

Overview

This Standard is about the use of shorthand, and how to make selective transcriptions as well as verbatim transcriptions.

Many employers, particularly in the print sector, regard the ability to take and transcribe shorthand notes as essential – particularly when covering courts, meetings, speeches, interviews, press conferences, product launches, or awards ceremonies.

This Standard applies to all who take and use shorthand notes.

Performance criteria

You must be able to:

1. take accurate and legible shorthand notes of all required information
2. achieve the speed required to keep up with the speech being recorded and to meet organisational requirements
3. check spelling of proper names at appropriate times
4. label notes with clear and accurate details of the events and proceedings covered
5. create an accurate transcription of required material
6. recognise any legal and ethical issues likely to arise from the notes and their transcription
7. reach agreement with relevant colleagues on how to deal with notes causing legal or ethical issues
8. incorporate transcribed material into your own or colleagues' written pieces in appropriate places
9. date and store shorthand notes in accordance with your organisation's requirements
10. retrieve shorthand notebooks without delay when required to demonstrate the accuracy of records

Take shorthand notes for transcription

Knowledge and understanding

You need to know and understand:

1. the editorial requirements of the media organisation or brand, in terms of content and treatment, and the relevance of this for note taking
2. how to decide which material to record in shorthand
3. how to judge the editorial value of notes, and their ability to meet the needs of the target audience
4. the rules of spelling, grammar and punctuation, and the clear use of language
5. where to check vocabulary with which you are unfamiliar
6. the vocabulary, style and story construction appropriate to the house style and target audience
7. the theory and practice of a nationally-recognised shorthand notation system
8. the legal and ethical issues likely to arise from following up the information gathered, or publishing material based on it
9. the data security issues involved in storing information

Take shorthand notes for transcription

Developed by Creative Skillset

Version Number 2

Date Approved March 2019

Indicative Review Date March 2022

Validity Current

Status Original

Originating Organisation Screen Skills (formerly Creative Skillset)

Original URN SKSJ11

Relevant Occupations Media and communication; Media Associate Professionals

Suite Journalism

Keywords shorthand, notes, transcribe, transcription, journalism
