

MODULE SPECIFICATION PROFORMA

Module Title:	Advanced Technical Skills for Journalists	Level:	4	Credit Value:	20
----------------------	---	---------------	---	----------------------	----

Module code:	HUM438	Is this a new module? Yes	Code of module being replaced:	N/A
---------------------	--------	----------------------------------	---------------------------------------	-----

Cost Centre(s):	GAJM	JACS3 code:	P500
------------------------	------	--------------------	------

With effect from:	September 17
--------------------------	--------------

School:	Creative Arts	Module Leader:	Jon Simcock
----------------	---------------	-----------------------	-------------

Scheduled learning and teaching hours	150 hrs
Guided independent study	50 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered	Core	Option
BA (Hons) Journalism	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Pre-requisites

Office use only

Initial approval: April 17

Date of revision : *Enter date of approval*

Version: 1

Have any derogations received LTQC approval?

Yes No N/A

Module Aims

To equip students with the necessary skills to take an accurate shorthand note of passages lasting up to 4 minutes at speeds of 60/80 and 100 words-per-minute; to be able to transcribe those notes accurately, with an error tolerance of three per cent, and to understand the role of accurate note taking in the professional life of a journalist and its importance, both legally and ethically, in the modern media workplace.

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to

Key Skills

1	Understand the importance of taking fast, accurate shorthand notes in a modern newsroom	KS1	KS5
		KS8	KS9
2	Demonstrate and understand the principles of Teeline theory, including all the blends, special outlines, word groupings and word endings and beginnings.	KS1	KS3
		KS9	KS6
3	Gain the ability to take down the spoken word verbatim at a range of speeds; 40, 50, 60, 70, 80, 90, 100 words per minute (wpm) and produce an accurate transcript within an error tolerance of three per cent.	KS1	KS3
		KS6	KS8
		KS9	
4	Identify and accurately transcribe a key quote at 90 to 120wpm.	KS1	KS3
		KS5	

Transferable skills and other attributes

Study, writing, IT skills.
Communication skills
Ability to plan self-directed learning
Contribute proactively to group learning

Derogations

None

Assessment:

Assessment will be the NCTJ 60wpm shorthand exam. The exam is set and marked by the NCTJ and delivered under NCTJ and university exam procedures at the university. The exam is set in accordance with the NCTJ Shorthand programme of study. It will be a 60 word per minute shorthand test, consisting of two minutes dictation, a 30-second break and then a further two minutes dictation. The student is allowed 25 minutes to transcribe notes and must make seven or fewer errors to pass.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1 60 wpm shorthand test	1-4	In-class test	100	45 minutes	

Learning and Teaching Strategies:

- Formal lectures covering key knowledge as outlined in the learning outcomes.
- Practical note taking and transcription sessions to embed theory and build confidence.
- Regular in-class tests to prepare for examinations and assess progress
- Use of pre-recorded dictation resources in class and away from university.
- Tutorials to guide students through their progress.

Syllabus outline:

Students will spend the first semester learning the theory involved in using the Teeline method of shorthand. The syllabus starts with the basics of the alphabet and develops through blending letters together, forming words and forming word groupings, Students will learn a series of special word beginnings and endings, special outlines for commonly used words and how to reduce the number of outlines needed to take an accurate note. They will also learn how to write numbers, fractions and percentages in Teeline and how to form outlines quickly and efficiently to maximise speed.

The second semester concentrates on applying the theory to practice, building speed from a starting point of around 30wpm to a top speed of 120wpm. They will also learn the importance of the value of accurate note taking in the modern newsroom and apply their note taking skills across a range of circumstances. The NCTJ exams will start at the start of the second semester and then take place regularly at ever-increasing dictation speeds building up to the gold standard exam at 100wpm.

Bibliography:

Essential reading

Cartwright, Marie: *NCTJ Teeline Gold Standard* (2009) – contains CD with over five hours dictation material.(Students must purchase)

Dix Anne: *Teeline Fast* (2001) – available as a back up to the Cartwright text from the programme leader.

Dictation material available on the university's VLE for speeds from 40wpm to 120wpm.

Other indicative reading

Johnston Dawn: *Teeline for Journalists* (2004)

Shorthand resources site on www.nctj.com