

CFABAA213c

Prepare text from notes using touch typing (60 wpm)



Overview

This standard is about presenting accurate and correct text in an agreed format, from notes; using touch typing at a speed of 60 words per minute (wpm). It includes checking the content for accuracy, editing and correcting text as necessary and storing both the text and the original notes safely and securely. It is for administrators who prepare text from notes.

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Performance criteria

You must be able to:

- P1 agree the purpose, format and deadlines for the transcription
- P2 input text using touch typing to 60 words per minute
- P3 format the text, making efficient use of available technology
- P4 check content for accuracy, editing and correcting text when necessary
- P5 clarify text requirements when necessary
- P6 store text and the original notes safely and securely in approved locations
- P7 present text in the required format within agreed deadlines

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Knowledge and understanding

You need to know and understand:

- K1 the different types of documents that may be produced from notes and the formats they should follow
- K2 the difference between producing text from own notes and producing text from others' notes
- K3 the benefits of agreeing the purpose, format and deadline for the text
- K4 the purpose of accuracy when preparing text
- K5 how to check for accuracy and correctness – including spelling, grammar and punctuation– and the purpose of doing this
- K6 how to store text safely and securely
- K7 the purpose of confidentiality and data protection

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Additional Information

Skills

1. Checking
2. keyboarding skills
3. listening
4. managing time
5. questioning
6. using technology

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

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Suite Business and Administration (2013)

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