LEARN TO ‹REALTIME›

FPP55
Focused Phone Practice
5 Things for 5 Minutes

1. Grab that smartphone!
2. Hit record and create a 5-minute dictation of up to five briefs or one concept that you want to learn.
3. Practice 5 minutes, twice a day. You can even do steno in your head!
4. Set your goal of **one week** to commit these to memory.
5. Focused phone practice is how it happens… it's easy and it's free!

Examples:

I need to resolve stacking for **are you**, **did you**, and **to you**. I'll dictate silly sentences using these three phrases over and over. Practice twice daily!

I have five new briefs I want to learn. Dictate sentences using these five briefs over and over. Practice twice daily!

My goal is to learn the JUP/YUP part of Up Down Over and Out Theory. I'll dictate words that begin with up (upbeat, upright, upstart, etc.) and words that end with up (checkup, backup, pileup, etc.) and alternate saying the JUP and YUP in the words to help me learn them. Practice twice daily!

When we break things down into small pieces and learn families of concepts or briefs, learning is easy! Stick to your deadline of one week to learn! Then move on to the next group of things you'd like to learn!

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Effective Editing 101 (SADA)

1. **Search** for untranslates. Eclipse Users – "U" in Hyperkeys. Case Catalyst Users – F8.

   Other software users – ask your vendor how to search for only untrans.

2. **Ask** yourself, "What is this supposed to be?"

3. **Define** the untranslate just like you would define a word. If you know that it's a bona fide prefix or suffix, you may define it as such. We may define the untrans as something different than what you were trying to write. That's okay. If the "slop shot" was obscure or could be more than one word, you may choose not to define it. Our goal is to define 99% of untranslates.

4. **Add** that stroke with surrounding strokes to define the root word only. Start small and work your way out.

   Examples:

   AEU/R*EUS/**KRALT**/EUBG – define the untrans alone as a word crat. Then define the root word, aristocrat. Your ^ic suffix will hook up if defined correctly.

   KOPL/**PEBPLD**/KWRUPL – define the untrans alone as a word pend. Then define compendium together.

   KREUT/SEUFPL – define crit as a word and ^cism as a suffix. Then define criticism together.

5. Next, READ through your file, word for word. Watch for transposed words, stacking issues, wrong words, conflicts, etc. Make note of these so that they can be resolved. Let's eliminate the time sponges! If you see any of these issues three times or more, we need to fix it! Three strikes and it's out!

6. Effective Editing 101 will reduce untrans in as little as two weeks! Stick to this and you'll see great rewards! This is the first step toward better realtime!