

**UNIVERSITY OF PUERTO RICO IN CAROLINA
OFFICE SYSTEMS DEPARTMENT**

SYLLABUS

Title : Speedwriting in English

Catalog Number : SOFI 3315

Credits : Five (5) credits

Contact Hours : 75 hours per quarter

Pre-Requisites : INGL 3101

Description :Teaching of an abbreviated writing system in English. Includes reading, writing, and dictation in a speedwriting system utilized for longhand transcription. It also includes the review of language rules.

Objectives : At the end of the course SOFI 3315, the student will be able to:

1. Correctly apply the principles of speedwriting in English.
2. Fluently read notes from text abbreviations and from own notes.
3. Take dictation at the highest possible speed of known and practiced material in different context, with previous review or without review.
4. Make longhand transcription from text abbreviations and own notes written in speedwriting in English giving special attention to spelling, punctuation, language, etc.
5. Apply language rules to all work done.
6. Use different reference resources.
7. Appraise through daily work proper attitudes such as: responsibility, integrity, punctuality, cooperation, and good human relations.
8. Create an inclusive learning environment for students with special needs.

9. Apply the principles presented in the first twenty lessons of the textbook.
10. Read from text abbreviations and own notes at a minimum speed of 50 wpm.
11. Take dictation of known material in different context at a minimum speed of 50 wpm with 92 percent of accuracy.
12. Make longhand transcription at a minimum rate of 11 wpm with a 95 percent of accuracy.
13. Apply languages rules (punctuation, spelling, and grammar) in informal tests, practice exercises, and in longhand transcription with a 77% of accuracy.
14. Show through daily work good work habits such as: ability to follow written and oral instructions, proofreading skills, ability to take notes from dictation and class participation.

Textbooks:

Lemaster and Baer. (1999). SuperWrite alphabetic writing system, Office Professional. (2 ed.). South Western Educational Publishing.

Student workbook for superwrite alphabetic writing system

Time Schedule

Theme

Time

- | | | |
|------|--|-----------|
| I. | Orientation of the course: Description, Content, Textbooks (2 hours) and Materials, Evaluation System - Specific professor's rules | |
| II. | Lesson 1 | (3 hours) |
| III. | Review Lesson 1 | (3 hours) |
| | a. Lesson 2 | |

| Theme | Time |
|--------------------------------|-----------|
| IV. Review Lesson 2 | (3 hours) |
| a. Lesson 3 | |
| V. Review Lesson 3 | (3 hours) |
| a. Lesson 4 | |
| VI. Review Lesson 4 | (3 hours) |
| a. Lesson 5 | |
| VII. Review Lesson 5 | (3 hours) |
| a. Lesson 6 | |
| VIII. Review Lesson 6 | (3 hours) |
| a. Lesson 7 | |
| IX. Review Lesson 7 | (3 hours) |
| a. Quiz on Transcription | |
| b. Review Lessons 1 – 5 | |
| X. Test on Lessons 1 – 5 | (2 hours) |
| XI. Lesson 8 | (3 hours) |
| XII. Review Lesson 8 | |
| a. Lesson 9 | |
| XIII. Review Lesson 9 | (3 hours) |
| a. Lesson 10 | |
| XIV. Review Lesson 10 | (3 hours) |
| a. Lesson 11 | |
| XV. Review Lesson 11 | (3 hours) |
| a. Transcription Quiz | |
| b. Lesson 12 | |
| XVI. Review Lesson 12 | (3 hours) |
| a. Review Lessons 6 – 10 | |
| XVII. Test II – Lessons 6 – 10 | |
| XVIII. Lesson 13 | (2 hours) |

| Theme | Time |
|---|-----------|
| XIX. Review Lesson 13 a. Lesson 14 | (2 hours) |
| XX. Review 14 a. Lesson 15 | (2 hours) |
| XXI. Review 15 a. Lesson 16 | (2 hours) |
| XXII. Review 16 a. Lesson 17 | (2 hours) |
| XXIII. Review Lesson 17 a. Quiz on Transcription b. Review Lessons 11 – 15 | (2 hours) |
| XXIV. Test on Lessons 11 – 15 a. Lesson 18 | (2 hours) |
| XXV. Review Lesson 18 a. Lesson 19 | (2 hours) |
| XXVI. Review Lesson 19 a. Lesson 20 | (2 hours) |
| XXVII. Review Lesson 20 a. Short Vocabulary Test – Lessons 16 – 20 b. Reinforcement – Lessons 16 – 20 | (3 hours) |
| XXVIII. Final Test – Lessons 16 – 20 | (2 hours) |

* Could be changed

Instructional Materials:

1. Spiral binding notebook for the work in class
2. String binding notebook for the homework
3. Pen or ball points
4. Red pencil
5. Rubber bands (for textbooks and notebooks)
6. A letter size envelope (Manila envelope)

Evaluation System:

A. Formal Tests

Four dictation and transcription test every five lessons. The student will receive two grades: one for the abbreviations and another for the transcription.

| <i>Test</i> | <i>Lessons</i> | <i>Words</i> | <i>Dictation Rate</i> | <i>Transcription Rate</i> |
|-------------|----------------|--------------|-----------------------|---------------------------|
| 1 | 1-5 | 80-100 | -- | 10 |
| 2 | 6-10 | 100-135 | 40 | 10 |
| 3 | 11-15 | 135-150 | 40 | 10 |
| 4 | 16-20 | 150-165 | 50 | 11 |

Curves for the Formal Tests:

| <i>Test 1-2</i> | | <i>Test 3-4</i> | |
|----------------------|----------------------|----------------------|----------------------|
| <i>Abbreviations</i> | <i>Transcription</i> | <i>Abbreviations</i> | <i>Transcription</i> |
| 0-3% A | 0-2% A | 0-2% A | 0-2% A |
| 4-6% B | 3-4% B | 3-4% B | 3% B |
| 7-11% C | 5-6% C | 5-8% C | 4-5% C |
| 12-14% D | 7-8% D | 9-10% D | 6% D |

B. **Short Test** of superwrite vocabulary and language rules

Superwrite Vocabulary

100-93 A
92-85 B
84-80 C
79-75 D

Language Rules

100-93 A
92-85 B
84-77 C
76-70 D

C. **Miscellaneous Grade** (Homeworks and Class Attendance)

Homeworks

0-1 A
-2 B
3-4 C
5 D

Class Attendance

0-1 A
-2 B
3-4 C
5 D

D. Value assigned to each evaluated aspect

| | |
|--|------------|
| 1. Transcription of the formal test | (50%) |
| 2. Abbreviations of the formal test | (20%) |
| 3. Short test (vocabulary and language) | (20%) |
| 4. Miscellaneous grade (homework and attendance) | (10%) |
| | Total=100% |

Bibliography:

Avilés, C., & Martínez, P. (2006). *Desorden de déficit de atención (DDAH)*. Hato Rey, Puerto Rico: Publicaciones Puertorriqueñas, Inc.

Lemaster & Hankin. (1999). *Superwrite, alphabetic writing system, comprehensive course, Vol. 1*, Cincinnati, Ohio: South – Western Publishing Co.

Nieves, R. (2006). *Inclusión desde varias perspectivas*. Hato Rey, Puerto Rico: Publicaciones Puertorriqueñas, Inc.

Sabin, William A. (2004). *The Gregg Reference Manual* (10 ed.). New York: Glencoe/McGraw Hill.

Thompson Publishing Group. (2007). *ADA compliance guide*. Washington, D. C.: Thompson Pub. Group.

VanHuss, S. H., Forde, C. M. & Woo, S. (2007). *Complete course keyboarding and word processing*. Microsoft Word 2007. South Western.

La bibliografía sugerida con anterioridad al 2003 se considera necesaria debido a la naturaleza del curso.

Ley 51

En este curso se harán los ajustes necesarios para aquellos estudiantes que tengan alguna discapacidad a tenor con la Ley 51, ADA y cualquier otra ley o reglamento que aplique según sea el caso.

Revised by Prof. Alma N. Santana-May 1999
Prof. Tomás R. Clemente – April 2005
Prof. Ana E. Falcón – April 2005
Prof. Tomás R. Clemente – December 2005
Prof. Tomás R. Clemente- August 2008