

Shorthand Speed Skills (Level 2) – 06997 Autumn 2011

Although some of the entries at 60 and 70 wpm were fairly accurate and of pass standard, others showed a number of errors usually due to mistranscribed or missing words. Some candidates failed to start new paragraphs in line with the dictated punctuation.

In both the 60 and 70 wpm passages numbers were accepted if given as words or numerals. However, in the final paragraph of the 60 wpm passage the word *second* had to be shown as a word. Those candidates who transcribed *second* as *2nd* were penalised – this is an ordinal number and must always be transcribed as a word.

In the 70 wpm passage candidates had problems with the word *hospice* and often transcribed *hospital*.