

# REGULATIONS FOR THE WORLD CHAMPIONSHIP IN SHORTHAND AND THE RELEVANT COMPETITIONS

## Article 1 - Organization and Participation

The International Federation of Information Processing (INTERSTENO) organizes, on the occasion of its Congresses, the following shorthand competitions:

- a) **World Championship in Shorthand** in the languages of the national groups:  
15-minute dictation at increasing speed, divided into three five-minute sections (C, B, A)
- b) **Multilingual Competition** in the languages of the national groups (with the application of the rules of the World Championship in Shorthand for the mother tongue) and in foreign languages used in the countries of those groups
- c) **Fast Transcription Competition**
- d) **Correspondence and Minute-Taking Competition**

These competitions are open to everyone meeting the requirements laid down in these Regulations. Participants should carry a piece of photo identification. Members of the Central Committee, the Organizing Committee, and the jury, as well as the correctors and translators, are not eligible to participate in the competitions.

The competitors must apply to the Organizing Committee by completing the official form via the Internet before the appointed date. Overdue applications will not be accepted.

The participation conditions are as follows:

- a) **World Championship in Shorthand, Fast Transcription Competition, and Correspondence and Minute-Taking Competition**  
Participation is possible if the candidates compete in one of the languages for which a national group has applied or if a national group has procured a translation of the basic text
- b) **Multilingual Competition**  
Participation is possible if the candidates compete in languages for which the national groups have applied or in languages specified at the Web site [www.intersteno.it](http://www.intersteno.it)

The entry fees are stated on the official application form, available via the Internet, and must be paid before the closing date to the Organizing Committee. The fees are not refundable even if the competitor withdraws from the competition.

## Article 2 - Materials

The paper for taking down the dictation in shorthand and the writing materials (pencils, pens, stenotypes) will be provided by the competitors. The paper for the transcription will be provided by the jury. The transcription may be typed on a typewriter or PC or written in ink with a fountain pen or ballpoint pen in legible handwriting. Typewriters, PCs, and printers must be provided by the competitors.

Expenses for the purchase of paper, texts, and certificates are covered by the entry fees. Expenses for translations are borne by the national groups.

### **Article 3 - Execution of the Competitions**

#### **a) World Championship in Shorthand**

The World Championship in Shorthand has a common basic text which is translated into the languages of the national groups sending competitors.

In each language the text is a 15-minute dictation, divided into three sections:

- section C: five-minute dictation at lower increasing speed
- section B: five-minute dictation at medium increasing speed
- section A: five-minute dictation at higher increasing speed

Between sections C and B and sections B and A is a ten-second pause in the dictation.

The language of the basic text and the increasing dictation speed for the three sections are decided upon before each Congress.

The competitor will write in shorthand the dictation of the basic text or translated basic text in his own language with increasing speed, starting at the first, sixth, or eleventh minute, for as long as he can follow the dictation. He will then continue with the transcription of the shorthand report. The shorthand report and the transcription must be handed in within the allowed transcription time. Competitors may transcribe more than five minutes in the sections C and B.

Competitors who do not follow the dictation to completion must remain seated quietly until the dictation ends.

The work is valid only if at least the first three minutes of a section (C, B, or A) have been transcribed, taking into account the number of penalties allowed.

#### **b) Multilingual Competition**

The participant in the Multilingual Competition will take three-minute dictations in foreign languages (languages which are not of his mother tongue) with an increasing speed from 120 to 140 syllables (120, 130, 140).

For each foreign language, the shorthand reports of these dictations must be handed in no later than 60 minutes after the start of the transcription.

The work is valid only if the three minutes of dictation have been transcribed, taking into account the number of penalties allowed.

To be classified in the Multilingual Competition, the competitor must hand in a valid transcription of the dictation in at least two languages; that is:

- either the transcription of three valid minutes in the mother tongue in one of the three sections (A, B, or C) of the World Championship in Shorthand plus the valid transcription of the three minutes in at least one foreign language
- or the transcription of three valid minutes in at least two foreign languages

**c) Fast Transcription Competition**

The Fast Transcription Competition consists of taking an eight-minute dictation with increasing speed and transcribing the text in the shortest time; that is, at the maximum, within three times the dictation time of the valid minutes.

**d) Correspondence and Minute-Taking Competition**

The Correspondence and Minute-Taking Competition consists of two tests. The first consists of a take and verbatim transcription of a three-minute dictation of a letter introducing the theme of the second part. The second part consists of preparing a summary report of a text which will be dictated for seven minutes. The text of this latter dictation contains a title and several paragraph titles which indicate the theme and subthemes of the text to be summarized; these titles have to be recorded verbatim. The entire dictation will be at an increasing speed, from 120 syllables per minute to 210 syllables per minute. Transcription time allowed: 120 minutes.

**Article 4 - Jury**

An international jury, assisted by language juries, is formed to carry out the competitions.

As a general rule, the international jury consists of two representatives per national group. If the number of participants from one national group or one language totals more than 50, the number of members of the jury may be increased by one jury member for every additional 25 participants. Their names must be made known to the president of the international jury by the national groups no later than November 30 of the year before the contests take place.

The language juries may have members of one or several national groups. In the language juries, each country is represented by at most two members, who may also be members of the international jury.

The representatives of the national groups in the international jury must be available for carrying out the Multilingual Competition in those languages they master.

The jury president is elected by the Central Committee of INTERSTENO. He presides over the competitions and coordinates the activities of the international jury and the language juries. He is responsible for publishing the classification lists and for establishing the certificates.

The Central Committee appoints persons to coordinate the work of the language juries, the members of which belong to various national groups.

Correctors are appointed to assist the jury, one corrector per eight competitors for each type of competition. The same correctors may be appointed for the four competitions being the subject of these Regulations. For the Multilingual Competition, among the correctors must be such persons who speak foreign languages which the national group has registered for its participants.

The names of the dictators and checkers will be submitted to the jury president at least three months before the convention.

The competition work is graded by the jury members. They make certain, for the four competitions and according to the particular competition, that the conditions of the Regulations have been respected; they determine the number of valid minutes, the number of penalties, and make the evaluations. The first grading of the work in the World Championship in Shorthand, the Fast Transcription Competition, and the Correspondence and Minute-Taking Competition is done by the members of the language jury concerned; in the Multilingual Competition, by the members of the jury for each particular language concerned.

This grading is checked by the members of another language jury according to a plan established by the jury president. Should grading differences arise, the jury members who did the first grading are informed. If agreement is not reached, the jury president makes the final decision.

It is the duty of the jury president to check the grading of the competition work and to correct it if necessary.

The decisions of the international jury are irrevocable.

The competition work remains anonymous until the establishment of the classification lists.

Shorthand competitors, as well as members of their families, are not allowed to be members of a language jury nor to function as correctors.

Expenses of jury members, coordinators, and correctors are borne by the national groups which appoint them or by the persons themselves. Expenses of the jury president are borne by the Organizing Committee.

## **Article 5 - Composition of the Texts**

### **a) World Championship in Shorthand and Fast Transcription Competition**

The Central Committee shall lay down for each Congress the language of the basic text and the column of the relevant table according to which the text is to be spread.

The basic text will be of an international political or economic subject, politically neutral, without specific technical terms, and will not deal with a theme specific to one country.

The text will be submitted to the jury president no later than three months before the Congress.

If, for a particular language, contestants from only one country have registered, the national group of this country is responsible for preparing the text and dictation material. If the jury president receives no text or if no dictators' names are submitted to him, this particular national group will be informed. If this particular national group cannot resolve the problem, no contestants may participate in this language.

Audio-recorded dictation is permitted.

The national groups announce to the president of the international jury the name and correct address of the translator no later than November 30 of the year preceding the Congress. He may not be a member of a competitor's family nor his trainer. He must assure the jury president in writing that he will keep the competition text strictly secret.

The translation of the basic text is to reproduce its content completely and to maintain its density as closely as possible, although some deviation is allowed as necessary in regard to the particularities in structure, style, and idioms of the target language.

Upon providing the basic text for translation, the jury president informs the translator of the deadline for submitting the translation to him. The jury president checks the translation, or assigns another the duty, in order to verify that the translation has been done correctly. To intensify the security of the competition, he may make other modifications to the text of the translator.

The translator must divide the entire translated text into syllables, inserting a vertical line after every ten syllables.

**Division of the translation of the basic text into minutes**

<b>COLUMNS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
<b>C</b>						
Increase per minute	16	17	18	19	20	21
minute 1	148	151	154	157	160	163
minute 2	164	168	172	176	180	184
minute 3	180	185	190	195	200	205
minute 4	196	202	208	214	220	226
minute 5	<u>212</u>	<u>219</u>	<u>226</u>	<u>233</u>	<u>240</u>	<u>247</u>
Total	900	925	950	975	1000	1025
<b>B</b>	-----	-----	-----	-----	-----	-----
Increase per minute	19	20	21	22	23	24
minute 6	231	239	247	255	263	271
minute 7	250	259	268	277	286	295
minute 8	269	279	289	299	309	319
minute 9	288	299	310	321	332	343
minute 10	<u>307</u>	<u>319</u>	<u>331</u>	<u>343</u>	<u>355</u>	<u>367</u>
Total	1345	1395	1445	1495	1545	1595
<b>A</b>	-----	-----	-----	-----	-----	-----
Increase per minute	21	22	23	24	25	26
minute 11	328	341	354	367	380	393
minute 12	349	363	377	391	405	419
minute 13	370	385	400	415	430	445
minute 14	391	407	423	439	455	471
minute 15	<u>412</u>	<u>429</u>	<u>446</u>	<u>463</u>	<u>480</u>	<u>497</u>
Total	1850	1925	2000	2075	2150	2225
Transcription Time	97 min.	102 min.	106 min.	111 min.	116 min.	120 min.

**Special information for the translator**

*The total number of syllables which lies directly under the number of syllables in the translation can be read off from the table. The column concerned must be used for the division of the translation into minutes. The remaining syllables are equally spread over the total number of minutes.*

*If the total number of syllables of the translation exceeds the maximum foreseen for Column VI, the translator suggests to the jury president a reduction in the number of syllables by using a simpler form of expression or by omitting unimportant words.*

*The main point here is that the content and general sense of the basic text are reproduced completely in the translation. The suggestions for shortening should be shown in the*

*translation by putting the words to be omitted in brackets and writing the shortened text above. After decreasing the number of syllables, the translator follows the division into minutes as shown in Column VI.*

*The jury president checks the suggested shortened version. He is authorized to make the necessary modifications.*

*If the translation does not reach the minimum number of syllables foreseen for Column I, the translator suggests to the jury president rendering the content with expressions of more syllables.*

*The division into minutes will be done according to the above table.*

#### **b) Multilingual Competition**

The texts for the Multilingual Competition will be prepared by the jury president with the collaboration of the jury members. The jury members must assure the jury president in writing that they will keep the competition texts strictly secret.

The texts should be on a subject in the field of economy and commerce, of average difficulty. The texts should contain neither difficult expressions requiring knowledge of a technical subject nor proper names of a geographical region. The division of the texts will be done in quarters of a minute.

The texts will be checked at the contest site, if possible, by a jury member of the language concerned in regard to the degree of difficulty and in regard to determining whether the text can be written without excessive difficulty. In the case of an objection, the jury president can replace the text.

#### **c) Fast Transcription Competition**

After the end of the third minute of dictation, the end of each minute of dictation will be indicated.

The participants are permitted to submit the transcription on a diskette, saved in a ".txt" file.

The transcription is valid if handed in within the maximum transcription time of three times the validly transcribed minutes and if at least the first three minutes of the dictation have been transcribed, taking into account the number of penalties allowed.

The jury members note the transcription start and end times for each competitor.

**Division of the translation of the basic text into minutes  
for the Fast Transcription Competition**

COLUMNS	I	II	III	IV	V	VI
Increase per minute	16	17	18	19	20	21
minute 1	148	151	154	157	160	163
minute 2	164	168	172	176	180	184
minute 3	180	185	190	195	200	205
minute 4	196	202	208	214	220	226
minute 5	212	219	226	233	240	247
minute 6	228	236	244	252	260	268
minute 7	244	253	262	271	280	289
minute 8	<u>260</u>	<u>270</u>	<u>280</u>	<u>290</u>	<u>300</u>	<u>310</u>
Total syllables	1632	1684	1736	1788	1840	1892
Transcription Time Maximum	24 min.	24 min.	24 min.	24 min.	24 min.	24 min.

**d) Correspondence and Minute-Taking Competition**

The jury president will prepare the common basic text and the paradigm of the minutes. The translation of the paradigm of the minutes must be verbatim. Regarding the translation of the common basic text, the following directives apply:

1. both the text of the letter and the text from which the minutes will be prepared shall contain the set number of syllables (390 and 1260 syllables respectively)
2. the translation shall be as literal as possible to the extent that the content of the letter will remain essentially the same and the text from which the minutes will be prepared will contain all the elements of the paradigm of the minutes as well as the exact heading and subheadings
3. the translated heading and subheadings, as well as the translation of the paradigm of the minutes, will contain to the greatest extent possible the same number of syllables as in the basic text
4. in the nonessential parts of both the letter and the text from which the minutes will be prepared, words may be omitted or added without altering the meaning until the set number of syllables has been reached

**Article 6 - Preparation of Rooms**

The Organizing Committee should place at the disposal of the international jury:

- a) one room for the jury president
- b) one room for each language jury
- c) the required number of competition rooms. For all competitors, the dictations and transcriptions will take place in the same room. If voice recognition is employed, a silencer or "stenomask" must be utilized.

The Organizing Committee must require the approval of the jury president for all measures to be taken for the technical procedure of the competitions.

## Article 7 - Organizing of the Competitions

The participants will be assembled in language groups. Larger language groups may be separated according to linguistic regions.

One member of the particular national group (language group) and one of another national group supervise the dictation.

The national groups will submit to the jury president the names of the dictators and their substitutes at least three months before the competition takes place.

A one-minute practice dictation will be given before the competition dictation. The text for the practice dictation will be prepared by the jury president.

The dictators and checkers complete and sign a form in which they state how the dictation proceeded, including problems and incidents which may have taken place during the dictation. The international jury determines the consequences of an incorrect dictation. The jury president may apply sanctions in the case of dictations nonconforming in time and in terms.

The contests are public. The jury president decides in which manner the general public and the media will be admitted to observe the contests.

Any collaboration between competitors is forbidden. The invigilator will exclude from further competition any candidate who accepts or gives unauthorized help to another. He will mark this on the candidate's paper. Any work that is recognized as not being entirely personal will not be taken into consideration.

Competitors are not permitted to use tape recorders during the dictation of texts nor for transcription. Competitors failing to observe this rule will be excluded from competition.

The use of a personal dictionary and PC dictionary with spell checker is allowed.

The invigilator indicates on the work the transcription start and end times.

A competitor may not transcribe his text without invigilation in the room.

There must be at least two invigilators per room, one of whom must speak the language of the competitors.

Neither smoking nor the use of cellular phones is permitted at the competitions.

## Article 8 - Evaluation of the Transcriptions

a) **The following criteria will be applied to the transcriptions of all competitions:**

	<u>Penalties</u>
- an autosemantic word or punctuation mark wrong, omitted, or added	4
- a word or punctuation mark replaced, omitted, or added which alters the meaning of the sentence	4
- the first important word of a word group wrong, omitted, or added	4
- every next word of a word group wrong, omitted, or added	1



- a word replaced by an equivalent or synonym 1
- a word omitted or added which does not alter the meaning 1
- transposition of words which does not alter the meaning 1
- a definite or indefinite article or a preposition wrong, omitted, or added which does not alter the meaning 1
- singular in lieu of plural or vice versa, punctuation error, or wrong inflected ending which does not alter the meaning 1
- spelling error (including accents) or typographical error which does not alter the meaning 1

Attention: In calculating penalties in compound nouns, as many words as there are in the basic text will be counted, not more than the number of words of which the compound noun is composed.

Consequent-related errors are not counted.

#### b) Maximum penalties allowed

In the World Championship in Shorthand, the Multilingual Competition, and the Fast Transcription Competition, the number of valid minutes of transcription will be calculated by ascertaining whether the maximum number of penalties stated below has not been exceeded for each three consecutive minutes:

		Mother Tongue			Multilingual	Fast Transcription
		A	B	C		
minutes	1-2-3	51	32	24	50	24
minutes	2-3-4	54	35	26		26
minutes	3-4-5	57	38	28		28
minutes	4-5-6		41	30		30
minutes	5-6-7		44	32		32
minutes	6-7-8					34

If the number of penalties allowed has once been exceeded, the following valid three-minute groups will not be taken into account even if within the limit.

Only full minutes are counted.

The total number of valid transcribed minutes and the total number of penalties in all valid minutes are stated on the competitor's work.

#### Fast Transcription Competition

For each valid minute transcribed, the score will be calculated as follows:

valid minutes	3	4	5	6	7	8
total points	300	420	550	690	840	1000

If the transcription time is less than the maximum allowed, the competitor will receive a bonus of ten points for each 15 seconds less.

Three points are deducted for each penalty.

The final score is calculated using the following formula: *The points for the valid number of minutes transcribed, plus the bonus points for the time taken to produce the transcript, minus the triple number of penalties.*

### **Correspondence and Minute-Taking Competition**

For the evaluation of the letter see below. The minutes shall be graded using the paradigm. The paradigm contains the heading and the numbered subheadings and, after each numbered subheading, a conveniently arranged report of the essential elements of this particular section of the basic text which must appear in the contestant's summary.

Each section to be summarized shall be allotted (in the paradigm) a certain number of credit points, allowing the contestant to earn a maximum of 100 credit points in all. An auxiliary grading form with the paradigm will show the distribution of the allotted number of credit points of a section over the essential elements of that section.

The corrector registers on the auxiliary form the extent to which each summarized section in a transcription corresponds intrinsically to the relevant essential elements of the paradigm. The auxiliary form will then indicate the earned credit points for that section.

The number of words in each of the summarized sections of an individual transcription should not be more than half the number of the dictated words; the exceeding number of words will be considered superfluous, and for each superfluous word one penalty is counted.

#### **- Detailed evaluation of the individual transcriptions**

An evaluation form (attached) shall be used for the detailed evaluation of the individual transcriptions.

##### **a) Letter**

The total number of penalties for the letter is calculated in accordance with Art. 8a; if there are more than 40 penalties, the transcription will not be considered.

##### **b) Heading and subheadings of the minutes**

The penalties for the heading and subheadings of the minutes shall be calculated separately in accordance with Art. 8a.

##### **c) Summarized sections of the minutes**

The earned credit points for each summarized section (according to the auxiliary form) are registered on the evaluation form. The sum of these earned credit points (at most 100) is then multiplied by three.

From the resulting number, the penalties for the heading and subheadings of the minutes (par. b) and the penalties for the summarized sections of the minutes (par. 4 under the above title Correspondence and Minute-Taking Competition) will be deducted.

The result is the net number of credit points for the minutes (at most 300).

### **Article 9 - Classification Lists and Certificates**

#### **General**

The jury president establishes separate classification lists for each competition. Only the competitors who have met the competition requirements will be listed.

The certificates are drawn up in the language of the country where the Congress is held. They are signed by the president of the jury, the president of INTERSTENO, and the secretary general of INTERSTENO.

For the junior competitors, a separate classification list is established. Juniors are those competitors who are not older than 20 years in the year of the Congress.

a) **World Championship in Shorthand**

The classification order is determined by:

- the section, in the order of A, B, and C
- the number of valid minutes of transcription
- the number of penalties in the last three valid minutes
- the transcription time (in the case of a tie in section, valid minutes, and penalties)

The classification lists and certificates state:

- the section
- the number of valid transcribed minutes
- the number of penalties in the last three valid minutes
- the rank
- the language
- the dictation speed in syllables in the last valid minute

The senior competitor who achieves the best result will be given the title of World Champion in Shorthand. The junior competitor who achieves the best result will be given the title of Junior World Champion in Shorthand.

b) **Multilingual Competition**

The classification order is determined by:

- the number of valid transcriptions in all languages (including sections A, B, or C)
- the total number of penalties in all valid transcriptions  
(counting 0 points for sections A, B, or C)
- the total time used for transcription in all languages (except sections A, B, or C)

The winner in the Multilingual Competition will be given the title of World Champion in Multilingual Shorthand or Junior World Champion in Multilingual Shorthand as appropriate if he has succeeded in at least three languages.

The classification lists and certificates state:

- the languages of valid transcriptions
- the number of penalties at 140 syllables
- the rank

c) **Fast Transcription Competition**

The classification order is determined by:

- the number of points resulting from the valid minutes transcribed
- the transcription time as compared with the maximum allowed
- the number of penalties tripled

The classification lists and certificates state:

- the number of valid transcribed minutes
- the transcription time
- the penalties tripled
- the final score of total number of points
- the rank

#### d) **Correspondence and Minute-Taking Competition**

The classification order is determined by:

- first, the net number of credit points for the minutes (max. 300)
- then, in the case of a tie, the number of penalties for the letter
- finally, if necessary, the transcription time

The classification lists state:

- the number of penalties for the letter
- the number of penalties for the heading and subheadings of the minutes
- the number of accrued credit points for the summarized sections of the minutes (max. 100)
- the number of penalties for the summarized sections of the minutes
- the net number of credit points for the minutes (max. 300)
- the transcription time

The certificates state:

- the number of penalties for the letter
- the number of accrued credit points for the summarized sections of the minutes (max. 100)
- the total number of penalties for the minutes (heading, subheadings, and summary)
- the rank

#### **Article 10 - Presentation of Awards and Certificates**

The awards presented to the competitors by the Organizing Committee are given in consultation with the jury president according to achievement. The certificates and awards are distributed at the proclamation of results.

#### **Article 11 - Preservation of the Competition Work**

The competition work is preserved for one year in the country organizing the Congress and may be destroyed thereafter. With the approval of the secretary general and after reimbursement of expenses, it may be made available wholly or in part for scientific studies.

#### **Article 12 - Unforeseen Circumstances**

In unforeseen circumstances the jury is authorized to interpret these Regulations logically. The Regulations may not be altered. The decisions of the jury are irrevocable.

These Regulations approved by the Central Committee of INTERSTENO, September 30, 2002, at Madrid.

The official Regulations are those drafted in French.

President  
Fausto Ramondelli  
Italy

Secretary General  
Danny Devriendt  
Belgium

Addendum**Evaluation Form for the Correspondence and Minute-Taking Competition**

(Space for the inscription data of the contestant)

a) **Letter**  
Number of penalties (max. 40) .....(A)

b) **Heading and subheadings of the minutes**  
Number of penalties .....(B)

c) **Summarized sections of the minutes**

**I. Intrinsic evaluation**

	<u>Max. number of credit points</u>	<u>Accrued credit points</u>	
Par. 1	.....	.....	
Par. 2	.....	.....	
Par. 3	.....	.....	
Par. 4	.....	.....	
Par. 5	.....	<u>.....+</u>	
Total number of accrued credit points		..... (C) x 3 =	..... (D)

**II. Penalties**

Total number of superfluous words .....(E)

d) **Total result of the minutes**

1. Total number of penalties for the minutes (B + E) .....(F)

2. Net number of credit points (max. 300) (D – F) ..... (G)

**Transcription time** .....

**Rank** .....

1<sup>st</sup> Corrector .....

1<sup>st</sup> Jury member .....

2<sup>d</sup> Corrector .....

2<sup>d</sup> Jury member .....