

Practice Staar Passages 6th Grade Ebook

practice staar passages 6th grade

Preparing for the State of Texas Assessments of Academic Readiness (STAAR) can be a challenging yet rewarding experience for 6th-grade students. One of the most effective ways to build confidence and improve reading comprehension skills is through consistent practice with STAAR-style passages. These practice passages help students familiarize themselves with the format, question types, and the level of complexity they will encounter on test day. In this article, we will explore the importance of practicing STAAR passages for 6th graders, strategies for effective practice, and resources to enhance learning.

Understanding the Importance of Practice STAAR Passages for 6th Grade

Why Practice Makes Perfect

Practicing with STAAR passages is crucial because it:

- Builds familiarity with the test format and question types
- Enhances reading comprehension skills specific to the STAAR standards
- Helps identify areas of strength and weakness
- Develops test-taking stamina and time management skills
- Reduces test anxiety by increasing confidence

The Unique Challenges of 6th Grade STAAR Passages

6th-grade STAAR passages are designed to challenge students' analytical and inferential skills. Some characteristics include:

- Complex vocabulary and sentence structures
- Multiple question types, including literal, inferential, and analytical questions
- Variety of genres such as fiction, non-fiction, poetry, and informational texts
- Questions that require critical thinking and evidence-based answers

Recognizing these features helps students tailor their practice sessions effectively.

Strategies for Effective Practice with STAAR Passages

Setting Up a Consistent Practice Routine

To maximize the benefits of practice, students should establish a regular schedule that mimics test conditions:

- Designate specific times during the week for practice sessions
- Use timed practice passages to simulate actual test timing (typically 8-10 minutes per passage)
- Create a distraction-free environment to foster focus
- Track progress and reflect on mistakes to improve over time

Approach to Reading STAAR Passages

Effective reading strategies include:

- Skimming the passage first to get an overview
- Highlighting or noting key details and vocabulary
- Reading questions carefully before re-reading relevant parts of the passage
- Using process of elimination for multiple-choice questions
- Referring back to the passage to find evidence before selecting answers

Question-Answering Techniques

Students should adopt strategies such as:

- Identifying keywords in questions to locate relevant information
- Understanding what the question is asking? literal, inferential, or analytical
- Supporting answers with direct evidence from the passage
- Reviewing answers before moving on to ensure accuracy

Assessing and Reflecting on Practice Results

After completing practice passages:

- Review incorrect answers to understand mistakes
- Identify patterns or types of questions that are challenging

- Adjust study focus accordingly to improve weaker areas
- Celebrate progress to boost motivation

Resources for Practice STAAR Passages for 6th Grade

Official STAAR Practice Materials

The Texas Education Agency (TEA) provides official practice tests and released questions, which are invaluable for authentic preparation:

- [STAAR Practice and Released Test Questions](#)
- Sample passages aligned with current standards

Online Practice Platforms and Websites

Numerous educational websites offer free and paid resources:

- [Khan Academy](#) ? offers practice questions and instructional videos
- [ReadWorks](#) ? provides leveled texts with comprehension questions
- [EdHelper](#) ? includes reading passages and questions for practice
- Other platforms such as IXL, BrainPOP, and Study.com

Printed Practice Books and Worksheets

Parents and teachers can utilize workbooks designed specifically for STAAR preparation:

- 6th Grade STAAR Reading Practice Workbooks
- Teacher-created worksheets focusing on skills like main idea, details, inference, and vocabulary
- Printable passages and questions available on educational websites

Incorporating Practice Passages into a Broader Study Plan

Balancing Practice with Other Skills

While practicing with passages is essential, it should be part of a comprehensive study plan that includes:

- Vocabulary building exercises
- Reading comprehension strategies
- Writing practice and grammar review
- Test-taking strategies and time management skills

Collaborative Learning and Support

Students benefit from:

- Group practice sessions with classmates or family members
- Teacher-guided review sessions
- Discussion of passages to deepen understanding

Tips to Keep Students Motivated and Engaged

- Set achievable goals and celebrate small successes
- Use rewards or incentives for consistent practice
- Incorporate diverse genres to maintain interest
- Encourage a growth mindset?emphasize improvement over perfection
- Mix practice with enjoyable activities like reading favorite books

Conclusion

Practicing STAAR passages for 6th grade is a vital component of test preparation that can significantly impact student performance. By understanding the format and question types, employing effective strategies, and utilizing a variety of resources, students can develop the skills and confidence needed to excel on test day. Consistent, deliberate practice?paired with a supportive learning environment?empowers 6th graders to approach their STAAR assessments with readiness and resilience. Whether through official practice materials, online platforms, or classroom activities, integrating diverse practice opportunities ensures a well-rounded preparation that addresses all facets of reading comprehension and test-taking skills. With dedication and strategic practice, 6th-grade students can successfully navigate the STAAR passages and achieve their academic goals.

Practice STAAR Passages 6th Grade are an essential resource for students preparing for the State of Texas Assessments of Academic Readiness (STAAR). These practice materials are designed to emulate the types of reading passages and questions students will encounter on the actual exam, providing invaluable opportunities to hone reading comprehension skills and test-taking strategies. For 6th graders, who are transitioning into more complex texts and analytical thinking, access to

well-constructed practice passages can make a significant difference in their performance and confidence levels.

In this comprehensive review, we will explore the features, benefits, and considerations of practice STAAR passages tailored for 6th grade, offering insights into how they can best be utilized to maximize student success.

Understanding Practice STAAR Passages for 6th Grade

Practice STAAR passages for 6th grade are specially curated reading materials that align with the Texas state standards for this grade level. These passages typically cover a variety of genres—literature, informational texts, poetry, and procedural writing—to ensure students are exposed to the diverse types of content they will encounter on the test.

The core purpose of these practice passages is to develop critical reading skills, including identifying main ideas, making inferences, understanding vocabulary in context, analyzing author's purpose, and summarizing information. They also serve as practice for answering multiple-choice questions, short-answer responses, and sometimes extended responses, mirroring the format of the actual STAAR exam.

Features of Effective Practice STAAR Passages for 6th Grade

Effective practice passages have several key features that make them valuable for student preparation:

Aligned with State Standards

- They follow the Texas Essential Knowledge and Skills (TEKS) for 6th grade.
- Ensure the difficulty level matches the expectations of the actual test.
- Cover a broad range of genres and skills to provide comprehensive practice.

Variety of Texts

- Fiction and non-fiction passages.
- Poems, short stories, informational articles, and procedural texts.
- Different lengths, typically ranging from 200 to 800 words.

Question Types Matching the STAAR Format

- Multiple-choice questions focusing on comprehension and analysis.
- Short-answer responses requiring students to cite evidence.
- Some resources include extended-response prompts.

Answer Explanations and Strategies

- Detailed answer keys explaining correct responses.
- Tips for approaching different question types.
- Vocabulary support and context clues.

Progressive Difficulty Levels

- Practice passages gradually increase in complexity.
- Designed to build confidence and mastery over time.

Pros and Cons of Practice STAAR Passages for 6th Grade

Understanding the advantages and limitations of these resources helps educators and parents select the most effective materials.

Pros:

- Targeted Skill Development: Focus on specific skills tested in STAAR, such as inference, main idea, and vocabulary.
- Familiarization with Test Format: Helps students become comfortable with the style and timing of the exam.
- Boosts Confidence: Regular practice reduces test anxiety by building familiarity.
- Immediate Feedback: Answer keys and explanations enable students to learn from mistakes.
- Customization Opportunities: Many resources allow teachers to select passages based on student needs.

Cons:

- Potential Repetition: Over-reliance on similar passages may lead to memorization rather than genuine comprehension.
- Limited Creativity: Practice passages may lack engaging or diverse content to stimulate interest.
- Resource Quality Variability: Not all practice materials are equally well-designed or aligned with

standards.

- Time-Consuming: Extensive practice requires significant time investment, which could detract from other subjects.
- Overemphasis on Test Prep: Focusing solely on practice passages might narrow learning experiences, reducing exposure to broader reading.

Where to Find Practice STAAR Passages for 6th Grade

There are numerous sources for accessing practice STAAR passages, each with its own features:

Official Resources

- Texas Education Agency (TEA) provides released tests and sample questions.
- Benefits: Highly accurate and aligned with standards.
- Limitations: May be limited in variety or available in downloadable formats.

Commercial Practice Books

- Published by educational companies such as Pearson, McGraw-Hill, or Spectrum.
- Offer comprehensive practice sets with passages and questions.
- Pros: Structured, easy to use, and often include answer explanations.
- Cons: Can be costly; some may not be perfectly aligned with current standards.

Online Platforms and Apps

- Websites like Edulastic, IXL, or Khan Academy offer interactive practice.
- Pros: Immediate feedback, engaging formats, and tracking progress.
- Cons: Subscription costs; quality varies.

Free Printable Resources

- Many educational blogs and websites provide free PDFs of practice passages.
- Pros: Cost-effective and accessible.
- Cons: Quality and alignment can vary; less structured.

Effective Strategies for Using Practice STAAR Passages

Maximizing the benefit of practice passages involves strategic approaches:

- Consistent Practice: Schedule regular reading sessions to build stamina.
- Timed Practice: Simulate test conditions to improve pacing.
- Active Reading: Teach students to annotate, highlight key information, and ask questions.
- Answer Review: Always review correct and incorrect answers to understand reasoning.
- Varying Content: Expose students to different genres and topics to broaden comprehension skills.
- Progress Monitoring: Track performance to identify areas needing improvement.

Integrating Practice Passages into a Broader Reading Program

While practice STAAR passages are invaluable, they should complement a comprehensive reading program that includes:

- Daily reading of diverse texts for enjoyment and understanding.
- Vocabulary building exercises.
- Writing and discussion activities to deepen comprehension.
- Reading strategies lessons, such as summarizing, predicting, and questioning.

This integrated approach ensures students develop both test-specific skills and a lifelong love of reading.

Conclusion: Are Practice STAAR Passages Worth It for 6th Graders?

In summary, practice STAAR passages 6th grade are a vital component of test preparation, offering targeted practice that aligns with the skills and format students will face. When selected carefully and used strategically, they can significantly improve reading comprehension, confidence, and test performance.

However, it is essential to balance practice passages with broader reading activities to foster authentic engagement and a deeper understanding of texts. Educators and parents should seek high-quality, diverse resources that challenge students appropriately and provide meaningful feedback. Ultimately, when integrated thoughtfully into a well-rounded literacy program, practice STAAR passages can be a powerful tool to help 6th graders succeed academically and develop essential reading skills for future grades.

Question What are the main features of practice STAAR passages for 6th grade?
Answer Practice STAAR passages for 6th grade typically include a variety of fiction and nonfiction texts,

such as stories, articles, and informational passages, along with multiple-choice questions that assess reading comprehension, vocabulary, and analysis skills. How can I effectively prepare for 6th grade STAAR passages? To prepare effectively, practice reading a variety of texts regularly, focus on understanding main ideas and details, work on vocabulary skills, and practice answering multiple-choice questions similar to those on the STAAR test. What types of questions are commonly asked in 6th grade STAAR passages? Common questions include identifying main ideas, making inferences, understanding vocabulary in context, analyzing characters or author's purpose, and summarizing passages. Are there specific strategies to improve comprehension of STAAR passages? Yes, strategies such as highlighting key details, annotating the text, asking questions while reading, and summarizing sections can improve comprehension and retention of information. Where can I find free practice STAAR passages for 6th grade? Free practice passages are available on the Texas Education Agency website, various educational websites, and through online tutoring platforms that offer STAAR practice tests and resources. How important is time management when practicing STAAR passages? Time management is crucial; practicing under timed conditions helps students improve their ability to read passages efficiently and answer questions within the allotted time during the actual test. What skills are most emphasized in 6th grade STAAR reading passages? Key skills include comprehension, inference, vocabulary understanding, identifying main ideas and supporting details, and analyzing text structure and author's purpose. How can parents support their children in practicing STAAR passages? Parents can encourage daily reading, discuss texts together, model reading strategies, provide practice materials, and help students review their answers to understand mistakes. Are there recommended practice schedules for mastering 6th grade STAAR passages? Yes, a consistent schedule of daily or weekly practice sessions, focusing on different passage types and question formats, can help students build confidence and improve their skills over time.

Related keywords: 6th grade STAAR reading, STAAR practice passages 6th grade, STAAR test prep 6th grade, 6th grade reading passages, STAAR reading skills, 6th grade reading comprehension, STAAR practice questions, 6th grade test preparation, reading passages for STAAR, STAAR reading strategies

English shorthand dictation passages

English shorthand dictation passages are essential tools for students and professionals aiming to improve their speed and accuracy in shorthand writing. These passages serve as practical exercises that simulate real-world transcription tasks, helping learners develop their skills in capturing spoken language swiftly and precisely. Whether you're preparing for shorthand examinations or enhancing your note-taking efficiency, mastering the use of carefully selected dictation passages is a crucial step toward achieving proficiency.

Understanding the Importance of Shorthand Dictation Passages

Shorthand dictation passages are more than just practice material; they are foundational in developing several key skills essential for effective shorthand writing.

Why Practice with Dictation Passages?

- **Improves Speed:** Regular practice helps in increasing the speed of writing, enabling shorthand writers to keep pace with spoken words.
- **Enhances Accuracy:** Repeated transcription of passages trains the writer to capture every word correctly, reducing errors over time.
- **Builds Confidence:** Consistent practice boosts confidence, making it easier to handle real-time dictations.
- **Develops Listening Skills:** Listening carefully to passages sharpens auditory skills necessary for accurate shorthand transcription.
- **Introduces Vocabulary and Phrasing:** Exposure to diverse passages enhances vocabulary and familiarizes learners with common phrases and idiomatic expressions.

Types of English Shorthand Dictation Passages

Effective practice involves a variety of passages that challenge different aspects of shorthand skills.

1. Simple Sentences

These passages contain straightforward sentences, ideal for beginners to practice basic transcription skills.

2. Complex Paragraphs

Longer texts with intricate sentence structures help advanced learners work on speed and comprehension.

3. Formal and Informal Styles

Practicing both styles prepares learners to transcribe speeches, meetings, or casual conversations accurately.

4. Business and Legal Passages

Specialized passages related to business and law help learners familiarize themselves with

industry-specific terminology.

Creating Effective Shorthand Dictation Passages

Quality practice requires well-designed passages that mimic real-life situations, with attention to clarity, variety, and appropriateness.

Tips for Selecting or Writing Passages

- **Use Natural Language:** Passages should sound like natural speech to simulate actual dictation scenarios.
- **Include Common Phrases and Idioms:** Incorporate frequently used expressions to improve practical transcription skills.
- **Vary Vocabulary and Sentence Structure:** Mix simple and complex sentences to challenge different skill levels.
- **Maintain Clarity and Coherence:** Ensure passages are logical and easy to follow, avoiding ambiguity.
- **Introduce Technical Terms Gradually:** For advanced learners, add specialized vocabulary relevant to their field.

Sample English Shorthand Dictation Passages

Below are examples of passages suitable for different proficiency levels.

Beginner Level

"The cat sat on the mat. It looked at the dog. The sun is bright today. We like to play outside."

Intermediate Level

"The meeting started at nine o'clock. The manager discussed the quarterly sales report. Everyone listened carefully and took notes. After the presentation, questions were answered."

Advanced Level

"In today's fast-paced business environment, effective communication is crucial. Accurate shorthand transcription allows professionals to record meetings, interviews, and legal proceedings efficiently. Mastery of shorthand dictation passages enhances overall productivity and ensures no critical details are missed."

Techniques for Practicing with Shorthand Dictation Passages

Successful practice involves more than just reading and writing; it requires strategic techniques to maximize learning.

1. Regular Practice Schedule

Consistency is key. Dedicate specific times daily or weekly to practice dictations, gradually increasing difficulty and duration.

2. Use Recordings

Record passages spoken aloud and listen repeatedly to simulate real-time dictation. This improves auditory processing and speed.

3. Focus on Phrasing

Practice capturing common phrases in shorthand as units rather than separate words, which increases speed and fluency.

4. Review and Correct

Always review your transcriptions, compare them with the original passages, and correct errors to reinforce learning.

5. Gradually Increase Difficulty

Start with simple passages and progressively move to more complex texts to build confidence and skill.

Resources for English Shorthand Dictation Passages

Numerous resources are available online and offline to access high-quality dictation passages.

Online Platforms and Websites

- Shorthand Practice Websites: Offer downloadable practice passages for various levels.
- Educational Apps: Provide interactive dictation exercises with feedback.
- Youtube Channels: Feature dictation videos for listening and transcribing practice.

Books and Publications

- Shorthand Practice Books: Contain curated passages categorized by difficulty.
- Exam Preparation Guides: Include model dictation passages for exam practice.

Conclusion

Mastering **english shorthand dictation passages** is fundamental for anyone looking to excel in shorthand writing. Through consistent practice with diverse and well-structured passages, learners can significantly improve their speed, accuracy, and confidence. Incorporating effective techniques such as listening exercises, phrasing focus, and regular review ensures steady progress. Whether you're a beginner or an advanced shorthand practitioner, utilizing quality dictation passages tailored to your level will accelerate your journey toward shorthand mastery. Explore available resources, practice diligently, and watch your transcription skills reach new heights.

English Shorthand Dictation Passages: An In-Depth Exploration

Introduction

English shorthand dictation passages serve as a vital component in the realm of secretarial training, journalism, and transcription services. These passages are meticulously crafted excerpts designed to hone a student's or professional's ability to listen, comprehend, and transcribe swiftly and accurately using shorthand notation. As a skill that blends rapid listening with swift writing, shorthand dictation passages have evolved over centuries, adapting to technological advances and pedagogical shifts. This article aims to provide a comprehensive, analytical overview of these passages, highlighting their significance, structure, types, and pedagogical value, grounded in historical context and current practices.

Understanding the Concept of English Shorthand Dictation Passages

Definition and Purpose

English shorthand dictation passages are pre-selected texts or spoken excerpts used for training individuals in shorthand writing. The primary purpose of these passages is to simulate real-world dictation scenarios, enabling learners to develop speed, accuracy, and comprehension skills. They serve as standardized tools in teaching shorthand, ensuring learners become proficient in transcribing spoken language efficiently.

These passages are carefully curated to include a mix of vocabulary, sentence structures, and idiomatic expressions relevant to everyday, professional, or official contexts. The objective is to train

students to quickly capture spoken words in shorthand, then transcribe them into full text with minimal errors.

Historical Significance

Shorthand, invented in the 19th century by Sir Isaac Pitman and others, revolutionized stenography and transcription practices. Early dictation passages were often lengthy, complex, and designed to test the limits of speed and comprehension. Over time, the passages have been refined to balance difficulty levels, aiming to foster gradual skill development.

In contemporary education, these passages serve not only as training tools but also as assessment instruments to evaluate progress. They bridge the gap between theoretical shorthand rules and practical application, ensuring learners can handle real dictation tasks efficiently.

Structure and Composition of Shorthand Dictation Passages

Characteristics of Effective Passages

Effective shorthand dictation passages share several key features:

- **Clarity and Coherence:** The text should be logically structured, with clear sentence flow to facilitate comprehension.
- **Varied Vocabulary:** Incorporating common words, idioms, and technical terms ensures preparedness for diverse dictation scenarios.
- **Balanced Difficulty:** Passages should progressively increase in complexity to match learner proficiency.
- **Conciseness:** While comprehensive, passages should avoid unnecessary verbosity, focusing on relevant content.
- **Inclusion of Punctuation and Pauses:** To simulate real speech, passages often include marks indicating pauses, emphasis, or intonation.

Common Components of Passages

Typical dictation passages comprise:

- **Narrative or Descriptive Texts:** These include stories, reports, or descriptions that mimic real-life situations.
- **Dialogues or Conversations:** Simulating interviews or meetings, dialogues help learners practice transcribing multiple speakers.

- Official Speeches or Addresses: These expose learners to formal language, useful for court reporting or parliamentary transcription.
- Technical or Business Content: For students specializing in specific fields, passages include industry-specific vocabulary.

Format and Length

Passages vary in length, typically ranging from 50 to 200 words for practice sessions, with longer passages used for timed assessments. The format often includes:

- Clear spacing between sentences
- Marked pauses or emphasis points
- Optional notes for punctuation or special symbols

Types of English Shorthand Dictation Passages

Based on Content and Context

- General Passages: Cover everyday topics like weather, health, or social events.
- Formal Passages: Include speeches, debates, or official reports.
- Technical Passages: Focus on scientific, medical, or legal content.
- Business and Commercial Passages: Involve banking, commerce, or administrative communication.

Based on Difficulty Level

- Beginner Level: Short, simple sentences with common vocabulary.
- Intermediate Level: Slightly complex sentences with idiomatic expressions.
- Advanced Level: Lengthy, complex, and technical passages requiring high proficiency.

Specialized Passages

Some passages are designed for specific stenography needs:

- Legal Dictation: Court proceedings, legal briefs.
- Medical Dictation: Patient reports, medical notes.
- Journalistic Passages: News reports, interviews.

Pedagogical Significance of Dictation Passages in Learning Shorthand

Skill Development

Dictation passages are instrumental in:

- Enhancing speed: Regular practice increases words per minute (WPM).
- Improving accuracy: Focus on correct transcription minimizes errors.
- Developing comprehension: Learners learn to grasp meaning quickly and accurately.
- Building confidence: Regular practice builds proficiency and reduces anxiety.

Assessment and Evaluation

Educators use dictation passages to:

- Measure progress over time.
- Identify areas needing improvement.
- Set benchmarks for professional certification.

Teaching Strategies

Effective use of dictation passages includes:

- Starting with easier passages and gradually increasing difficulty.
- Encouraging repeated practice to build muscle memory.
- Incorporating varied content to cover different vocabulary sets.
- Using recording devices for self-assessment.

Challenges and Solutions in Using Dictation Passages

Common Challenges

- Difficulty understanding fast speech: Learners may struggle to keep pace.
- Errors in transcription: Missed words or misheard phrases.
- Fatigue and concentration lapses: Long passages can cause mental fatigue.
- Limited vocabulary: Inability to transcribe technical or unfamiliar terms.

Proposed Solutions

- Use recordings with adjustable speed to gradually increase listening pace.
- Practice with shorter passages before progressing to longer ones.
- Incorporate vocabulary building exercises alongside dictation practice.
- Ensure proper rest and focus during practice sessions.
- Use shorthand symbols and abbreviations to improve speed and accuracy.

Modern Trends and Technological Integration

Digital Dictation and Transcription Tools

With advancements in technology, traditional shorthand dictation is increasingly supplemented by:

- Voice recognition software: Tools like Dragon NaturallySpeaking assist transcribers.
- Audio recordings: High-quality recordings enable flexible practice.
- Online platforms: Websites and apps offering interactive dictation exercises.

Impact on Traditional Practices

While technology enhances efficiency, the foundational skill of shorthand remains relevant, especially for:

- Court reporting where verbatim transcription is critical.
- Environments with limited technological access.
- Professionals seeking rapid note-taking skills.

Future Directions

Emerging trends suggest a hybrid approach, combining shorthand mastery with technological tools, ensuring versatility and adaptability in transcription careers.

Conclusion

English shorthand dictation passages are more than mere exercises; they are fundamental stepping stones in mastering the art of rapid transcription. Their structured design, varied content, and pedagogical utility make them indispensable in training competent stenographers, secretaries, journalists, and transcriptionists. As the landscape of communication evolves, these passages

continue to serve as a bridge between traditional shorthand skills and modern technological aids, ensuring practitioners are well-equipped to meet diverse transcription challenges. Embracing both their historical significance and future potential, the diligent practice of dictation passages remains a cornerstone of proficient shorthand writing.

QuestionAnswer What are the key skills required for mastering English shorthand dictation passages? Key skills include quick and accurate listening, fast writing speed, familiarity with shorthand symbols, good concentration, and the ability to comprehend context rapidly during dictation. How can I improve my accuracy while taking shorthand dictation passages in English? To improve accuracy, practice regularly with varied passages, develop a strong grasp of shorthand symbols, focus on listening carefully, and review your notes to correct errors and reinforce learning. What are some common challenges faced while transcribing English shorthand dictation passages, and how can they be overcome? Common challenges include missing words, misinterpretation of symbols, and speed issues. These can be overcome by consistent practice, enhancing listening skills, and reviewing shorthand rules thoroughly. Which shorthand systems are most popular for transcribing English dictation passages? The most popular shorthand systems include Gregg Shorthand, Pitman Shorthand, and Teeline Shorthand, each offering different methods suited for speed and accuracy in English dictation. How can I effectively practice English shorthand dictation passages for competitive exams? Effective practice involves timed dictation exercises, studying previous exam passages, working on increasing speed without sacrificing accuracy, and regularly reviewing shorthand symbols and transcription techniques.

Related keywords: English shorthand, dictation practice, shorthand passages, stenography exercises, shorthand dictation, speed building, shorthand training, shorthand passages for beginners, shorthand transcription, shorthand exercises

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