CONTRIBUTI AGGIUNTIVI AI TEMI CONGRESSUALI

Additional Contributions to the Congress Reports

Gli interventi che seguono, non sono stati presentati durante il Congresso per assenza del relatore od altre ragioni pratiche.

The following speeches were not read during the Congress, owing to absence of the speaker or other contingent reasons.

GIULIO MORIGGI
Scansoft Italia – Agrate Brianza – Italia

IL MINISTERO TEDESCO DELLA GIUSTIZIA, HA SCELTO IL RICONOSCIMENTO DEL PARLATO IN SOSTITUZIONE DELLA TRASCRIZIONE MANUALE

Il ministero della giustizia del Baden-Wuerttemberg in Germania ha scelto NaturallySpeaking® XP Edizione Legale di ScanSoft® Dragon per centinaia di tribunali per sostituire la trascrizione manuale con la tecnologia di riconoscimento automatico del parlato.

Perfezionata da ASKA, un'azienda tedesca che realizza soluzioni di integrazioni, questa applicazione aiuterà il ministero a risparmiare tempo e denaro per le spese richieste dalla costosa trascrizione manuale, ed aiuterà gli uffici dei tribunali a rapidamente trascrivere deposizioni, sentenze ed altri documenti che richiedono molto tempo per la trascrizione. L'approccio tradizionale di dettatura e trascrizione manuale era costoso e lungo, riducendo la produttività. Con l'utilizzo di Dragon NaturallySpeaking XP, i rapporti vengono creati rapidamente e facilmente, dando luogo ad una aumentata produttività e riduzione di costi.

"A seguito del progetto pilota presso il tribunale di Reutlingen, sono stato colpito dal vantaggio in produttività e risparmi ottenuti. L'accuratezza del software e l'addestramento offerto dall'azienda che ha realizzato l'applicazione furono eccezionali", commenta Peter Uhde, giudice al tribunale di Reutlingen. "I risultati furono così impressionanti, che decidemmo di estendere l'uso del software in tutto il distretto."

Dopo sei mesi il periodo di introduzione è terminato con successo, ora 700 giudici ed avvocati sono addestrati e lavorano con Dragon NaturallySpeaking. Dragon non solo aiuta a ridurre il sovraccarico di lavoro dei trascrittori manuali ma è anche disponibile in ogni momento. I documenti sono completati in realtime e sono immediatamente disponibili. "Con Dragon Naturally-Speaking ora posso dedicarmi ad altri impegni anziché scrivere alla tastiera", ha dichiarato il Sig. Tauch, giudice al tribunale di Tübingen.

Dragon NaturallySpeaking è stato sviluppato in stretto contatto con la comunità legale, indirizzato a risolvere il flusso di lavoro ed il vocabolario necessario

GERMAN MINISTRY OF JUSTICE SELECTS SPEECH RECOGNITION TO REPLACE MANUAL TRANSCRIPTION

The ministry of justice of Baden-Wuerttemberg in Germany has selected ScanSoftR Dragon NaturallySpeakingR XP Legal Edition for hundreds of courts to replace manual transcription with its automatic speech recognition solution.

Implemented by ASKA, a German solution integrator, this solution will help the ministry save time and money in costly manual transcription fees and will help legal teams to quickly and easily transcribe depositions, final judgements, reports and other documents requiring time-intensive transcription. The traditional approach of dictation and manual transcription was costly and time-consuming, reducing productivity. Since the implementation of Dragon NaturallySpeaking XP, reports are being created quickly and easily, resulting in increased productivity and cost reduction.

"Following our initial Dragon NaturallySpeaking XP pilot project in the court of Reutlingen, I was thrilled with the productivity gain and cost savings. The software's accuracy and the training offered by the integrator were unmatched," comments Peter Uhde, judge at the court of Reutlingen. "In fact, the results were so impressive, we decided to implement the software across the entire territory."

After six months, the implementation period is finished successfully, now 700 judges and attorneys are trained and working with Dragon NaturallySpeaking. Dragon helps not only to reduce the work overload of manual transcriptionists but is also available at any time. Documents are finalised in realtime and are available instantly. "With Dragon NaturallySpeaking I can now spend time on other things than typing," says Mr. Tauch, judge at the court of Tübingen.

Developed through close interaction with the legal community, Dragon NaturallySpeaking XP Legal Solutions is the only speech recognition product created to address the workflow and vocabulary needs of the lawyer, paralegal and legal administrative professional. Its vast vocabulary is augmented by a comprehen-

per i documenti legali, paralegali ed amministrativi. Il già enorme vocabolario è incrementato con un vocabolario legale che contiene frasi legali in latino e tedesco, i nomi dei tribunali e termini legali e specializzati. Il prodotto può essere integrato anche in altre applicazioni, quali i sistemi di gestione di archivio elettronici, moduli elettronici e programmi di fatturazione delle prestazioni legali.

sive legal vocabulary containing Latin and German law phrases, court names and specialized legal terms. The product can also be integrated with other applications, including electronic records management systems, electronic forms and legal billing products. Implemented in a wide range of corporations, including Volkswagen, Sony and Panasonic, Dragon NaturallySpeaking provides the ability to speech-enable a wide variety of functions to a diverse group of consumers.

GUNILLA ALSIO
Senseboard Corporation – Stoccolma - Svezia

LA TASTIERA VIRTUALE

La tastiera virtuale è stata sviluppata dalla Sensboard Technologies, una Società svedese fondata nel 2000.

La Signora Gunilla Alsio nel 1998 sviluppò un progetto per dimostrare che era impossibile usare la tecnica di scrittura 'cieca' senza una tastiera fisica.

Al contrario i risultati provarono non solo che era possibile, ma i partecipanti a questo progetto la ritenevano utile.

La Senseboard è la più piccola e completa tastiera del mondo ed è lo strumento più avanzato per tutti coloro che sanno scrivere senza guardare la tastiera (*come sono tutti i concorrenti dell'Intersteno* n.d.t.)

La Senseboard consiste in due unità a forma di U che si applicano alle mani all'interno del pollice e sotto le nocchie.

La Senseboard, pur non avendo tasti, permette di scrivere rapidamente come avviene con la tastiera tradizionale.

La tastiera si avvale dei principi sviluppati per la scrittura 'cieca' (o *delle 10 dita* come diciamo in italiano *n.d.t.).*

Ci sono dei sensori incorporati che leggono i movimenti della mano e delle dita. Ha anche incorporata una 'intelligenza' che permette l'adattamento allo stile della diteggiatura, purchè esso sia coerente con i movimenti della mano e delle dita.

La Senseboard libera lo spazio oggi occupato dalla voluminosa tastiera ordinaria.

Inoltre consente di utilizzare il vostro Palmare od il

SENSEBOARD VIRTUAL KEYBOARD

The Senseboard® Virtual Keyboard has been developed by Senseboard Technologies, a Swedish based company founded in September 2000.

Mrs Gunilla Alsio conducted a study in 1998 in order to prove it's impossible to use the touch typing technique without a physical keyboard.

But it turned out to be not only possible but also wanted by the participants in the study.

The Senseboard® is the smallest full-sized keyboard in the world and is the ultimate tool for all touch typists.

The Senseboard® consists of two U-shaped units that you attach to your hands inside the thumb and behind the knuckles.

The Senseboard® makes it possible for you to type as fast as you do on your stationary full sized keyboard without having any physical keys.

*The Senseboard® is based on the touch typing paradigm.*

It has inbuilt sensors that read your finger and hand movements.

It also has inbuilt intelligence, which means that it will adapt to your style of typing as long as you are consistent in your hand and finger movements.

The Senseboard® makes the space in front of your PC free from the bulky stationary keyboard.

The Senseboard® also turns your Handheld computer, like a PDA or smart phone, into a full-sized computer that fits in your pocket or purse.

The Senseboard® is very small and light, in fact each part weighs only 45 gram.
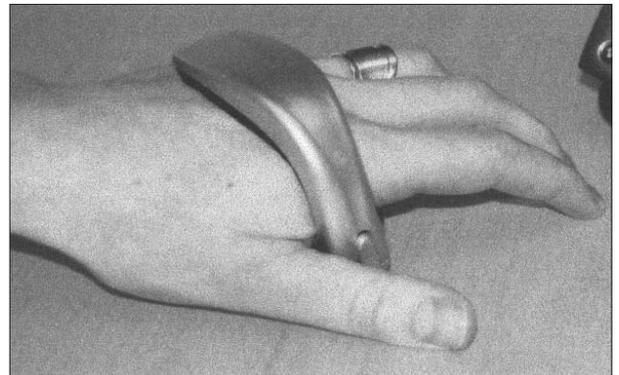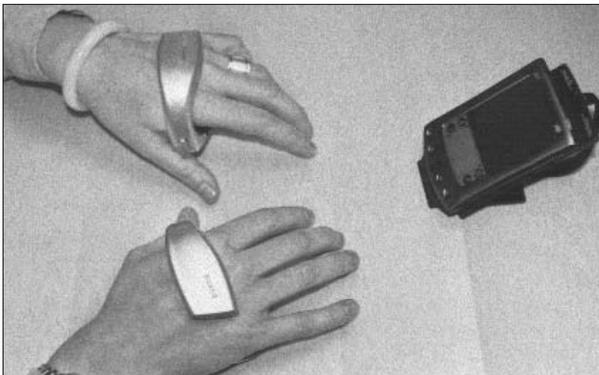
telefono portatile, quale computer che può stare in tasca o nella borsetta.

La Senseboard è molto piccola e leggera, infatti ognuna delle due parti pesa solo 45 grammi.

La Senseboard ha anche un mouse incorporato e può essere usata per scrivere lettere, numeri ed altri caratteri.

La tastiera Senseboard può essere utilizzata per inserire testi in più dispositivi. Potete usarla con il computer palmare od un telefonino, con il computer da tavolo o portatile, con il PC a tavoletta ecc.

La tastiera viene collegata all'apparecchio voluto senza fili, a mezzo del sistema Bluetooth all'apparecchio desiderato, oppure si usa un cavo per la porta USB o seriale.

La tastiera Senseboard anche permette di scrivere sulle ginocchia. Infatti non è necessaria una superficie piana. Questo significa che potete comodamente scrivere, per esempio, durante un viaggio aereo, o rilassarvi nella sedia preferita quando lavorate.

La Senseboard ha anche vantaggi ergonomici poiché consente di scegliere liberamente la postura di lavoro, minimizzando di conseguenza il rischio di disturbi causati dal computer.

La tastiera Senseboard vi dà libertà di movimenti.

Per ulteriori informazioni potete visitare il sito web www.senseboard.com

The Senseboard® has also inbuilt mouse and can be used for both letters, numbers as well as other characters.

The Senseboard® can be your single text input solution for multiple target devices. You can use it for your handheld computer, like a PDA or smart phone, your stationary computer, a wearable computer, a tablet PC etc.

The Senseboard® connects to the target device wireless with bluetooth or with a cable through the USB- or serial port.

The Senseboard® makes it possible for you to type on your knees. You don't need a plain surface. This means that you comfortably can type during a flight, for example, or lean back in your favorite chair while working.

The Senseboard® has ergonomic advantages since it allows you to freely choose your working posture and thereby minimize the risk for computer >related injuries.

The Senseboard® Virtual Keyboard gives you the freedom of movement.

For more information please visit our web site. The address is www.senseboard.com.

AURELIO BRUNO[1] **e PAOLO VIVIANI**[2, 3]

STUDIO DELLA STRUTTURA TEMPORALE DELL'ELABORAZIONE DEL LINGUAGGIO ATTRAVERSO L'ANALISI DELL'ABILITÀ DI TRASCRIZIONE

Sintesi

Per definizione, i processi mentali, a differenza di quelli cerebrali, non possono essere osservati direttamente. Quindi, l'accesso a qualsiasi tipo di architettura cognitiva richiede sempre una procedura indiretta, analizzando i comportamenti manifesti da essa determinati e sperando che le regolarità osservate siano sufficientemente specifiche da consentirci di restringere il numero delle possibili ipotesi riguardanti le elaborazioni mentali sottostanti. Nel campo del linguaggio, la maggior parte delle teorie sono state costruite a partire da un'analisi del comportamento verbale che ha compreso, principalmente, le produzioni spontanee e i giudizi di accettabilità su frasi test. Un numero ridotto di lavori ha preso in considerazione la struttura temporale della produzione linguistica nella modalità non verbale (scrittura manuale, dattilografia, codice Morse, linguaggio dei segni). Lo scopo generale di questo lavoro è di contribuire all'analisi della produzione linguistica nell'ambito

PROBING THE TIME COURSE OF LANGUAGE PROCESSING THROUGH THE ANALYSIS OF THE TRANSCRIPTION SKILL

Abstract

By definition, mental processes - unlike brain processes - cannot be exposed directly. Thus, access to any kind of cognitive architecture always involves an indirect route. Rather than looking at a mental process itself, we have to focus on some overt behaviour carrying the imprint of that process, hoping that the visible marks left there are specific enough to narrow down significantly the range of plausible hypotheses that we can entertain about the underlying working of the mind. In the domain of language, most of the theorising has been based on the analysis of verbal behaviour, either by looking at spontaneous productions, or by relaying on people's judgement on whether a test sentence is acceptable. Traditionally, linguistic analysis of spontaneous productions is carried out on the mere sequence of constituents that make up a sentence, without taking into account the timing with which these constituents are generated in the course of a speech act. Only a few studies have taken into consideration the timing of language production in the non-verbal mode (handwriting, typing, Morse code, sign language).

The general aim of this work is to contribute to the analysis of language production in the typing mode. The experiment to be reported here is based on two major assumptions. The preliminary assumption is that in-

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[2] Università Vita-Salute San Raffaele Milano - Italia.
[3] Faculty of Psychology and Educational Sciences, University of Geneva, Svizzera.

delle abilità di trascrizione. L'esperimento qui riportato è basato su due assunzioni fondamentali. L'assunzione preliminare è che gli intervalli tra le battiture nella dattilografia siano una fonte affidabile di informazione temporale. Lavori precedenti suggeriscono che le sequenze dei movimenti delle dita dei dattilografi professionisti sono altamente specifiche della parola che viene dattiloscritta e delle abitudini motorie acquisite. In particolare, si osserva che, a ciascuna parola scritta da un certo individuo, corrisponde un pattern temporale caratteristico. La struttura temporale del *pattern*, definito come l'insieme di tutti i rapporti degli intervalli tra le battiture, è sorprendentemente rigida. Tuttavia, proprio come una melodia può essere suonata con tempi differenti e rimanere, comunque, chiaramente identificabile, così i *patterns* motori di scrittura possono essere utilizzati per generare sequenze di battitura di differente durata assoluta, ma con struttura temporale invariante. La seconda assunzione estende alla dattilografia una nozione che è già stata utilizzata nell'analisi della prosodia vocale, cioè che le variazioni di ritmo nella trascrizione riflettono, ad un qualche livello, il carico di lavoro associato alla presa in conto dei vincoli linguistici. Lo scopo specifico del nostro lavoro è quello di dimostrare che, a partire dall'invarianza strutturale dei *patterns* motori, le modulazioni a lungo termine del ritmo di battitura possono essere abbastanza affidabilmente estratte dalle sequenze di battitura. Inoltre, vogliamo dimostrare che queste modulazioni ci permettono di aprire una finestra sui processi mentali associati con la comprensione del linguaggio.

ter-stroke intervals in typing are a reliable source of timing information. Previous work to be summarised in a subsequent section suggested that the sequences of finger movements with which professional typists write on a standard keyboard are indeed highly specific of the word being typed and of the acquired motor habits of the typist. Actually, it turns out that to each word typed by a given individual corresponds a characteristic timing template. The abstract temporal structure of the template - defined as the set of all ratios between inter-strokes intervals – is quite rigid. However, just as a melodic line can be played with different tempos and yet remain clearly identifiable, so motor templates associated with the typing of specific words can be used to generate sequences of keystrokes of different absolute duration while preserving their invariant temporal structure. The second, more substantive assumption generalises to typing a notion that has already been invoked to motivate the analysis of vocal prosody, namely that rhythm variations in transcription reflect to some extent the workload associated with the processing of linguistic constraints.

The specific goal of our work is to show that, by taking advantage of structural invariance of the motor templates, long-term modulations of typing rate can be extracted quite reliably from the sequences of keystrokes. Moreover, we will attempt to demonstrate that these modulations do indeed afford a window on the mental processes associated with language comprehension.

PAULO V. B. XAVIER
Taquibràs: Struttura organizzativa, metodologia di insegnamento, contenuto programmatico
Taquibràs: Organization, teaching metodology and strategic plans
Brasilia - Brasile

STRUCTURE
METHODOLOGY
LEARNING PROGRAMME

Business Profile

Taquibrás - Registros Taquigráficos is a small business placed in Brasilia, the capital of Brazil. Our phone/fax number is 55-61-327-2352, our site is www.taquibras.com.br and we can be reached via the e-mail info@taquibras.com.br

Taquibrás offers professional qualification courses on shorthand, Portuguese language and legislation. Other services include shorthanding, wording, reviews, supervising and translations to English, French and Spanish.

Taquibrás CEO is Mr. Paulo Volnei Bernardi Xavier, who owns a degree on Law and Social Sciences, has been in charge of Shorthanding, Reviews and Wording Department at the Chamber of Congressmen of Brazil and is officially licensed by the Education and Culture Secretary as a shorthand professor since august 1960.

Educators

Taquibrás fully qualified and experienced professors exert (or exerted) real-life jobs on shorthand and/or professorate. All have also been subject to either rigorous Public Service examinations or specific tests for teaching at Taquibrás.

Board of Educators
Paulo V. B. Xavier: curriculum can be seen at http://www.taquibras.com.br;
Denise Corrêa Xavier Giusti: Psychologist - Superior Court of Work, Legislative Chamber of the state of Distrito Federal;
Mônica Corrêa Xavier: History - Finance Secretary of the state of Distrito Federal, TST, Chamber of Congressmen of Brazil;
Lara Corrêa Xavier: Administration - Justice Court of the state of Distrito Federal;
Vinicius Fonseca: Computers - Federal Regional Court, Chamber of Congressmen of Brazil;
Chrystianne Faria Alvares Afonso: Economy - Justice Court of the state of Distrito Federal;

Jeancely Cristiny da Silveira: Languages - Electoral Regional Court of the state of Tocantins;
Elizabeth Silva de Oliveira: History - Superior Court of Work;
Flávio Lúcio Crespo Ribeiro: Computers - Justice Court of the state of Distrito Federal.

Support Team
Computers: Rudolfo Georges Pacheco Filho, eng
Law: Cícero Francisco de Oliveira, Dr.
Accounting: ESCAL – Empresa de Serviços Contábeis e Administrativos Ltda.
Texts Preparation for High-Speed Dictates and Wording for the Internet: Paulo Xavier
Translations: Maria Rosinda Ramos da Silva

Gathering of New Students
A research is done to find out whether a specific course could take place with a minimum of 10 and a maximum of 17 people. Each interested person is invited to sign up a contract and a registration form that ensures their placement. The classes are started as soon as the minimum number of students is reached.

Class Organization
As the fist class takes place Taquibrás CEO greet the new students and speaks about the course's pedagogic and organizational structure as well as about the present facts regarding the profession and the market. Special recommendations are directed to the new students toward neat dedication on memorizing and the application of the eight connection techniques, on technically correct wording, easy reading of signs and effort on speed development.

Booklets
Carefully prepared booklets are used on the two first parts of the course and are distributed right after each exercise and it's respective productivity analysis.

I - THE LEARNING PHASE

Classes 16 hours
At Home - Recommended a minimum of 2 hours per day
Periods of the Day - Morning, Afternoon or Night
Days of The Week - Classes on Mondays, Wednesday and Fridays - 60 minutes per class
Classes on Tuesdays and Thursdays - 90 minutes per class
Books - Booklet, notepad and a pencil

Introduction
Following the CEO's presentation the students receive a plasticized folder containing information regarding the course (tuition fees, CEO's curriculum vitae, speed factors, internet orientations for the site, an special notepad and a pencil.)

Learning Stages

Lesson 1 - *Expository class. Learning of single letters' signs and straight descending signs shown in geometric and cursive pictures of signs; some consonants and phonetics signs; samples of signs for letters and words; 33 shorthanded phrases with 37 words for exercising reading and writing (20 times each); 03 concepts on connection techniques for circle-signs to straight-signs on 15 samples for memorization and exercising; collective and individual signs reading; recommendations for shorthanding poses; recommendations for exercising at home.*
From this lesson on and during all learning and improvement phases the students are offered help individually, homework are corrected every beginning of each class, comments are registered on the students notepads and corrections are repeated 20 times as a minimum for memorization.

Second Lesson - *Expositive class. Round signs; more consonants and phonetics signs; 30 shorthanded phrases with 85 words for exercising reading and writing; collective and individual reading and writing of signs; five concepts on connection techniques for circles between straight-to-straight, round-to-round, round-to-straight and straight-to-round signs on 17 samples for memorization and exercising; Revision of 1st and 2nd classes. Individual reading.*
First Examination on Productivity - *Concerns 1st and 2nd lessons; 22 exercises on connections techniques; 9 exercises on decryption of signs (47 words); 9 exercises on converting whole phrases composed by 48 spoken Portuguese words into signs.*

Third lesson - *Expositive class. Round signs; diphthongs; Round signs shown in geometric and cursive pictures; more consonants and phonetics signs; syllables and words signs; straight signs for prefixes and suffixes connected to consonants or vowels; examples; straight signs isolated for special connections; 5 concepts on connection techniques on 31 samples for memorization and exercising; 33 shorthanded phrases with 229 words for exercising individual and collective reading and writing in the classroom and at home.*
Second Examination on Productivity - *Concerns 1st to 3rd lessons; 23 exercises on connections techniques; 9 exercises on decryption of signs (49 words); 9 exercises on converting whole phrases composed by 54 spoken Portuguese words into signs.*

Fourth lesson - *Marks the end of literacy on whole-writing shorthand (no shortening of words). Expositive class; Nasal sounds; Ascending round and straight signs shown in geometric and cursive pictures; more consonants and phonetics signs; 7 concepts on connection techniques on 53 samples for memorization and exercising; 18 shorthanded phrases with 153 words for exercising individual and collective reading and writing in the classroom and at home; the student is taught the shortening of words techniques at first and a spreadsheet of conventions is given; the sign connection techniques concepts and exercises are repeated on purpose every class; numerography, a practical manner of writing numbers, is taught for cardinals, ordinals, zeros, hundreds, millions, billions, trillions, etc., dates, centuries, money, percentage, paragraphs, hours, weight, measurements, votes, etc.*
Third Examination on Productivity - *Concerns 1st to 4th lessons; 33 exercises on connections techniques;*

9 exercises on decryption of signs (59 words); 6 exercises on converting whole phrases composed by 43 spoken Portuguese words into signs.

Fifth Lesson - *Beginning of shortening of words; Methodology for some Portuguese language terminologies; recommendations for using the shortening of words accordingly and for easy memorization; exercises in the classroom and for homework; the students can consult the spreadsheet for shortening of words.*

Fourth Examination on Productivity - *Concerns 1st to 5th lessons; 35 exercises on connections techniques; 12 exercises on decryption of signs with terminations; 12 exercises on shorhanding of words with terminations.*

Sixth Lesson - *Continuation of the learning on shortening on writing; 28 shorthanded phrases with 257 words for exercising individual and collective reading and writing in the classroom and at home; corrections and comments during the class.*

Fifth Examination on Productivity - *Concerns 1st to 6th lessons; 7 whole phrases for decryption of signs (65 words); 9 phrases for shorhanding (100 words).*

Seventh Lesson - *Continuation of the learning on shortening on writing; shorthanded phrases for exercising individual and collective reading and writing in the classroom and at home, covering normal and shortened words; corrections and comments during the class.*

Sixth Examination on Productivity - *Concerns 1st to 7th lessons; Exercises on terminations and shortening of words; isolated words and whole phrases for shorhanding.*

Eight Lesson - *End of the learning phase; full-bodied signs on some consonants and sounds; exclusive exclusion of vowels on full-bodied signs; samples of words using one or more full-bodied signs; shorthanded phrases (640 words) for exercising individual and collective reading and writing in the classroom and at home, covering normal and shortened words; corrections and comments during the class.*

Seventh Examination on Productivity - *Exercises on terminations, consonants suppression, mediate vowels and full-bodied signs; isolated words and whole phrases for shorhanding; shorthanded phrases for decryption.*

Eight Examination on Productivity - *Final Examination; 23 tests on connection techniques; 10 words for shorhanding without using terminations, shortening or full-bodied signs; 5 words for shorhanding using terminations; 3 shorthanded phrases (44 words) for decryption; 12 isolated words to be combined on 3 phrases; parliamentarian text with 61 words for shorhanding.*

II - THE IMPROVEMENT PHASE

Methodology - Audiovisual
Classes - 20 hours
At Home - Recommended a minimum of 2 hours per day

Period of The Day - Morning, afternoon or night
Days of the week - Classes on Mondays, Wednesday and Fridays - 60 minutes per class
Classes on Tuesdays and Thursdays - 90 minutes per class
Material - Booklet, notepad and a pencil, notepad for conventions, tape recorder

What's The Improvement Phase For?[

The Improvement Phase refers to both past- and future-related fundamental goals. Thirty-six exercises for shorhanding and reading and the ascending time and speed dictates reinforce the learning and gradually make shorhand a habit, what calls the students' attention for the next step that may lead to professionalizing. And two new tools are introduced in then learning: conventions and **live** dictates.

How Are The Modules formatted?

A computer-based text formatting programme for fitting an specific number of words into every single minute for dictation purposes (called Sistema Computadorizado de Metrificação de Textos-SCMT), exclusively programmed for Taquibrás and the only one of it's kind in Brazil, helps the elaboration of dictates for very high speed **live** speeches for the students. It marks on the text minutes and seconds so the speaker can easily maintain the Words Per Minute (WPM) reading speed. The time verification is done aided by a chronometer. Before the professor reads the text it's recommended that the student practices the conventions involved so he/she can develop more speed through memorization. The student's shorhanded text is individually corrected and acceptable mistakes can be only 3% of the spoken words.

What are The Dictates About?

Thirty six titles and seven series with speech speed (WPM - Words Per Minute) ascending gradually compose the parliamentarian texts dictated at the improvement phase:

Series	Title	Time	WPM	Words	Con.
A	A1 to A6	2 min	30	60	57
B	B1 to B6	3 min	30	90	87
C	C1 to C6	3 min	35	105	58
D	D1 to D6	3 min	40	120	82
E	E1 to E4	5 min	40	200	65
F	F1 to F4	5 min	45	225	45
G	G1 to G4	5 min	50	250	69

Total of all conventions memorized to the end of the improvement phase: **463**

How are dictates given to students?

Let's take a look at sample A1: 1) previous training on the 13 conventions up to 20 times each; 2) shorhanding of text; 3) correction; 4) repeating of words that issued mistakes, up to 20 times; 5) **Live** dictate at 30 wpm; 6) individual reading for correction purposes.

What technique is used at the first dictates for speed improvement?

Every dictate is given at the original speed, read individually, corrected and eventual mistakes on writing

or understanding demands up to 20 repetitions of the mistaken. The same dictate is given again at the original speed and all the procedures are repeated. Then the same dictate is given again at a higher speed and all the procedures are, again, repeated.

What Are The Procedures for Studding at Home?

The students are told that they should dedicate at least 2 hours for training shorhand at home daily. Live dictates are recorded by students at Taquibrás and heard at home for practice.

Is There Any Support for Students After Class?

Taquibrás offers a full-time team for doubts solving either at the classroom or via e-mail, telephone or fax.

Are There Any Examinations on Productivity During the Improvement Phase?

Only regarding to the memorization of conventions. Students are unexpectedly surprised by conventions dictates and reading. Nevertheless the improvement phase's final examination is given after the last test.

What's The Improvement Phase's Final Examination About?

Shorhand - Writing conventions after a 75 words dictate or expressions; 33 multiple-choice exercises on signs connections techniques; parliamentarian text for shorhanding.

Is There Any Special Recommendation for The Students Regarding The Development Phase?

As soon as the Improvement Phase is concluded every student receives a letter from the CEO:

"Dear Student,

We have reached the end of the Improvement Phase. This phase was developed pedagogically for zero doubts regarding consonants, phonemes, vowels, nasal sounds, words terminations, words shortening, full-bodied signs, connections techniques for signs and so on.

But it does not mean you would shorhand with no hesitation and fast every time. Whenever an unknown vocable shows up a lack of practice may lead to hesitation and speed sacrifice. To overcome this matter identify the word and proceed as taught at Taquibrás: repeat it as many times as needed for memorization.

It is very important to us, at Taquibrás, and for you that at the end of the Improvement Phase all conventions learned have been memorized. Be advised that many others may have to be present at your mind's lexical. Never forget that what makes speed writing possible are these memorized words and conventions.

The best way to verify if you have memorized all conventions is to listen to a vocable of them and try to write it without hesitation. The recorded conventions from Taquibrás are a good start. Nevertheless if writing does not flows spontaneously you should, again, repeat every non-memorized convention until you have them in your memory.

At the Development Phase - where students are prepared for professionalizing and right after the phase you're leaving - all the conventions that you memorized may help you increase your shorhanding speed. But from then on be prepared to encounter a few hundreds more.

If all procedures here are followed you may have a very good vocabulary in your mind and - as a fact - notorious easy on shorhanding.

But consider that for progress achieving you should do more than just writing. Persisting reading is also a must.

Obstinacy is the virtue of tenacity; on the other hand, it's the severe courage for confronting difficulties and for resisting discouragement against obstacles.

Persist!"

III - THE DEVELOPMENT PHASE

Methodology **-** Audiovisual
Classes - *Conditioned to a satisfactory student's development on desired writing*
At Home - *Recommended a minimum of 2 hours per day*
Periods of the Day - *Morning, Afternoon or Night*
Days of The Week - *Classes on Mondays, Wednesday and Fridays - 60 minutes per class - 3 dictates and reading per class*
Classes on Tuesdays and Thursdays - 90 minutes per class - 4 to 5 dictates and reading per class
Books - *Booklet, notepad and a pencil, tape-recorder*

Dictates

Live dictates (the students are free to record them for practicing at home) are given for exercising individual shorhanding at constant or ascending speeds ranging from 40 to 135 wpm on a 5 to 10 minutes length. Every text is a brand new one from up-to-date speeches at the parliament or from the judiciary.

Texts for dictates are prepared on a computer programme (SCMT) that works just as follows:

Metrificação
Computadorizada de Textos

One thing that tells Taquibrás apart from the other courses on shorhanding is that every single dictate comes from a different speech.

Since 1995 the speed development classes parliamentarian and judiciary texts form dictates are prepared by the aid of a computer programme and a chronometer.

The so-called SCMT is inedited at the shorhand courses' world in Brazil. Originally developed for Taquibrás after it's CEO's idea, the software was written by a system analyst at the Brazilian Presidency and ensures fast word counting and immediate substitution and renew of parliamentarian speeches, reports and pronunciations from the judiciary.

Thanks to that Taquibrás was able to archive about 1500 up-to-date texts ready for dictating at speeds ranging from 40 to 135 words per minute (wpm) as well as 3500 conventions for frequently used expressions.

SMTC software makes it possible for Taquibrás' professors to offer up-to-date and by the chronometer dictates at any number of words and length. At either constant or ascending speeds, in subdivisions of a quarter of a minute, fully signalised, dictates flow in absolute precision and ensures the realism of great parliamentarian's sessions.

Below is a text formatted by the software (text in Portuguese language, our apologies):

Productivity Analysis

Productivity Analysis - using parliamentarian and juridical texts dictates - is examined every 15 days in development classes over 50 wpm.

The dictates' speed shift is conditioned only to examinations involving juridical vocabulary.

Different classes that have the same dictation speed

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* 120-5-12.TXT - 120/125 PPM, 05 MINUTOS, TOTAL DE PALAVRAS = 611 *


                 Os  exemplos  estão  por  toda  parte  e  exercem  profunda
             repercussão nas atitudes, comportamentos, pensamentos e cultura
             dos   povos,   independentemente   das   crenças   religiosas  e
  1º'/120____ princípios  filosóficos de cunho ideológico. Assim, fatos como
             a queda do Muro de Berlim e a unificação alemã, o fim da guerra
             fria,   com   o  desmantelamento  da  ex-União  das  Repúblicas|
             Socialistas  Soviéticas,  vitória das idéias capitalistas ou de
             mercado   no   mundo    socialista   (ex-União  das  Repúblicas
             Socialistas  Soviéticas.    China e Europa Oriental), acordo de
             paz  entre  judeus  e  árabes,  formação  de megablocos, blocos
             econômicos  (Nafta, Mercosul, Mercado  Comum Europeu, Mercado
             Asiático),  globalização  da economia em tempo virtual, padrões
             de   comportamento   social  (ética  na  política,  consciência
             econômica),  conquistas  tecnológicas  e novos|  conceitos  de
             administração  (produtividade    e   qualidade, reengenharia,
             terceirização),    entre    outras    metamorfoses,    imprimem
             impiedosamente  novas tendências de vida às pessoas, empresas e
             países.

  2º'/121____ Ignorar  ou  ficar  à  margem  desse  processo  de  rupturas
             estruturais  significa,  na  prática,  alijar-se do progresso e
             atrasar-se  ou  desviar-se  dos  caminhos  do desenvolvimento,
             decorrência   da   incapacidade  ou  impotência de  adaptação,
             participação  e  construção  de  um|  mundo  novo ou repensado,
             ditado  e  imposto por novos paradigmas de procedimento da ação
             do homem.
                Hoje,  no  País,  vive-se uma conjuntura e, quiçá, uma chuva
             diluviana  de  mudanças.  Reivindicam-se mudanças na política,
             na economia, na previdência, no atendimento à saúde pública, na
             educação,  em toda a administração pública, enfim, uma pretensa
             reformulação  na  própria  maneira  de  pensar,  agir,| viver e
             sonhar o Brasil.

                Com o advento do Governo Fernando Henrique Cardoso, chega-se
             aos  píncaros  da  chantagem e arroubos ufanistas do desgastado
  3º'/122____ gênero  "a saúva ou o Brasil", "agora ou nunca", "tal política
             ou  a inflação", "passos para o primeiro mundo ou para o quarto
             mundo", e outras pérolas da verborragia corrente.
                Propõe-se  uma  ampla  reforma  na Constituição|  ou  mesmo
             desconstitucionalização,  com  vistas  aos  bafejos de mudanças
             contemporâneas.
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Speeds and Procedures for Dictating

Before every dictate a list of the yet unknown conventions to be used at that class is given to the students. When 80 wpm is reached the students will have known about 3000 conventions. Hundreds more are being published in time.

At the development phase the speed sequence is as follows (wpm): 40, 45, 50, 55, 60, 65, 70, 75, 80, 80/85, 85/90, 90/95, 95/100, 105, 110, 115, 120, 125, 130, 135.

Exceeding words are not dictated - except when meaning would be sacrificed.

Every fist dictate's length in a 120 (or more) wpm class varies from 6 to 10 minutes so fatigue strength is avoided. Each student is observed in fatigue strength at writing and reading fluency.

do not share the same texts when examinations are applied.

At the productivity analysis examinations students are given specific notes for writing the signs. Their header shows the following fields: name, class number, date, speed, minutes, professor; professor's fields: mistakes per minute (1st to 10th minute are shown), omitted words, swaps, plural, total mistakes, maximum total mistakes, concept/note, notes, signatures of both the professor and the CEO. Evaluation is based on public service's examinations basis (federal legislative and supreme court).

The CEO himself chooses some of the tests (already revised by the professor) for individual and collective evaluations. The examination sheets are then returned to the students with notes (when applicable) and a copy of the dictated text.

Students that do not attend to productivity analysis examinations make no speed shift.

Except for special cases the students are not given a second chance on missed productivity analysis examinations.

The productivity analysis examinations start inexorably 5 minutes after the time scheduled.

Maintenance

As long as the student reaches 135 wpm he/she enters the Maintenance Phase, with variations on **live** dictates length. Also the student can benefit from reducing the classes attended at Taquibrás. However it is recommended that the study at home still be done in full.

Further Information

New students that come from different courses are prepared individually until they can fit a regular class - but not before a previous examination - or at the class they would like to attend.

Presence in class is stimulated and verified by the professor. Dedication to homework is also verified.

After two consecutive missed classes Taquibrás secretary tries to reach the student for continuity verification.

Retarding students attending improvement or development classes can enter the classroom only after the dictation.

The students may leave the course at no indemnity and only after announcements 15 days in advance.

Vacations are published 6 months in advance.

No smoking and no mobiles are allowed at the classroom.

Arrangements are done for restructuring classes when only a few students are left.

The students' history remains archived at Taquibrás.

Professors' assignments, classes structuring and opening of new classes are a duty for the CEO.

A detailed and fully software-driven control of payments, accountancy and students files are held at Taquibrás.

Tuition fees are raised according to actual business costs and legal basis.

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CEO's Curriculum Vitae
Mr. Paulo Volnei Bernardi Xavier

Registered as shorthand professor by the number 7.470/D at the Secretary for Education and Culture in 1960

Owns a degree on Law and Social Sciences (OAB/DF number 1862)

Time spent on public services: 42 years at shorthanding services

Retired as the Director for the Department of Shorthanding, Review and Wording at the federal Chamber of Deputies of Brazil.

Professorate:
– Director for an intensive course on Shorthanding at the city of Guaratinguetá-SP - 1954
– Director for the Pelotense's School on Shorthanding at the city of Pelotas-RS - 1960
– Shorthanding professor at the Braziliensis Union for Teaching and Culture special courses coordination (courses held for the executive secretaries of many public services' businesses and for aircraft's companies) - 1975 to 1977
– Shorthanding professor at the (formerly company) Cobal for the executives' secretaries) - 1975
– Shorthanding professor at the National Centre for Organization Development of the Pioneer Union for Social Integration (courses held for the executives' secretaries of Sudeco and Interior Ministry) - 1976
– Shorthanding professor at the Teledata(courses held for the executives' secretaries of Foreign Relations Ministry) - 1977
– Shorthanding professor at the Itamaraty - 1978

Professional Experience in Shorthanding:
– Rotary Club of Guaratinguetá-SP - 1954
– Chief for the Municipal Corporation of Pelotas' Shorthanding Department - 1958-1963
– Judiciary stenographer for the Resources Federal Tribunal - 1963-1965
– Approved in public services examinations for working as a judiciary stenographer for the Federal Superior Tribunal - 1965
– Approved in public services examinations for working as a debates stenographer for the Chamber of Deputies of Brazil - 1965
– Reviewer stenographer for the Chamber of Deputies of Brazil - 1972
– Supervising stenographer for the Chamber of Deputies of Brazil - 1974-1975
– Assistant legislative stenographer for the Debates' Final Review Department of the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1975-1979
– Reviewer for the centre of documentation and information at the Chamber of Deputies of Brazil during the elaboration of the "parliamentarian's profiles" - 1978-1979
– Stenographer for the office of minister Dias Leite (Energy Ministry)
– Chief for the department of revision and abstracts at the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1980-1982
– Director's substitute for the Debates Review and Wording Coordination at the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1980-1982
– Director for the Debates Review and Wording Coordination at the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1985-1986
– Director's substitute for the Debates Shorthanding Coordination at the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1985-1986
– Director's substitute for the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1986
– Interim director for the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1990
– Director for the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil - 1990

– *Debates stenographer, reviewer stenographer and supervising stenographer for the Legislative Chamber of the state of Distrito Federal*
– *Exclusive stenographer for the Social Communications Coordination of (formerly) Seplan (1980-1985: minister Delfim Netto; 1985-1986: minister João Sayad)*
– *Taquibrás CEO in Brasília-DF - 1991*

Presences in Class Associations:
– *Founder and first chairman for the Brazilian Stenographer's Association (Asbrat) - 1973-1975*
– *Founder of Bahia's Stenographers Association - 1975*
– *Founder of the Stenographers Association for the state of Mato Grosso - 1975*
– *Chairman of Brazilian Stenographer's Association' 1st, 2nd and 3rd regional encounters (Porto Alegre-RS, Belém-PA and Salvador-BA) - 1974*
– *Representative for the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil at:*
  - Ibero-American Shorthand Association' international meeting in Porto Alegre-RS (Brazil) - 1971
  - Ait international meeting in Montevideu (Uruguay) - 1973
  - Ait international meeting in Cordoba (Argentina) - 1977
  - Ibero-American Shorthand Association III international meeting in São Paulo-SP (Brazil) - 1975
  - I National Meeting for Shorthand Professionals, in Aracaju-SE (Brazil) - 1986
  - I, II, III and IV Brazilian Stenographers Congress, in Brasília, Rio de Janeiro, Curitiba and Fortaleza (Brazil) - 1987-1990
– *Organizing Commission Chairman for the Ibero-American Association' Shorthanding II Meeting, in Brasília-DF (Brazil) - 1973*
– *Member of the Professional Matters Commission for the Ibero-American Shorthand Association - 1973-1975*
– *Founder of the "Asbrat Informative" for the publishing of all activities related to Brazilian' Stenographers and to the Brazilian Stenographers Association - 1973*
– *Director for the expansion of the Ibero-American Shorthand Association - 1975-1979*

Papers presented at the various occasions:
– *Shorthand at the Chamber of Deputies of Brazil*
– *Shorthand at the World's Main Parliaments*
– *Asbrat Presence and The Results of The Champaign for The Improvement of Shorthand Departments at Legislative Chambers and State and Regional Tribunals at Brazil*
– *Trainee Stenographers' Exchanging Among Parliaments and Tribunals at Brazil and From Foreign Countries*
– *Today's Brazilian Shorthand*
– *Booklet for the Teaching of Shorthand*
– *Speeches Recordings and Shorthanding*
– *Booklet on grammar reviews, difficulties on Portuguese language and the systematical parliamentarian review*
– *Functional and Organizational Structure of The Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil*
– *Functional and Organizational Structure of The Commissions' Review and Wording Department (Detaq)*
– *Activities, Human Resources Structure and Organizational Structure of the Shorthanding, Review and Wording Department of the Chamber of Deputies of Brazil*
– *Booklet on Solutions for Doubts and Difficulties (grammar rules)*
– *Using Capitals (Portuguese language)*
– *Numerals Writing Solutions (Portuguese language)*
– *SCMT software for the formatting of texts for using in live dictates (conception/idea)*

Alcuni membri del Comitato centrale. In prima fila: Judita Sehnalova, Eva Maurer, Giacomo Di Piazza, Jacqueline Bertin-Mahieux