

Shorthand Speed Skills (Level 3) – 03936 Autumn 2011

Many candidates' scripts showed evidence of missing or mistranscribed words at this level.

Throughout all the passages it was accepted if candidates gave numbers as either words or numerals.

In the 90 wpm passage the following were accepted with initial capital letters: *contractors*, *training companies* and *leisure centre*.

In the third paragraph the term *heavier items* was often given incorrectly as *heavy items* – this still made sense, but clearly shorthand students need to be aware of the need to differentiate in their notes between similar words.

In the 100 wpm passage *open air museum* was accepted with initial capital letters. The only repeated error in the submitted scripts at this speed was the mistranscription of *waterproof hats* in the list.