

DICTATION SPEEDS FOR MATERIAL COUNTED IN GROUPS OF 20 WORDS

Time Intervals in Seconds

<u>WAM</u>	<u>40</u>	<u>45</u>	<u>50</u>	<u>55</u>	<u>60</u>	<u>65</u>	<u>70</u>	<u>75</u>	<u>80</u>	<u>85</u>	<u>90</u>	<u>95</u>	<u>100</u>	<u>105</u>	<u>110</u>	<u>115</u>	<u>120</u>
30	27	24	22	20	18	17	16	15	14	13	13	12	11	11	10	10	
60	53	48	44	40	37	34	32	30	28	26	25	24	23	22	21	20	
30	20	12	05	60	55	51	48	45	42	40	38	36	34	33	31	30	
60	47	36	27	20	14	08	04	60	56	53	51	48	46	44	42	40	
30	13	60	49	40	32	25	20	15	11	06	03	60	57	55	52	50	
60	40	24	11	60	51	42	36	30	25	20	16	12	09	06	03	60	
30	07	48	33	20	09	60	52	45	39	33	28	24	20	17	13	10	
60	33	12	55	40	28	17	08	60	53	47	41	36	31	28	23	20	
	60	36	16	60	46	34	24	15	07	60	54	48	43	39	34	30	
		60	38	20	05	51	40	30	21	13	06	60	54	50	44	40	
			60	40	23	08	56	45	35	26	19	12	06	60	55	50	
				60	42	25	12	60	49	40	32	24	17	11	05	60	
					60	42	28	15	03	53	44	36	29	22	16	10	
						60	44	30	18	06	57	48	40	33	26	20	
							60	45	32	20	10	60	52	44	37	30	
								60	46	33	22	12	03	55	47	40	
									60	47	35	15	14	06	57	50	
										60	47	36	26	17	08	60	
											60	48	37	28	18	10	
												60	49	39	29	20	
													60	50	39	30	
														60	50	40	
															60	50	
																60	

DICTATION SPEEDS FOR MATERIAL COUNTED IN GROUPS OF 20 WORDS

Time Intervals in Seconds

<u>WAM</u>	<u>100</u>	<u>110</u>	<u>120</u>	<u>130</u>	<u>140</u>	<u>150</u>	<u>160</u>	<u>170</u>	<u>180</u>	<u>190</u>	<u>200</u>	<u>210</u>	<u>220</u>	<u>230</u>	<u>240</u>	<u>250</u>
12	11	10	09	08	08	08	08	07	07	06	06	06	05	05	05	05
24	22	20	18	17	16	15	14	13	12	12	12	12	11	10	10	10
36	33	30	27	25	24	23	21	20	19	18	17	16	16	15	14	
48	44	40	37	34	32	30	28	27	25	24	23	22	21	20	19	
60	55	50	46	42	40	38	35	33	31	30	29	27	26	25	24	
	--	60	55	51	48	45	42	40	38	36	34	33	32	30	28	
	06		--	60	56	53	49	47	44	42	40	38	37	35	33	
	17		04		--	60	56	53	50	48	46	44	42	40	38	
	28		14		04		--	60	57	54	51	49	48	45	42	
	39		23		12		03		--	60	57	55	53	50	47	
	50		32		20		10		03		--	60	58	55	52	
	--		41		28		17		09		03		--	60	56	
	01		51		36		24		16		08		04		--	
			60		44		31		22		14		09		01	
					52		38		28		20		14		06	
					60		45		35		25		20		10	
							52		41		31		25		15	
							60		47		37		30		20	
									54		42		36		24	
									60		48		41		29	
											54		46		34	
											60		52		38	
													59		43	
															48	
															52	
															57	

Dictation Tips

Above is a double-sided timing chart. One side is for lower speeds that can be dictated in increments of 5 wpm. The other side goes up to 250 wpm, increasing in increments of 10 wpm. We'll use the high speed side for the following examples.

To read at 180 wpm, locate the column marked 180. You will see the markings under there of 07, 13, 20, 27, 33, 40, 47, 53, 60. Place your finger under the 07. When the sweep hand on your watch reaches the top, begin dictating. If you are using a digital watch, start at an even minute. You should be at the first slash in your text at 7 seconds on your clock. Slide your finger down the column. Reach the next slash at 13 seconds, slide your finger down, and keep reading and sliding until you reach the bottom of the column which is "60." Start at the top of the column again. You will notice that the even speeds circle back to the top of the column at the end of one minute, and the odd speeds take two minutes of dictation before you're once again starting at the top of the column.

It takes a bit of practice to get comfortable with glancing between the chart, the clock, and the text, but eventually you'll get into the rhythm of it and it won't seem difficult at all!

Optionally, you can pencil in the time above each slash for a particular speed that you're reading at. Then you only have to look at the text and the clock.

When reading at low speeds, do not draw out the pronunciation of a word to fill the time. Pronounce a word normally, then wait before pronouncing the next one. At low speeds it can be helpful to pronounce word groups together if they are to be written as a phrase on the machine, but once you approach 100-120 wpm, discontinue that practice and speak the words evenly.