

Shorthand

Introduction

Shorthand is a valuable skill for journalists. Despite advances in recording technology, many situations still exist where for legal or interviewee preference reasons, the most suitable form of news gathering requires accurate and fast shorthand.

Aims

This module aims to enable the student to:

- Demonstrate understanding of the importance of skills for journalists and to encourage its use on other subjects
- Use current best practices
- Apply structured practice to assist them in improving shorthand skills

Learning Outcomes

On successful completion of this module, the student should be able to:

- Identify the many news gathering situations for which shorthand remains the most appropriate
- Take dictation accurately using shorthand at a speed of 80 words per minute

Indicative Module Content

The course will begin by presenting the theory and purpose of shorthand in lecture form.

Students will be familiarised with the symbols and constructs of shorthand. Emphasis will be placed initially on accuracy and recall.

Graded exercises will be given of increasing complexity and at increasing speeds throughout the module. Taught workshops will be supported by substantial practice sessions to build speed and accuracy.