

Audio Transcription (8952) Shorthand Speed (8980) Typewriting (8972)

Syllabus

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City & Guilds

City & Guilds is a household name – in fact, according to consumer surveys, one in five UK households has one of our qualifications.

We were established 125 years ago to encourage education and training in, and for, the workplace. Today City & Guilds is **the** leading vocational awarding body in the UK, awarding almost 50% of all National Vocational Qualifications. As the only major awarding body solely dedicated to vocational learning, we offer companies worldwide a recognised skills benchmark.

There are more than 8,500 approved City & Guilds centres worldwide offering more than 500 qualifications in almost all sectors – from agriculture to hairdressing and from IT to vehicle maintenance – and awarding over a million certificates every year. We also offer a range of qualifications in essential skills such as numeracy, communication and literacy.

You can choose the level that's right for you and progress as far as you want at a pace that suits you. So whether you are just starting your career, moving up the job ladder or want to get the most from leisure time pursuits, City & Guilds has the ideal qualification to suit your needs.

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City & Guilds is a registered charity established to promote education and training.

Audio Transcription (8952)

Syllabus

Introduction

These are free-standing single subjects, each with their own certification. Two examinations are currently available.

Audio Transcription (Intermediate 80)
Audio Transcription (Intermediate 100)

The difference between the two levels is the length of the recorded passages which are transcribed (see below).

Aim

Candidates demonstrate their ability to transcribe business-related texts from an audio recording. These texts are in the form of business letters, memos, notices or reports.

Target groups

People who need to audio type, including secretaries and PAs.

Examination

Two passages are provided for recording by the examination centre, for transcription by candidates using a typewriter or word processor. The result is assessed and certificated for accuracy, not speed.

Intermediate 80 (Dictation at 80 wpm)

A 28 minute exam, consisting of 480 words at 80 wpm.

All exam papers are set and marked by our examiners.

Intermediate 100 (Dictation at 100 wpm)

A 30 minute exam, consisting of 600 words at 100 wpm.

All exam papers are set and marked by our examiners.

Entry requirements

There are no formal entry requirements, but we recommend that non-native speakers of English have at least Intermediate level English.

For full details of the marking scheme, including examiner's recommendations and other useful information please refer to the appropriate section in the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Health and safety

Tutors and candidates must observe all health and safety regulations according to current legislation and welfare requirements.

Useful publications

Tutors should refer to the following publications, which can be ordered from us or downloaded from www.cityandguilds.com

- Sample examination paper (free)
- Examination Support Guide for this award

This guide includes the following:

- Details of assessment/marketing criteria/grades
- Worked example of assessment
- Advice and tips to tutors and candidates.

Shorthand Speed (8980)

Syllabus

Introduction

This is a free-standing single subject qualification, speed examinations are held for 50-120 words per minute (wpm) in stages of 10 wpm. Candidates make shorthand notes at dictation speed which are then written up under exam conditions. Any recognised shorthand system can be used, and transcription completed either in handwriting, on a typewriter or using a word processor.

Aim

The exam enables candidates to demonstrate their ability to take down dictation using any recognised shorthand system.

Target group

Anybody who needs to be able to take down dictation, including secretaries and PAs, and people training to become journalists or reporters.

Examination

It is assumed that Shorthand Speed examinations will be taken only after an appropriate study of the Shorthand Theory of the system used.

The examination at this level consists of one passage of dictation, either:

- a business letter or
- a memorandum

No carbon copies or other duplicates are required. Candidates may use a typewriter or word processor to write up their shorthand notes.

The original shorthand notes must be attached to the final typescript.

English dictionaries and or shorthand dictionaries and spellchecks may be used at all speeds.

All tests are based on a three minute reading and take the form of either a business letter or a passage of mainly business content. Specialist words and unusual and intricate sentence structures will be avoided in 50-90wpm tests.

Specialised vocabulary and technical terms will be kept to a realistic minimum at all speeds.

The passages conform to an overall syllabus intensity that does not exceed 1.5. For transcription the time allowed is 30 minutes per taken speed. For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Health and safety

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Typewriting (8972)

Syllabus

Introduction

Typewriting examinations are available at three levels: Elementary, Intermediate and Advanced. They are free-standing single subjects at each level, and each level has its own certification. Details for each level are given on the following pages.

These examinations may be taken on any form of typewriter or word processor.

Aim

The exam aims to test a candidate's ability to demonstrate practical skills and ability in producing a range of texts via a keyboard in a given time.

Target group

People who need to develop their skills in using a keyboard to produce a variety of texts accurately and efficiently.

Examination

The examinations are intended to test successive levels of general ability in the skill of typewriting. They are essentially output tests in which candidates are required to show how much they can do in a given time. This is done with exercises of various kinds graded in terms of length and difficulty. The production work required includes the typing and display of letters, manuscripts, memoranda, altered typescripts, forms, display material, statistical tabulation lists, invoices, statements, reports and committee documents.

Any recognised system of spacing after punctuation marks is accepted, provided it is consistently used throughout the exercise. Similarly, any recognised and consistently used practices of display will be accepted. Ruling may be done using the underscore or ballpoint. A combination of underscore and hand ruling is acceptable provided the ruling matches in colour. Well-executed corrections will not be penalised, and any form of correcting is allowed in all exercises at all three grades.

Candidates are allowed five minutes reading time at Elementary and Intermediate Levels and ten minutes reading time at Advanced level, before the examination begins. No typing must take place during this period.

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Typewriting – Elementary

A 1½ hour examination plus 5 minutes reading time.
Note making is allowed during reading time, however no typing must take place during this period.

Aim

In this examination, the candidate will be expected to have mastered the keyboard and be familiar with the various parts of the typewriter and their uses, including the tabulator, margin stops, regulation of line space and margin scale.

Objectives

The examination consists of five exercises in which erasures and corrections are permitted.

The candidate at Elementary Level will be expected to complete the following:

- Copy-type from printed text.
- Type and display, ready for signature, a simple business letter from clearly written manuscript (without abbreviations) and with paragraphing indicated; address envelopes or envelope shapes, including post codes.
- Type an easy piece of tabulation from print or manuscript.
- Display a notice, a menu, an advertisement or similar material as attractively as possible.
- Type a memorandum.

Candidates will need to be able to type at a minimum of 25 wpm to complete the paper.

Candidates will be assessed on the criteria of accuracy, presentation and production rate.

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Typewriting – Intermediate

A 2 hour examination plus 5 minutes reading time.

Note making is allowed during reading time, however no typing must take place during this period.

In this examination, the candidate will be expected to produce neat, well-displayed work in all aspects of typewriting likely to be encountered in a general office or junior secretarial position.

The examination consists of five exercises in which erasures and corrections are permitted.

The candidate will be expected to complete the following:

- Copy-type from printed text.
- Type letters ready for signature, form unarranged material in draft or in manuscript. The manuscript will be clearly written but may contain abbreviations, amendments and alterations. The letter may include lists, displayed matter, numbered paragraphs and subject headings.
- Type from manuscripts which have been altered and amended, and will include the standard printer's correction signs; type, with appropriate display, material of various kinds including invoices, statements, lists, forms, memoranda, notices, advertisements, and prepare alphabetical, chronological and numerical lists. Leader dots may be required.
- Type a piece of tabulation from print or manuscript, which may or may not require ruling.
- Proof-read a short passage and type a corrected version.

Candidates will need to be able to type at a minimum speed of 35 wpm to complete the paper.

Candidates will be assessed on the criteria of accuracy, presentation and production rate.

For full details of the marking scheme, including a list of errors, examiners recommendations and other useful information please refer to the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Typewriting – Advanced

A 2½ hour examination plus 10 minutes reading time.
Note making is allowed during reading time, however no typing must take place during this period.

At this level, the candidate is expected to cope with work of a more complex nature quickly and efficiently.

The aspects of typewriting likely to occur within any secretarial position should be covered when preparing for this examination.

The production tests set will require the exercise of intelligence and judgement. Continuous technical or mathematical matter may appear in the examination. Manipulation (eg combination characters, superior and inferior characters) may also be required.

The examination consists of six exercises in which erasures and corrections are permitted.

The candidate at this level will be expected to complete the following:

- Copy-type from printed text.
- Type exercises similar to those set in the Intermediate examination but of a more difficult kind. Candidates will be expected to type letters from revised manuscript which may contain abbreviations, amendments and alterations.
- Type the following items in accordance with the accepted methods of presentation: legal material, committee documents, including agenda, Chairman's agenda, minutes, bibliographical material, footnotes, itineraries.
- Collate and select material from draft documents following given instructions, or type from copy in a foreign language.
- Type short reports with sub-headings from manuscript.
- Proof-read text or tabulated material and type a corrected version.

Candidates will need to be able to type at a minimum copying speed of 50 wpm to complete the paper.

Candidates' performance will be assessed on the criteria of accuracy, presentation and production rate.

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the appropriate section in the Audio, Shorthand and Typewriting Examination Support Guide (EG-00-8980).

Health and safety

Tutors and candidates must observe all health and safety regulations according to current legalisation and welfare requirements.

Useful publications

Tutors should refer to the following publications, which can be ordered from us or downloaded from www.cityandguilds.com

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- Details of assessment/marketing criteria/grades
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Contact details and websites

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