

RAPID WRITING II

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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Arkansas Department of Workforce Education

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RAPID WRITING II

Grade Levels: 10, 11, 12

Course Code: 492410

Prerequisite: Tech Prep Foundation

Course Description: Rapid Writing II is a one-semester course that is designed for the student who wishes to become more proficient in the art of note taking. Rapid Writing II is a continuation of Rapid Writing I and emphasizes speed, transcription skills, effective listening skills, spelling, vocabulary, mechanics of grammar, and note-taking applications.

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Hours: 80

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS			
What the Student Should be Able to Do		What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
1.1 Reinforce the principles of theory	1.1.1 Write text from dictation	Foundation	Writing	Writes appropriate entries [1.6.22]	
	1.2.1 Measure improved speed through timed dictation	Thinking	Knowing how to Learn Problem Solving	Uses available resources to improve skills [4.3.4] Tracks and evaluates results [4.4.10]	
1.2 Cite transcription aids (i.e., capitalization, word division, word and number usage, proofreading, similar words, spelling, and punctuation)	1.2.1 Apply transcription aids to business documents	Foundation	Speaking	Applies/Uses technical terms as appropriate to audience [1.5.2]	
			Writing	Applies rules of grammar, punctuation, capitalization, and spelling [1.6.3]	
1.3 Explain mailable copy	1.3.1 Transcribe dictated material into mailable copy at varying speeds	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]	
			Writing	Checks, edits, and reuses documents for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]	