

## Practice Suggestions for Fast, Clean Writing:

1. Warm up with a **Barrier Busters** exercise of your choice—using whatever settings desired (Perhaps you can choose your exercise based on the answer to this question: Where am I struggling most right now?).
2. Once your fingers are warmed up, select an **exercise speed range** that is about 20% *slower* than what you feel you write comfortably.
  - a. Select an *exercise* that is 20% slower than what you feel you write comfortably.
  - b. Write the exercise in **Audio or Video Mode** (click the speaker or video camera icon), at the default playback speed, and with the Coaching Options set to **Play Entire Clip**.
  - c. Write the exercise all the way through without stopping. Click **Check Transcript**, and take note of the accuracy score recorded.
3. Reload the exercise, and add any personal or job dictionary suggestions.
4. Switch to **Text Mode** with the same exercise.
  - a. Slow the exercise down as much as is necessary for control.
  - b. Pause the exercise, as necessary, to add words to your personal dictionary.
  - c. Review any difficult words, and stroke those words until they feel comfortable.

**Create:** If you have access to our Create feature, create your own exercise out of the words, phrases, and briefs you'd like to learn better. Then practice that exercise (the one you just created) until everything is comfortable. Then go back to the *RTC* exercise.

3. Switch back to **Audio or Video Mode** with the same exercise. (NOTE: You might find that doing Step 4 before Step 3 works better for you.)
  - a. Select either the **Repractice Word** or **Repractice Phrase** option from the Coaching menu.
  - b. Go through the exercise as many times as is needed to feel comfortable with the content.

**Repractice Phrase:** This is a great option if you find yourself making mistakes on words you *know* because you're struggling with the words before or after. (NOTE: Voice writers should *always* use Replicate Phrase.)

4. Begin practicing minute by minute.
  - a. Select the **Play Minute 1** option.
  - b. Write the first minute again and again until the speed and content feel comfortable.
  - c. Do the same with **Play Minute 2, Play Minute 3**, etc., until you've finished all the minutes of the exercise and feel comfortable with each.

**Play Selected Minute:** When using this feature, you may see words incorrectly counted as errors at the beginning and/or end of your graded transcript. This is because the portion of the transcript you're working on is an *estimated* part of the whole and is not exact. We recommend not worrying about grading individual minutes, but to use this feature to get familiar with trouble spots.

5. Choose **Play Entire Clip** with the same exercise.
  - a. Take a look at the score you got for this exercise the first time you wrote it.
  - b. Write the entire exercise without stopping. Check the transcript, and pay attention to the difference in accuracy! (NOTE: Pat yourself on the back. You've worked hard for that improvement!)
  - c. If you don't yet have the exercise *mastered*, select *only one* category from the **Focused Feedback** bubble, and focus on that category until accuracy is improved in that area.
    - i. If you have errors in the **Final S** category, go to the **Barrier Busters > Shadows & Drops** section of RTC, and practice the **-S, -Z, and -L** exercises until mastery.

- ii. If you have errors in the **Wrong Words/Other** category, go to the **Barrier Busters > Confused & Related Words** and the **Barrier Busters > Challenging Words** sections of RTC and practice the exercises until mastery.
- d. Move through each **Focused Feedback** category, and continue the process until you've overcome every trouble spot and *mastered* the exercise.

**Master Before Faster.** There's no reason to move on from an exercise (except if you need to for sanity's sake) if you haven't *mastered* it. You might feel that you've *memorized* a given dictation, but if you can't get 100% on something you've *memorized*, there's something you need to fix.

If you *do* choose to move on from an exercise before you've mastered it at 100%, just be sure you know exactly *what* is holding you back. Then make and *follow* a plan to improve in that area. Otherwise, that weakness will be perpetuated and then *ingrained* in your writing. Utilizing the Create feature of RTC is a great way to drill yourself on these problem areas.

6. *Smile* because you've mastered the exercise, and then ***speed it up***. It's time to **build speed!**
  - a. Speed up the same exercise by 5%, and practice it until you reach mastery.
  - b. Speed up the same exercise by 10%, and practice it until you reach mastery.
  - c. Speed up the same exercise by 15%, and practice it until you reach mastery.
  - d. Speed up the same exercise by 20%, and practice it until you reach mastery.
  - e. Keep moving up in 5% increments until you've mastered the exercise at the highest speed available.

**The Perfect Blend:** By practicing material you *already know* when you work on building speed, you avoid ingraining writing mistakes into your muscle memory. You become a faster writer without sacrificing accuracy. Following these steps (2-7) provides the perfect blend of building speed and increasing accuracy!)

7. *Smile again* because you've mastered the exercise at a speed that's *20% faster* than the default. Then **move on!**
  - a. Select a different exercise but at the same speed as the previous one you just mastered.
  - b. Follow the above steps on this and every exercise of the speed level until you've mastered all the exercises in the speed level.
  - c. Once you've mastered all the exercises of a given speed level, move to the next speed level.

#### **Important Notes:**

1. Practice *at least 15 minutes a day if you're a working professional* (preferably immediately prior to starting work for the day) and *at least an hour a day if you're a student* (Five one-hour practice days will be *much* more valuable to you than one *five-hour* day.).
2. Keep a practice journal, writing **at least one** thing you noticed each day that shows improvement over how you used to write, even if it's just one word you write better now than you used to. Focus on your *progress*. **This is important!**
3. Use **Zappy Word** (Game Mode) at any point during Steps 2-6—especially when you know you *need* to keep practicing but don't *want* to. Remember, though, Zappy Word is *quite* challenging. It's one of the best resources to help you write something correctly the *first* time. Start slowly, perhaps 50% of the speed you feel you write comfortably. Then work up from there.

**Happy Practicing!!! 😊**