



“A 30-Day Action Plan to Better Testing” Agenda

Goal:

To develop and begin executing your own personalized plan of action *specifically for passing realtime tests*

Sunday, February 26, 2023, 9:00 a.m. - 12:15 p.m., 12:45 p.m. - 4:00 p.m. MT

.6 CEUs

Session 1: Identifying your own foundational theory principles

- Intro:
 - Discuss curriculum and schedule/weekly homework
 - Writing improvements for work v. writing improvements for testing
 - Realtime notebook/workbook/diary/journal and suggested categories for you to choose from
 - Identifying your theory patterns, identifying your issues/weaknesses
 - Workarounds, familiarize yourself with your briefs, your phrase starters and phrase enders, round out the theory you already have
 - Utilizing the blank worksheets and your new realtime notebook
-

Session 2: Reconciling your personal dictionary with your theory principles

- Identify trademarks and weaknesses of your theory talked about in Session 1; now reconcile both of those ideas with your dictionary
- Remember, creating new entries and resolving theory issues in your head does not take old entries out of your dictionary all by themselves
- Use Session 1 worksheets to help you decide what to clean up in your dictionary
 - Most bang for your buck
 - Easy ones that won't take much time
 - Bigger problems that aren't so easy but will yield huge results
 - How many errors do you need to shave off your typical number of errors in a 5-min. RT test? Consider knocking off a few in each of your trouble areas
- Dictionary categories and the find/search features in Eclipse, CaseCATalyst, and ProCAT
- <https://www.PowerReporter.org/blog>
- Homework for Session 2 coupled with homework from Session 1 and ongoing weekly homework

Session 3: Tweaking your writing style

- Remember to keep in mind your own principles of what you are willing to change, what you are not, and deciding where to draw your own line between overall writing improvements and overcoming your testing issues
- Personal writing style weaknesses – mostly in a testing environment
 - Discuss examples. (Dropping, steno key “bounce,” asterisks, punctuation, stacking, etc.)
 - Retraining old jobs to evaluate writing style issues
 - Rough draft of each new job you’re writing before you do a full edit
 - Practice dictation and then *evaluate* it, every time
 - Evaluate a PDF printout of your steno only for patterns in drags/ misstrokes
- Strengthen your weaknesses by writing your briefs or 5s lists and reviewing the PDF printouts
- Remember to use your notebook to document your issues rather than fixing them all as you’re evaluating

Session 4: Evaluating your overall raw transcript output

- Review: Keeping in mind your testing issues first and foremost
- Suggestion for a translation display “color system” to help visually organize your raw/realtime output
- Ways to evaluate your raw output:
 - Retran old jobs with appropriate dictionaries
 - Do a rough transcript (“rough out”) each job before a full edit
 - Evaluate every practice dictation
 - “The Power of Practicing with Intent”
- The higher level of critical thinking skills that are developed when you continue this evaluation process, no matter which of the three methods, over and over, when you’re actually writing
- Continue to document in your realtime notebook
 - You can go back and fill in the blanks (do the work) later
- Review of the “5s” process and what it entails
 - Suggestions for 5s lists
- Facebook group pages:
 - Realtime writing
 - Prefixes and suffixes
 - RHPEs & LHPSs
 - Word boundaries
 - Strokes (A screenshot’s worth of steno notes)
 - Is this in your dix?
 - Is this in your COVID-19 dix?
 - Conflicts of Interest
 - Briefs groups

- The higher level of critical thinking skills that are developed when you continue this evaluation process, no matter which of the three methods, over and over, when you're actually writing
- Continue to document in your realtime notebook
 - You can go back and fill in the blanks (do the work) later
- Review of the "5s" process and what it entails
 - Suggestions for 5s lists
- Facebook group pages:
 - Realtime writing
 - Prefixes and suffixes
 - RHPEs & LHPSs
 - Word boundaries
 - Strokes (A screenshot's worth of steno notes)
 - Is this in your dix?
 - Is this in your COVID-19 dix?
 - Conflicts of Interest
 - Briefs groups
 - Software and Steno Machine groups
 - Zoom and "other" information group pages
 - Get Involved! ("The More You Know") FB group pages
 - Encouraging Students grou pages
 - Practice group pages
- Finger Drill book front covers
- Homework:
 - Identify what things can make you a stronger RT writer
 - Create a daily plan
 - Create a short-term plan
 - Create right now an ultimate final RT test readiness action plan
 - Visualize yourself as a RT cert holder
- Talk about practice/evaluation and other classes going forward between now and RT test day