



# SHORTHAND/SPEECH CAPTURING

## Competitor Instructions

### BEFORE THE DICTATION

- confirm that your data are fine (check especially the birth date) and write your signature after your name in a combined competitor list
- machine shorthand and keyboarding: name your transcript document as SC9999\_Draft where 9999 is the personal ID number found on top of your folder (folder from which you found these instructions)

### DICTATION

- practice dictation (first official notice in English, then 3-second pause)
- competition dictation (first official notice in English, then 3-second pause)
- 3 second pause between sections
- no audio or video copy of the original dictation allowed
- any repairs to hardware or software devices brought by you must be performed by the yourself without disturbing the other competitors

### AFTER THE DICTATION

- Machine shorthand, keyboarding and speech capturing: store the transcript document on USB-memory (one common USB-stick where all SC9999\_Draft files will be stored).

### TRANSCRIPTION

- Machine shorthand and keyboarding: name your document as SC9999 where 9999 is the personal ID number found from on top of your folder.
- In all papers write down the ID.
- Use the following lay-out:
  - right-hand margin 4 cm (also graphic shorthand)
  - line space 1.5
- If you have transcribed by computer, the transcription should be stored into a USB-memory (one common USB-stick where all SC9999 files will be stored)
- No phones, no headphones (except if the used technology requires them), no Internet and e-mails (**this will be controlled by the controller in the room**)
- The use of a personal dictionary and PC dictionaries with spell checking is allowed (not Internet dictionaries)

### HANDING OUT THE TRANSCRIPTIONS

- Give **all your papers** back labelled by the ID

**GOOD LUCK FOR YOUR COMPETITION!**