

CCR-1101: INTRODUCTION TO VOICE WRITING

Cuyahoga Community College

Viewing: CCR-1101 : Introduction to Voice Writing

Board of Trustees:

January 2021

Academic Term:

Fall 2021

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1101

Title:

Introduction to Voice Writing

Catalog Description:

Introduction to voice writing technology and the employment opportunities in this field.

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Discuss the development of voice writing and voice captioning and discuss career paths/options utilizing this technology, entry-level requirements, and trends for certification.

Objective(s):

1. Discuss career paths.
2. Define voicewriting.
3. Identify entry level requirements for voice writing and voice captioning careers.

Course Outcome(s):

Discuss the concept of "transferring" voice writing skills to professions in the broadcast, legal, educational and corporate environments.

Objective(s):

1. Describe the professional environments for voicewriters.
2. Define the judicial environment for voicewriters.
3. Define the educational environment for voicewriters.

Course Outcome(s):

Explain basic equipment requirements for voice writing and voice captioning and the impact of technology on the profession as well as the necessary training for competency within the field.

Objective(s):

1. Identify basic voicewriting hardware requirements.
2. Identify voicewriting software programs.

Course Outcome(s):

Discuss the skills necessary to be a successful voice writer.

Objective(s):

1. Discuss pronunciation and enunciation in speech.
2. Discuss grammar and professionalism.

Course Outcome(s):

Discuss the skills required to work in the broadcast, legal, corporate and/or educational environments.

Objective(s):

1. Discuss vocabulary development.
2. Discuss research for job preparation.

Course Outcome(s):

Discuss ethics and professional standards and how they relate to the professional voice writer.

Objective(s):

1. Identify ethical issues for voicewriters.
2. Discuss National Verbatim Reporters Association's code of professional ethics.

Methods of Evaluation:

1. Quizzes
2. Participation
3. Research paper
4. Homework

Course Content Outline:

1. Voice writing profession
 - a. Development of the profession
 - b. Entry-level requirements
 - c. Career paths in the legal and broadcasting environment
2. Emerging careers for the voicewriter
 - a. Judicial court reporting
 - b. Captioning
 - c. CART providing
 - d. Transcription
3. Equipment requirements
 - a. Hardware requirements
 - i. Computer
 - ii. Microphone
 - iii. Headset
 - b. Software requirements
 - i. Voice recognition software
 - ii. Word processing software
 - iii. Computer-aided transcription software
4. Skills for success
 - a. Grammar skills
 - b. Vocabulary development
 - c. Professional skills
5. Parts of a transcript
 - a. Title page
 - b. Appearance page
 - c. Exhibit page
 - d. Index page

- e. Body of transcript
- f. Certificate page
- 6. Broadcasting environment
 - a. Captioning employers
 - b. Remote vs. in-house broadcast captioners
- 7. Ethics and professionalism
 - a. Ethical issues
 - b. National Verbatim Reporter's Association code of professional ethics.

Resources

Wick, Kenneth. *The Essential 99 Punctuation Rules for Court Reporters: Reference Edition*. 1st. Independently Published, 2019.

Grant, Linda. *Well Said: Pronunciation for Clear Communication*. 3rd. Boston: Heinle and Heinle, 2009.

Diamond, Stephanie. *Dragon Naturally Speaking for Dummies*. 4th. Forest City: IDG Books, 2014.

Keyes, Bettye. *Voice Writing Method*. 1st. Hattiesburg: NVRA, 2007.

Fleming, Carol A. *It's the Way You Say It*. 2nd. New York: Berrett-Koehler Publishers, 2013.

Resources Other

Faculty-created instructional materials

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Key: 5005