

A TEACHER'S FINAL WORDS

Before Your Skill Test

Remember,

*It's not just a test of your shorthand,
but your focus, discipline and determination.*

You Can Do It!

Hard Work

+ Right Technique

+ Positive Mindset

= **SUCCESS!**

Stay Calm.

Stay Confident.

Do Your Best!

Practice • Patience • Perseverance

13 Golden Tips for Your Skill Test Success for Better Results

A TEACHER'S FINAL WORDS
Before Your Skill Test

You've Practiced Hard. Now Just Believe in Yourself!

Stay Calm. Stay Confident. Do Your Best!

HARD WORK + RIGHT TECHNIQUE + POSITIVE MINDSET = SUCCESS

Remember, It's not just a test of your shorthand, but your focus, discipline and determination.
You Can Do It!

It's Your Time to Shine!
All the Best for Your Skill Test!

- 1 LISTEN CAREFULLY –** Concentrate 100% on the dictation.
- 2 WRITE NEAT & LEGIBLE –** Clean shorthand shows your true speed.
- 3 KEEP THE FLOW –** Don't stop. Keep your pen moving.
- 4 STAY CALM & CONFIDENT –** Nervousness is natural, but confidence is your strength.
- 5 READ BACK WISELY –** Use time wisely while reading back and checking.
- 6 MANAGE YOUR TIME –** Plan your time: Listen – Write – Read Back.
- 7 GIVE YOUR BEST –** Results are important, but your effort matters the most.

KRISHNA SHORTHAND INSTITUTE
by AV Kushwaha

JOIN OUR ONLINE ENGLISH SHORTHAND CLASS

via TELEGRAM **7355504435**
Visit Our Website shorthanddictation.com

1 Master Grammalogues & Special Words Daily

Practise grammalogues, contractions, and special words provided in our classes every single day until your Skill Test – especially if your skill test is within the next three months. You must also practice General/Legal Speed Booster Dictation provided in our website/Classes. This practice may seem small and insignificant at times, but if done consistently, it can dramatically improve your accuracy beyond your own imagination. Never underestimate the power of daily practice drills of above matters.

2 Build Speed & Stamina (Muscle Memory) with Timed

Passages

Develop the habit of completing one full passage of 500 words within 20 minutes on a Personal Computer/Smart Phone. For longer passages of 800-1000 words, aim to finish within 35-40 minutes. Always use a **timer watch** — and **stop transcribing the moment the timer goes off**. This discipline will dramatically sharpen your typing speed, transcription accuracy, stamina, muscle memory for auto writing outlines without any effort and overall confidence on skill test day.

3 Simulate Real Exam Conditions at Home

Practise dictation through a **Bluetooth speaker placed approximately 10-20 feet with lower volume, away from you**, mimicking real examination conditions. Maintain the same level of discipline, concentration, alertness, and seriousness you would in the actual Skill Test. Consistent practice under such conditions greatly enhances your listening capability and transcription performance. **Most Important: Never use earbuds or handsfree devices for dictation practice — they weaken your listening ability over time.**

4 Read Your Outlines Before Transcribing

If you can read all your shorthand outlines within 2-5 minutes immediately after the dictation ends in examination hall, it will greatly help your transcription accuracy. If time is short, you can begin transcribing directly without delay on your PC. Reading your outlines just before transcribing a dictated passage, everyday allows you to transcribe the dictated passage with more accuracy.

5 Complete Early — Then Review

Try to finish your transcription ahead of the allotted time so you have a chance to review and match it with your written shorthand outlines. Never be careless at this stage. **When I checked a copy of a student, he secured 74.95% while the final merit list qualified only those who secured 75% marks.**

Remember: Even a single mistake can make the difference between getting a job and losing it. Every word/error counts in a skill test.

6 Choose Your Seat Wisely in the Exam Hall

If seating is assigned in the examination hall, simply take the allotted seat. But if seating is open and not fixed, **try to sit as close to the speaker or dictator as possible so you can hear the dictation clearly and without strain.** Good listening is the first step to accurate writing.

7 Check the Keyboard — Then Transcribe Line by Line

Immediately after you are given the computer for transcription in examination hall, **test/check the keyboard by typing: "A quick brown fox jumps right over a lazy dog."** Also test all numerical keys. If you find any malfunctioning in computer/keyboard, **report it immediately** to authority to change your keyboard or computer. This ensures there are no technical issues/glitches before you begin the real transcription.

8 Be Extra Careful with Repeated Words

Occasionally, students make the same spelling error repeatedly on a single word that appears many times in the dictation. If you notice any word

repeated several times throughout the passage, be especially careful and alert about its correct spelling each time you type it. **Note: depending on the examiner and Government Department, repeated errors on the same word may be counted as one full error/mistake— or as one error/mistake each time it appears. Do not take that risk.**

9 Pay Close Attention to Word Endings & Homophones

Give special attention to the **spelling of words** — especially **their endings: -s, -es, -ed, singular vs. plural forms (e.g., woman / women), and homophones (e.g., accept / except, their / there, etc.)**. These are the most common and costly errors in Skill Tests. Our daily classes regularly cover such words — make a list of such words and keep revising it. We especially clarify such homophones in our dictation PDFs given everyday with daily dictations/target/assignments.

10 Choose Your Seat Wisely in the Exam Hall Prevent Line Skipping During Transcription.

Do not skip or repeat lines due to exam pressure while transcribing the passage. **Use a scale or ruler to transcribe line by line.**

Often, many students omit a line during doing transcription of the dictated passage.

This is a very costly mistake. Avoid it by using the scale.

11 5-Minute Breathing Technique For Focus

- After reaching examination hall, sit or stand comfortably.

- Inhale and Exhale slowly through the nose while focusing on your breath.
- Repeat 10-20 times. This helps reduce nervousness and improves concentration.

12 Give Your Best — Without Fear

Give your best during the Skill Test without worrying about the result. Keep in mind that you have to give you best and rest leave on God. You have already devoted months — and perhaps years — of sincere, dedicated practice to reach this moment. **Ultimately, this 5 or 10 minute dictation is nothing but a reflection of the preparation, discipline, and hard work you have built over time. Trust the process. Trust yourself.**

13 Believe in Yourself — You Are Ready!

Finally, and most importantly — believe in yourself and your abilities. You have prepared long and hard for this very moment. You have what it takes to excel. Stay calm, stay focused, and give your personal best. Nervousness is natural, but confidence is your greatest strength. Walk into that exam hall knowing you are ready. **Good Luck! You Can Do It!**

It's Your Time to Shine!
All the Best for Your Skill Test!

— AV Kushwaha

| Krishna Shorthand Institute |

shorthanddictation.com |

Mob: 7355504435