

Stenograph Speedbuilding Online

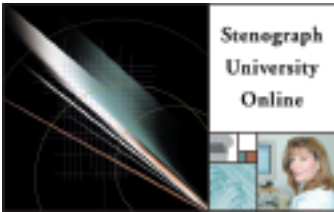
A huge streaming practice library, comprehensive speedbuilding instruction and great teacher support is just a mouse click away!

As a speedbuilding instructor, you know how hard you work to bring sound instruction, great coaching, sound tests and a great variety of practice into your classroom. And we know it too! That's why we have invested in what we believe is the most powerful speedbuilding resource package ever created! Whether your students work in a traditional classroom or on-campus lab, practice from home, study online, take distance education courses...or any combination of these activities... take a moment to check out all the great tools for student success in Stenograph Online Speedbuilding. You'll be glad you did!

I. A Great Practice and Test Library!

Our streaming media practice library is both huge and easy to use. And we are adding more materials all the time! Here are just some of its features.

- 1) **Extensive dictation practice**
 - Our digital practice library currently includes over 4,000 practice takes in 5-minute segments.
 - Over 1,000 of these takes are arranged for sequential practice in progressive endurance formats between 1 and 5 minutes in length.
 - Practice dictation is presented in both syllabic and word marked formats
 - Jury Charge, Literary and Q & A (Testimony) Practice Materials are available at original dictation speeds from 40 – 240 wpm in 10 word-per-minute levels
 - More practice takes are added to the library on an ongoing basis.
 - A multi-voice streaming video library is coming soon!
- 2) **Optional Variable Speed Playback Capability with just a mouseclick**
 - Using our recommended optional variable speed player software, each practice take can be played back in precise 10% increments between 50 and 150% of the original recorded dictation speed
 - Variable playback changes *ONLY* the speed. *The pitch and intonation of the original recording stay the same!*
- 3) **Secure tests at every speed from 40-240 words per minute**
 - Over 1500 secure 5-minute tests are currently deployed for teacher selection and student use.
 - Test materials are available for Jury Charge, Literary, and Q & A Testimony at 10 word per minute levels starting with 40 words per minute and going up to 240 words per minute.
 - Using Case CATalyst 4 version 5 or higher software and platform security features, students' tests can be captured as they are written and stored for teacher review and performance verification.
- 4) **Verifiable practice and testing!**
 - Using Case CATalyst 4 version 5 software and platform features, student practice and tests can be sent directly from compatible stenowriters* to course site communication areas such as:
 - practice forums,
 - virtual classrooms,
 - test areas, and more.
- 5) **Broadcast news captioning practice materials**
 - 500 actual streaming news broadcasts in 11 different news areas are included in the library for captioning practice.



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II. Comprehensive Instructional Materials!

Great instruction is what makes great practice most effective. In speedbuilding, many basic principles need to be reinforced again and again to keep students motivated and moving forward. Stenograph Online Speedbuilding includes a comprehensive set of multimedia lectures, quizzes, reviews and exercises you can use to build a course program or supplement your own. Best of all, the materials are theory-neutral so any student can use them to build speed and accuracy.

Instructional Resources for Your Students

Getting Started Information

Realtime Software Startup Guides

Multimedia Course Seminars

- 1 The Key to Building Speed
- 1 Keyboard/Body Position
- 1 How to Practice
- 1 Brief Forms: Help or Hindrance?
- 1 Stroking Technique
- 1 Reading Back
- 1 Classroom Etiquette
- 1 Rhythmic Stroking
- 1 Trailing
- 1 Transcribing
- 1 Wide Keys
- 1 Stacking
- 1 Reading Misstrokes
- 1 Setting Goals
- 1 Speedbuilding FAQs
- 1 Taking the Intimidation Out of Writing Big Words
- 1 Breaking Words Into Strokes
- 1 Using a Conflict-distinction Stroke
- 1 Finger Drills
- 1 Accuracy vs. Speed
- 1 Translation Dictionary Tips

Seminar Lecture Notes

Seminar Quizzes (graded by software)

Theory Review (Theory-neutral and Phoenix Theory)

- 1 Vowel sound review
- 1 Word beginning and ending sound review
- 1 Mandatories review (Phoenix Theory)
- 1 Common small words review
- 1 Writing principles review (Phoenix Theory)
- 1 Theory Reinforcement Exercises (for problem areas)

Suggested Assignments

Problem-solving Tools (drills, exercises, advice)

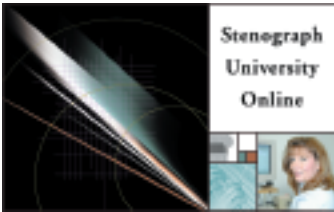
Speed Plus materials coordinated with Speed Plus text and audio

1 Multimedia Lessons

- Literary based – Supplements your literary program
- Theory reinforcement (Phoenix Theory and all others)
- Expands word recognition and writing vocabularies
- Promotes steady speedbuilding acquisition
- Grammar, punctuation and other language arts instruction
- Homonym practice

1 Spelling Tests (audio dictation, graded by software)

1 Vocabulary Tests



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III. Dedicated Teacher Support!

Great teachers should always have great support. When you adopt Stenograph Online Speedbuilding, you have the Stenograph Education team behind you, to help you get started and all along the way. Here are just some of the powerful tools, courses and “how-to’s” for both in-house and online instructors.

Resources for Speedbuilding Instructors

Getting ready to teach: Tips, tools & how-to’s

- 1 Student materials tour
- 1 Customizing your materials
- 1 Examples of using Stenograph University Online to meet your needs
- 1 Instructor start-up checklist
- 1 Implementation suggestions
- 1 Exercises to practice online instructor tasks

Access to course authors

- 1 During instructor training
- 1 While teaching

1 Knowledgeable help with...

- Speedbuilding techniques
- Theory
- Implementation
- Blackboard software
- Case CATalyst software
- Realtime how-to’s
- Conflict resolution
- Curriculum design
- Accreditation issues

Course design philosophy

1. Speed equals lack of hesitation. If students can find their hesitations and eliminate them, their speedbuilding efforts will result in progress.
2. There are researched and proven techniques for building keyboarding speed.
3. Speedbuilding is about more than just writing dictation after dictation. Students need to learn about posture, keyboard/body position, smart acquisition of briefs and phrases, analyzing their notes, reading back, transcribing, formatting, proofreading, vocabulary acquisition, spelling, punctuating, and a whole lot more.
4. Students who have been empowered with the knowledge of “how” to build speed, and who are supported with encouragement and motivation will progress faster and stick with the program.

For more information about Stenograph Speedbuilding Online, please contact:

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