testing will start after Chapter 5 but only readings from Chapters 25-28 will be accepted for final grade.

Estimated Time to Complete{

Cumulative experience could cover entire length of course.

Unit Objective 8:

The student will demonstrate the ability to write legible shorthand outlines from unfamiliar dictation of a minimum of 100 words in length and transcribe on the typewriter at the rate of 20 wpm **MAILABLE** copy using own shorthand plate.

Learning Experience:

1. Student in/out of class typing of familiar shorthand plate from text and drill book.
2. Student in/out of class use of familiar and unfamiliar tapes.
3. Student in/out of class participation in actual timed dictation.
4. Thorough and constant review of shorthand principles.

Evaluation;

Transcription of (4) letters plus test letters (instructor dictated) at 40 wpm - **MAILABLE** copy. Approximately 40 opportunities will be given.

Estimated Time to Complete;

Cumulative process through the first 13-14 weeks of program with daily concentration last 2-3 weeks of program.

INTERMEDIATE LEVEL SCHEDULE

Shorthand - SHO 110

Unit objective 1;

DICTATED

YOU WILL BE ABLE TO

(50) Familiar Words,  
Short Forms, phrases

Write correct\* shorthand outlines and  
transcribe same to a minimum of 75%  
accuracy

(1) Familiar letter at 50,  
60, or 70 wpm

Write correct\* shorthand outlines and  
transcribe to a minimum of 98% accuracy

\*includes correct spelling (regular dictionaries may be consulted)

...which will demonstrate your knowledge of shorthand vocabulary on  
the following:

1. All Basic Level Theory Vocabulary as introduced in pitman  
Shorterhand Text.
2. Additional pacers, intersections and phrases.
3. Expanded vocabulary with particular emphasis on:
  - Strokes; S,SES,SEZ,ZEZ,ING, and past tenses
  - R and ING
  - Halving Principles
  - PL Series; PL,BL, etc.

Learning Experience:

1. Review of objective
2. instructor theory review presentations
3. Student review of corresponding chapters in pitman Shorterhand  
Text or Audio-visual presentations

Writing & Transcription

Chapter 1  
Chapter 2  
Chapter 3  
Chapter 4

A-V presentations and/or  
pitman shorterhand

Chapters 1,2,3,4  
Chapter 7  
Chapter 8  
Chapter 10

continued on next page....

Learning Experience (cont'd)

4. student completion of chapter review and homework assignments - Chapters 1-4 (pages 1-36).
5. Dictation tapes (with or without Drill Book) Chapters 1-4.
6. pre-testing - Chapters 1-4 (as a group of chapters or by individual chapter).
7. Review of evaluation test.

Evaluation:

Test #1 - Chapters 1-4 - Test Breakdown as follows:

- 50 points vocabulary (both outline and transcription must be correct)
  - 8 points « 98% accurate transcription of a 40 **wpa** dictated familiar letter
- 17 points • 98% accurate transcription of a 50 **wpa** dictated familiar letter
- 25 points \* 98% accurate transcription of a 60 **wpa** dictated familiar letter

**MAXIMUM** POINTS = 75 (convert to %)

75% Pass

Below 75%, see instructor for individualized assistance.

Estimated Time to Achieve:

(13) periods including testing



Learning Experience; (cont'd)

4. student completion of chapter review and homework assignments - Chapters 5-8 (pages 37-63).
5. Dictation tapes (with or without Drill Book) Chapters 5-8.
6. pre-testing - Chapters 5-8 (as a group of chapters or by individual chapter).
7. Review of evaluation test.

Evaluation;

Test #2 - Chapters 5-8 - Test breakdown as follows:

- 50 points vocabulary (both outline & transcription must be correct)
  - 8 points • 98% accurate transcription of a 40 **vpa** dictated familiar letter
- 17 points a 98% accurate transcription of a 50 **wp«** dictated familiar letter
- 25 points • 98% accurate transcription of a 60 **wpa** dictated familiar letter

**MAXIMUM POINTS** » 75 (convert to. %)

75% Pass

Below 75%, see instructor for individualized assistance

Estimated Time to Achieve:

(13) periods including testing



Unit Objective 3:

        
      
  

      
  

(50) Familiar Words,  
Short Forms, phrases

Write correct\* shorthand outlines and  
transcribe same to a minimum of 75%  
accuracy

(1) Familiar Letter at 50,  
60, or 70 wpm

write correct\* shorthand outlines and  
transcribe to a minimum of 98% accuracy

•includes correct spelling (regular dictionaries may be consulted)

...which will demonstrate your knowledge of shorthand vocabulary on the  
following:

1. All Basic Level Theory vocabulary as introduced in pitman Shorterhand Text.
2. Additional pacers, intersections and phrases.
3. Expanded vocabulary with particular emphasis on;
  - N-Hook on curved and straight strokes
  - NS,NZ,NSES,NST, and NSTR on straight strokes
  - L and R hook on curved strokes
  - F and V hook

Learning Experience;

1. Review of objective
2. instructor theory review presentations
3. Student review of corresponding chapters in pitman Shorterhand Text or Audio Visual presentations.

Writing & Transcription

Chapter 9  
Chapter 10  
Chapter 11  
Chapter 12

A-V presentations and/or  
pitman Shorterhand

Chapters 19,20  
Chapter 21  
Chapter 22  
Chapter 23

Learning Experience; (cont'd)

4. Student completion of chapter review and homework assignments - Chapters 9-12 (pages 74-109).
5. Dictation tapes (with or without Drill Book) Chapters 9-12.
6. pre-testing - Chapters 9-12 (as a group of chapters or by individual chapter).
7. Review of evaluation test.

Evaluation;

Test #3 - Chapters 9-12 - Test breakdown as follows;

- 50 points vocabulary (both outline & transcription must be correct)
  - 8 points » 98% accurate transcription of a 40 **wpa** dictated familiar letter
- 17 points « 98% accurate transcription of a 50 **wpa** dictated familiar letter
- 25 points = 98% accurate transcription of a 60 **wpa** dictated familiar letter

**MAXIMUM POINTS** - 75 (convert to % ) .

75% pass

Below 75%<sub>f</sub> see instructor for individualized assistance.

Estimated Time to Achieve;

(13) periods including testing

Unit Objective 4:

  DICTATED

  YOU WILL BE ABLE TO

(50) Familiar Words,  
      Short Forms, phrases

Write correct\* shorthand outlines and  
transcribe same to a minimum of 75%  
accuracy

(1) Familiar Letter at 50,  
    60, or 70 wpm

Write correct\* shorthand outlines and  
transcribe to a minimum of 98% accuracy

•includes correct spelling (regular dictionaries may be consulted)

...which will demonstrate your knowledge of shorthand vocabulary on the  
following:

1. All Basic Level Theory Vocabulary as introduced in pitman Shorterhand Text.
2. Additional pacers, intersections, and phrases.
3. Expanded vocabulary with particular emphasis on:
  - circles and loops on initially hooked strokes
  - doubling principle
  - principle for writing sound - SHUN
  - principle for writing sounds - KW,GW, and WH

Learning Experience:

1. Review of objective.
2. instructor theory review presentations.
3. Student review of corresponding chapters in pitman shorterhand Text or Audio visual presentations.

Writing & Transcription

A-V Presentations and/or  
pitman Shorterhand

Chapter 13  
Chapter 14  
Chapter 15  
Chapter 16

Chapter 24  
Chapter 25  
Chapter 26  
Chapter 27

continued on next page

Learning Experience: (cont'd)

4. student completion of chapter review and homework assignments, Chapters 13-16 (pages 110-141)
5. Dictation tapes (with or without Drill Book) Chapters 13-16
6. pre-testing = chapters 13-16 (as a group of chapters or by individual chapter)
7. Review of evaluation test

Evaluation:

Test #4 - Chapters 13-16 - Test breakdown as follows:

- 50 points vocabulary (both outline & transcription must be correct)
  - 8 points \* 98% accurate transcription of a 40 **wpa** dictated familiar letter
- 17 points a 98% accurate transcription of a 50 **wpa** dictated familiar letter
- 25 points » 98% accurate transcription of a 60 **wpa** dictated familiar letter

**MAXIMUM** POINTS - 75 (convert to %)

75% Pass

Below 75%, see instructor for individualized assistance.

Estimated Time to Achieve:

(13) periods including testing

Dnit Objective 5:

  DICTATED

  YOU WILL BE ABLE TO

(50) Familiar Words,  
Short Forms, phrases

Write correct\* shorthand outlines and  
transcribe same to a minimum of 75%  
accuracy

(1) Familiar Letter at 50,  
60 or 70 wpm

Write correct\* shorthand outlines and  
transcribe to a minimum of 98%  
accuracy

•includes correct spelling (regular dictionaries may be consulted)

...which will demonstrate your knowledge of shorthand vocabulary on the  
following!

1. All Basic Level Vocabulary as introduced in pitman Shorterhand Text

2\* Additional pacers, intersections, and phrases

3. Expanded vocabulary with particular emphasis on;

- Principles of the sounds - CON, COM, CUM, AND COG

Learning Experiences

1. Review of objective

2. instructor theory review presentations

3. Student review of corresponding chapters in pitman Shorterhand  
Text or Audio visual presentations

Writing & Transcription

A-V presentations and/or  
pitman Shorterhand

Chapter 17

Chapter 28

4. Student completion of chapter review and homework assignments -  
Chapters 17-20 (pages 151-187)

5\* Dictation tapes (with or without Drill Book) Chapters 17-20

6. pre-testing - Chapters 17-20 (as a group of chapters or by  
individual chapter)

7. Review of evaluation test

Evaluation:

Test #5 - Chapters 17-20 - Test breakdown as follows:

- 50 points vocabulary (both outline & transcription must be correct)
  - 8 points a 98% accurate transcription of a 40 **vpa** dictated familiar letter
- 17 points » 98% accurate transcription of a 50 **vpa** dictated familiar letter
- 25 points » 98% accurate transcription of a 60 **vpa** dictated familiar letter

**MAXIMUM POINTS** - 75 (convert to %)

75% Pass

Below 75%, see instructor for individualized assistance

Estimated Time to Achieve:

(13) periods including testing

Unit objective 6:

The student will read instructor randomly selected material of approximately 120 words in length in one minute or under in classroom setting.\*

\*to attempt to duplicate requirement in business setting (meetings, re-reading for employer).

Learning Experience:

1. Out/in-class reading of text materials.
2. students may loan out unfamiliar material from Secretarial Centre Library.

Evaluation;

In class testing « maximum attempts to attain speed (5). preparatory testing will start after Chapter 5 but only readings from Chapters 15-20 will be accepted for final grade.

Estimated Time to Complete s

Cumulative experience could cover entire length of course.

Unit Objective 7t

The student will demonstrate the ability to write legible shorthand outlines from unfamiliar dictation of a minimum of 100 words in length and transcribe on the typewriter at the rate of 20 wpm **MAILABLE** copy using own shorthand plate.

Learning Experience;

1. student in/out of class typing of familiar shorthand plate from text and drill book.
2. Student in/out of class use of familiar and unfamiliar tapes.
3. Student in/out of class participation in actual timed dictation.
4. Thorough and constant review of shorthand principles.

Evaluation:

Transcription of 10 letters (instructor dictated) at 40, 50, & 60 wpm **MAILABLE** copy.

Grading - see Method of Evaluation

Estimated Time to Complete:

Cumulative process through the first 10 weeks of program with heavier concentration during remaining 6-7 weeks.



PROPOSED SCHEDULE SHORTHAND INTERMEDIATE

WEEK	DATE	DESCRIPTION	PERIOD
	Aug. 24-28	Objectives	1
		Placement Review	2
		Chapter 1	3
		Chapter 1	4
	Sept. 2-6	Chapter 2	1
		Chapter 2	2
		Chapter 2	3
		Chapter 3	4
		Chapter 3	5
		Chapter 3	6
	Sept. 9-13	Chapter 4	1
		Chapter 4	2
		Chapter 4	3
		Chapter 5	4
		Chapter 5	5
		<b>Test: CHS. 1-4 « feedback</b>	6
	Sept. 16-20	Chapter 6	1
		Chapter 6	2
		Chapter 6	3
		Chapter 7	4
		Chapter 7	5
		Chapter 7	6
	Sept. 23-27	Chapter 8	1
		Chapter 8	2
		Chapter 8	3
		Chapter 9	4
		Chapter 9	5
		Chapter 9	6

cont'd....

proposed schedule SHD Intermediate (cont'd)

WEEK	DATS	DESCRIPTION	PERIOD
6	Sept. 30 - Oct. 4	<b>Test CHS. 5-8</b>	1
		Chapter 10	2
		Chapter 10	3
		Chapter 11	4
		Chapter 11	5
		Chapter 11	6
7	Oct. 7-11	Chapter 12	1
		Chapter 12	2
		Chapter 12	3
		Chapter 13	4
		Chapter 13	5
		<b>Test CHS. 6-12</b>	6
8	Oct. 14-18	Thanksgiving	
		Chapter 14	1
		Chapter 14	2
		Chapter 14	3
		Chapter 15	4
9	Oct. 21-25	Chapter 16	1
		Chapter 16	2
		Chapter 16	3
		Chapter 17	4
		Chapter 17	5
		* <b>Test CHS. 13-16</b>	6
10	Oct. 28 - Nov. 1	Chapter 18	1
		Chapter 18	2
		Chapter 18	3
		Chapter 19	4
		Chapter 19	5
		Chapter 19	6
11	Nov. 4-8	Chapter 20	1
		Chapter 20	2
		Chapter 20	3
		<b>Test CHS. 17-20</b>	4
		Film	5
		Film	6
12	Nov. 11-15	Unfamiliar Tapes	2
		Unfamiliar Dictation	2
		Review	1

<b>WEEK</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b><u>PBRIOD</u></b>
13	Nov. 18-22	(see week 12)	1-6
14	Nov. 25-29	(see week 12)	1-6
15	Dec. 2-6	(see week 12)	1-6
16	Dec. 9-13	(see week 12)	1-6
17	Dec. 16-20	(see week 12)	1-6

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ADVANCED INSTRUCTIONAL SCHEDULE

Shorthand 110

Unit Objective 1;

The student will be able to demonstrate the ability to record in shorthand and transcribe from notes at a 75% level of accuracy dictated tests consisting of:

(50) familiar words, short forms, phrases plus (1) familiar letter a 50, 60, or 70 wpm.

The material used will reflect the student's ability to:

- (a) write familiar material at high rates of speed
- (b) initiate new outlines under stress of dictation
- (c) sustain dictation over a relatively long period of time
- (d) make 98% accurate use of spelling, punctuation, and grammar on the letter portion

Learning Experience:

- 1. Review objectives. "-
- 2. instructor theory review presentation.
- 3. Student completion of chapter review and homework assignments.
- 4. instructor dictation - paced and testing.
- 5. Use of unfamiliar and familiar speed building tapes in and out o class.
- 6. pre-testing of chapters by groups.
- 7. Review of evaluation test.

Evaluation:

- Test #1 - Chapters 1-4 + any vocabulary given by instructor
- #2 - Chapters 5-8 + any vocabulary given by instructor
- #3 - Chapters 9-12 + any vocabulary given by instructor
- #4 - Chapters 13-16 + any vocabulary given by instructor
- #5 - Chapters 17-20 + any vocabulary given by instructor

Evaluation (cont'd)

- 50 points - familiar vocabulary (both outline and transcription must be correct)
  - 8 points - 98% accurate transcription of a 50 wp« dictated familiar letter
- 17 points - 98% accurate transcription of a 60 wp« dictated familiar letter
- 25 points - 98% accurate transcription of a 70 wp« dictated familiar letter

Maximum Points » 75 (convert to %)

- 75% pass
- Below 75%, see instructor for individualized assistance.

Estimated Time to Achieve;

- (2) periods per week first 5 weeks
- (1) period per week next 10 weeks

Unit objective 2;

The student will read instructor randomly selected material of approximately 120 words in length in one minute or under in classroom setting\* .

\*to attempt to duplicate requirement in business setting (meetings, rereading for employer).

Learning Experience;

1. Out/in-class reading of text materials.
2. Students may loan out unfamiliar material from Secretarial Centre Library.

Evaluation;

in-class testing » maximum attempts to attain speed (5).  
Testing will start after Chapter 5.

Estimated Time to Complete;

Cumulative experience could cover entire length of course.

Unit objective 3;

The student will demonstrate the ability to write legible shorthand outlines from unfamiliar dictation of a minimum of 100 words in length and transcribe on the typewriter at the rate of 20 wpm MAILABLE copy using own shorthand plate.

Learning Experience:

1. Student in/out of class typing of familiar shorthand plate from text and drill book.
2. Student in/out of class use of familiar and unfamiliar tapes at ranges 50-80+.
3. Student in/out of class participation in actual timed dictation.
4. Thorough and constant review of shorthand principles.

Evaluation:

Transcription of 10 letters (instructor dictated) at 40-50-60 wpm **MAILABLE.**

Estimated Time to Complete:

Cumulative process through the complete semester of program with heavier concentration during the remaining weeks of the program.