

To be a stenographer is it necessary to have a vast vocabulary?

QUESTION: Professionally, shorthand is required in the Legislative Assembly, City Council, courts, to record parliamentary debates... that is, for situations where a formal vocabulary is required and many legal terms are used.

My question is: does the stenographer have to UNDERSTAND what is being said?

Does he have to have political and legal knowledge?

ANSWER: To be a common stenographer you simply have to learn a shorthand method (there are several) and then train shorthand speeds, by means of progressive speed dictations. In this case, you will use shorthand for your personal use to make fast notes in classes, lectures, write a diary, etc., etc., etc..

On the other hand, to be a professional stenographer, it is necessary to pass a civil service examination, which generally consists (in Brazil) of a Portuguese test (sometimes related to General Knowledge as well as specific subjects concerning the institution at which the person will work at - everything is mentioned in the Public Notice) and a shorthand test, which will be a 5-to-10 minute dictation done in a certain speed (for example, a 5-minute dictation at a speed of 90 words per minute).

In the case of professional stenographers, who have the intention of working in the legal area, they should, with no doubt, learn a series of "conventional shorthand signs" related to the institution where they will work at. For example, if working in an Audit Court, it is recommended to learn conventional signs regarding everything about that court. This is to make the stenographers work easier.

The same applies to anyone enrolling in contests for the parliamentary area. The person must learn conventional signs of parliamentary nature.

Well, all this may look like a hydra-headed monster, but it is not. A shorthand student attending a good course, with a good professor, will learn all this.

As to "understanding" everything that is being said, the candidate who participates in a contest when working in the area will receive help from an experienced stenographer in

the first few days. And then, slowly the person will acquire the necessary know-how and the experience that will come naturally through hard work.

For more detailed information about shorthand, please visit

<http://www.taquiografiaemfoco.com.br>.

To know more about shorthand contests, please visit <http://www.taquibras.com.br>

Prof. Waldir Cury