

SHORTHAND, WORD PROCESSING AND DESK TOP PUBLISHING

Sub-Committee: Mrs J E De Jersey (Executive Officer), Tel 245590;
Mrs S Hardill, Mrs G Seal

ADJUDICATORS: Shorthand - Mrs A Setters
Word Processing, Desk Top Publishing - Mrs G Seal

ENTRY FEES: Under 18 years £1 per entry
18 and over £2 per entry

ENTRIES: Contact Mrs J E De Jersey, Tel 245590
by Saturday, 4th February 2012

SHORTHAND

- 751 **40 wpm OPEN** (3 min)
Honours certificate - maximum 3 errors; Merit certificate - 4 errors
Transcription time: 30 minutes
- 752 **THE LEADBEATER CUP - 50 wpm OPEN** (3 min)
THE PROGRESS CUP - 60 wpm OPEN (3 min)
Honours certificate - maximum 3 errors;
Merit certificate - 4 or 5 errors (50 wpm); 4-6 errors (60 wpm)
Transcription time: 30 minutes
- 753 **THE VALENTINE TROPHY - 70 wpm or 80 wpm OPEN** (3 min)
Honours certificate - Maximum 4 errors (70 wpm); 5 errors (80 wpm)
Merit certificate - 5-7 errors (70 wpm); 6-8 errors (80 wpm)
Transcription times: 70 wpm - 30 minutes; 80 wpm - 40 minutes
- 754 **THE GUERNSEY CHESS CLUB CUP - 90 wpm or 100 wpm OPEN**
Dictation: 90 wpm - 3 min; 100 wpm - 3 min
Honours certificate - Maximum 6 errors (90 wpm); 8 errors (100 wpm)
Merit certificate - 7-9 errors (90 wpm); 9-12 errors (100 wpm)
Transcription times: 90 wpm - 40 minutes; 100 wpm - 45 minutes
- 755 **THE UNITED CLUB CUP - 110+ wpm OPEN** (3 min)
Honours certificate - 98% accuracy
Merit certificate - 96% accuracy
Transcription time: 1 minute for every 10 words dictated

SHORTHAND REGULATIONS:

Competitors may enter for one or two consecutive speeds by paying the correct entry fee.

In the event of a competitor placing first in more than one speed that competitor will be awarded the cup for the higher speed only (provided the required minimum standard has been achieved) - and the cup awarded in the class at the lower speed in which that competitor also placed first will be awarded to the next best competitor in that class (again provided the required minimum standard has been achieved).

A person who has won a trophy MAY NOT compete at that SPEED again.

The dictation to be read with "full stops" and "Paragraph" dictated. Therefore, if they are not as dictated, they will be classed as an error. Although shorthand notes must be submitted with the transcription, they will not be marked.

Transcriptions may be hand written or word processed.

WORD PROCESSING

762 **Accuracy** 25 wpm

Honours certificate awarded for 98% accuracy

763 **THE CROSSLEY CUP Speed and Accuracy Test - OPEN**

(Minimum Speed 25 wpm).

Trophy awarded for highest speed above 45 wpm with 98% accuracy.

Honours certificate - awarded for all speeds achieved with 98% accuracy

WORD PROCESSING REGULATIONS:

Competitors will be required to type a test piece within 10 minutes. Anyone who has obtained any certificate for speed and accuracy may not enter Class 762.

Any means of correcting will be permitted within the 10 minutes. For those Competitors using Word Processors, at the end of the test all work is to be saved immediately. Printing must then take place without recalling the file.

DESK TOP PUBLISHING (DISPLAY)

- 764 **THE CHAMBER OF COMMERCE TROPHY Stage I OPEN**
Honours certificate - 85 and over
Merit certificate - 75-84
- 765 **THE VALENTINE TROPHY Stage II OPEN**
Honours certificate - 85 and over
Merit certificate - 75-84
- 766 **THE WELLINGTON TYPEWRITING DISPLAY CUP Stage III OPEN**
Honours certificate - 85 and over
Merit certificate - 75-84

DESK TOP PUBLISHING REGULATIONS:

Any person who has previously won a trophy in Classes 764 and 765, may not compete in that Class again.

In the event of a competitor placing first in more than one class, that competitor will be awarded the cup for the higher class only (provided the required minimum standard has been achieved) - and the cup will be awarded to the next best competitor in the lower class (again provided the required minimum standard has been achieved).

Time allowed is to be decided each year by the Adjudicator.

The trophy will be awarded to the competitor submitting the best paper in the class, provided he or she attains no less than 95%.