

## MODULE 14: Shorthand

<b>Stage</b>							
<b>Semester (Semester1/Semester2 if applicable)</b>				1 and 2			
<b>Module Title</b>							
Shorthand							
<b>Module Number/Reference</b>							
14							
<b>Module Status (Mandatory/Elective)</b>							
Non-credit Elective							
<b>Module ECTS credit</b>							
None							
<b>Module NFQ level (only if applicable)</b>							
n/a							
<b>Pre-requisite Module Titles</b>							
None							
<b>Co-requisite Module Titles</b>							
None							
<b>Is this a capstone module? (Yes or No)</b>							
No							
<b>List of Module Teaching Personnel</b>							
Madeline Jordan							
<b>Contact Hours</b>				<b>Non-contact Hours</b>			<b>Total Effort (Hours)</b>
<b>Lecture</b>	<b>Practical</b>	<b>Tutorial</b>	<b>Seminar</b>	<b>Assignment</b>	<b>Placement</b>	<b>Independent work</b>	
72						168	240
<b>Allocation of Marks (Within the Module)</b>							
	<b>Continuous Assessment</b>	<b>Project</b>	<b>Practical</b>	<b>Final Examination</b>	<b>Total is always 100%</b>		
<b>Percentage contribution</b>				100	<b>100</b>		

### Intended Module Learning Outcomes

On successful completion of this module, the learner will be able to:

1. Assume immediate employment as professionally equipped journalists and communications specialists.
2. Identify the many news gathering situations for which shorthand remains the most appropriate.
3. Take dictation accurately using shorthand at a speed of 80 words per minute.

### Module Objectives

Shorthand is a valuable skill for journalists. Despite advances in recording technology, many situations still exist where for legal or interviewee preference reasons, the most suitable form of news gathering requires accurate and fast shorthand.

This module is offered on a non-credit basis.

This module aims to:

- Understand the need for good shorthand skills for journalists

- Train in current best practices
- Acquire substantial structured practice
- Improve their shorthand skills

## **Module Curriculum**

- The module begins by presenting the theory and purpose of shorthand in lecture form.
- Learners are familiarised with the symbols and constructs of shorthand. Emphasis is placed initially on accuracy and recall.
- Graded exercises are given of increasing complexity and at increasing speeds throughout the module. Taught workshops are supported by substantial practice sessions to build speed and accuracy.

## **Reading lists and other learning materials**

Clarkson, J. 1991. *The Teeline gold: course book*. Oxford: Heinemann Educational Publishers.  
 Smith & Tilly. 1992. *Teeline gold: word list*. Oxford: Heinemann Educational Publishers.

## **Module Learning Environment**

The module is delivered in a suitably equipped lecture room

## **Module Teaching and Learning Strategy**

This module is supported with structured web-based resources and applies the use of the programme Teaching Learning and Assessment methodologies. Specifically, the module is delivered through participative lectures.

## **Module Assessment Strategy**

The module is taught through lectures which will allow learners to ask questions at each stage. A significant part of the module is practical work in which learners build on their accuracy and speed. The course is assessed by a speed test of 80wpm, which gauges the proficiency of each learner in shorthand.