

# SHORTHAND, ELECTRONIC DOCUMENT PRESENTATION

Executive Officer: Mrs J E De Jersey  
Tel: 01481 245590

Sub-committee: Mrs A Setters

Adjudicators:

Shorthand - **Mrs A Setters**

Electronic Document Presentation - **Mr L Mugridge**

## ENTRY FEES

Under 18 years £1.00    18 years and over £2.00

## ENTRIES

Contact Mrs J E De Jersey, Tel: 245590 by **Saturday 28<sup>th</sup> January 2023** or at the Grammar School between 10am and 12.30pm.

## 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

- 1 Competitors may enter for one or two consecutive speeds by paying the correct entry fee.
- 2 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).

- 3 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.

## ELECTRONIC DOCUMENT PRESENTATION

- 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

## SPEED AND ACCURACY REGULATIONS

- 1 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.
- 2 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.
- 3 **All competitors must enter their name as a header or footer on all printouts or their work will not be marked.**

- 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

## DISPLAY REGULATIONS

- 1 Any person who has previously won a trophy in Classes 764 and 765, may not compete in that Class again.
- 2 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).

- 3 Time allowed is to be decided each year by the Adjudicator.
- 4 The trophy will be awarded to the competitor submitting the best paper in the class, provided he or she attains no less than 95%.
- 5 **All competitors must enter their name as a header or footer on all printouts or their work will not be marked.**