

Shorthand Speed Skills (Level 1) – 06972 Autumn 2011

The entries at 40 and 50 wpm were of a fairly high standard and many candidates were successful.

The number six in the first sentence of the 40 wpm was accepted if given as a word or a numeral. The term '*two pounds*' in the first paragraph of the 50 wpm passage was accepted if given as £3 or *three pounds*, but those candidates transcribing *2 pounds* were penalised.

Penalties were incurred for incorrect punctuation especially the start of the new paragraph. The remainder of penalties were incurred as a result of missing or mistranscribed words.