[=]LTA
LiveTextAccess

UNIT 6

Element 5 – Learning Outcome 2

TRANSCRIPT:
DISCIPLINE FOR PRACTICING DAILY
TO IMPROVE SKILLS

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This video lecture explains the discipline for practicing daily to improve the typing skills. This in order to reach a higher speed and accuracy during the real-time situation.

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On completion of this training sequence, you will be able to discipline yourself to practice and improve skills like:

- Setting up your practice

- Measuring progress

- Analysing results

- Solving the 'problem areas'

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This is the agenda. We will first look at setting up your practice. Then measuring progress. Followed by analysing results. And finally solving the 'problem areas'.

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Setting up your practice.

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It is important to make a practice schedule and stick to it as much as possible in order to achieve the best result.

The first step in making a schedule is to determine for yourself how much time you can and want to spend on practising per week. I recommend that you practice every day. For example for 30 minutes to 2 or 3 hours. Of course depending on the time you have available and how quickly you want to progress. It is better to practise every day for a shorter time, let's say 30 minutes, instead of once a week for a long time. Because of the frequent repetition, this will give better results.

It is also advisable if you can plan your training in a time that is most optimal for you. Maybe you are more energetic in the morning, perhaps less moody in the afternoon or more relaxed in the evening. Pick the time that suits you best. You could also split up your daily practice time. For example one hour in the morning and one hour in the afternoon.

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When you plan your practice, don't get distracted, and consider it as an important task that you take seriously. Make sure the people around you know you have this time reserved to practice and should not be disturbed.

Work in a quiet environment, so that you can fully concentrate on your work.

Use a timer to keep track of time. You can pause during this hour for 5 to 10 minutes, so as to stay focused. As time goes by you'll probably notice it gets easier to stay focused for a longer time.

You can split up your practice into specific exercises. For example, during the first part you can focus specifically on the keyboard combinations by reading and typing. During the second part you can train by listening to a speech and typing.

Keep track of the exact time you practiced and write down exactly what you did during this time.

Besides training on the keyboard, also take your time to improve your language skills. Use a good book for your language to train the spelling and grammar.

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Measuring progress.

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It is important to measure your speed and accuracy daily. So you can see your progress over time. Measuring your speed can be done in a few ways.

When copying written text, you can type for a fixed time, for example 10 or 15 minutes. After that time you calculate the number of characters typed. If you are not using specific software for this, you could paste the text in Microsoft Word and that will show the number of characters you typed.

After typing the text, you should also go through it and count the number of errors you made. After counting the number of mistakes, you can calculate the percentage of mistakes per characters typed.

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The Velotype Contest software is freely available to be used for practicing. This software can support you in improving your speed. And is available in the download section of www.velotype.com.

The MARS test and the TAKI tests are good self assessment tools that can allow you to automatically calculate both accuracy and speed.

Use it for practicing by reading a written text or by listening to a spoken text.

In a logbook you write down all the progress you made. So write down when, what and how long you practiced. When doing a speed test, you write down the difficulty of the text, the amount of text you produced, the average speed, the number of errors and the percentage of errors.
That way you can clearly see your progress evolving over time and know concretely what you still have to improve.

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Analysing results

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Besides keeping track of the mistakes, it is good that you analyse what kind of mistakes you make. So that way you can work on this in a more targeted way.

There are 4 different types of mistakes you can make:

- Pressing the wrong keys, without you realizing it.

- Pressing the wrong keys, realizing it, and having to correct it.

- Splitting up words incorrectly.

- Incorrect spelling of words.

Try to make a distinction between your mistakes and write down which kind of mistakes you made.

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After dividing the mistakes into the categories, try to analyse why you made these mistakes.

When you press the wrong keys without realizing it.
In which words does this happen? Can you discover a similarity between these words? Exactly why does it happen? Is it every time the same key that you press incorrectly?

When you press the wrong keys, but you realize it and have to correct it.
In which words or word combinations does it happen? Can you analyse why it happens? Do you try to type too quickly?

Splitting up incorrectly.

This may not result in an incorrect output. So you will need to try to analyse this while you type and try to write it down afterwards.
Also try to analyse why you split up a chord of keys that can be made at once. Is it difficult for you to type the word or syllable in 1 chord?

Incorrect spelling of words.

Besides comparing the spelling to the original text, you can also use a spell check, for example Microsoft Word, to check if you spelled words incorrectly.
Analyse why you spelled it incorrectly. Is it an unknown word? Or perhaps the mistake has a grammatical reason why it is spelled incorrectly?

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Solving the 'problem areas'.

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After analysing your mistakes and defining the so-called 'problem areas', you can focus on improving them.

For mistakes that you are not aware of, you can go back to the Velotype Academy and practice specifically on those words and combinations.

There you can see again how they should be typed and the software can give immediate feedback when you type them incorrectly.

For mistakes that you are aware of and have to correct. You should write them down and practice until you don't make mistakes anymore.
You should slow down the speed of typing to the level that you can type them correctly the first time, without having to correct.
When you split up words incorrectly, you should also write them down and see how to split them up in the right way.
If you have practiced on these words in the correct way and some chords keep slowing you down, it is indeed better to split them up. But be very careful with this. Because splitting up too many chords will slow you down in the end. It might also be a matter of practicing and your fingers getting more flexible and used to these more difficult chords.

Especially when practicing by listening to a spoken text, you will need to check if you spell the words correctly. If you make mistakes with this, write these down and try to improve your spelling.
For this line of work it is always good to continue improving your spelling and grammar skills. For this you can take lessons or do online training.

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The summary.

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This Learning Outcome focused on making a schedule when practicing and the optimal circumstances for this.
The measuring of progress is important and analysing and focusing on problem areas to further improve the typing skills.

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The exercises for this video lecture are in the Trainer's Guide and the PowerPoint file.

20   Voiceover

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