

# CCR-1341: REALTIME THEORY IV

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## Cuyahoga Community College

**Viewing: CCR-1341 : Realtime Theory IV**

**Board of Trustees:**

10/26/2023

**Academic Term:**

Fall 2024

**Subject Code**

CCR - Captioning and Court Reporting

**Course Number:**

1341

**Title:**

Realtime Theory IV

**Catalog Description:**

Introduces students to the varied styles of writing in the court reporting profession including question and answer, literary, and jury charge format. Instruction in advanced principles of brief forms and phrases in speedbuilding development.

**Credit Hour(s):**

2

**Lecture Hour(s):**

1

**Lab Hour(s):**

3

## Requisites

**Prerequisite and Corequisite**

CCR-1335 Realtime Theory III.

## Outcomes

**Course Outcome(s):**

Recall and identify steno outlines

**Essential Learning Outcome Mapping:**

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

**Objective(s):**

1. Utilize the question bank for speaker identification.
2. Utilize the answer bank for speaker identification.
3. Apply brief form steno outlines to frequently encountered words.
4. Apply phrase outlines to frequently encountered phrases.

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**Course Outcome(s):**

Demonstrate various styles of writing.

**Objective(s):**

1. Edit Q&A transcript.
2. Edit jury charge material.
3. Edit literary files such as speeches and reports.

4. Analyze written text for context and punctuation.
5. Demonstrate proper use of punctuation and formatting appropriate to court reporting and captioning standards.

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**Course Outcome(s):**

Demonstrate increased speed in writing

**Objective(s):**

1. Write at exit speed of 80 words per minute.
2. Practice dictation at increasing speeds.
3. Write and transcribe dictated speed tests.
4. Analyze writing for context.
5. Analyze writing for proper punctuation integration and use.

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**Methods of Evaluation:**

1. Edited speed tests
2. Realtime speed tests
3. Homework
4. Theory quizzes
5. Reflections
6. Reports

**Course Content Outline:**

1. Stenotype Theory
  - a. Question bank
  - b. Answer bank
  - c. Brief forms
  - d. Phrases
  - e. Prefix-like steno strokes
  - f. Suffix-like steno strokes
  - g. Vocabulary development
  - h. Review of theory principles
2. Skill development and accuracy
  - a. Error-analysis
  - b. Speedbuilding techniques
  - c. Dictionary management
  - d. Incremental speed increase
3. English skills
  - a. Punctuation
  - b. Grammar
  - c. Homonym distinction
  - d. Vocabulary expansion
4. Speed development
  - a. Question and answer dictation
  - b. Jury charge dictation
  - c. Literary dictation
  - d. Drill work on focused steno concepts
  - e. Transcription

**Resources**

McCormick, Robert W. *Complete Court Reporters Handbook and Guide for Realtime Writers*. 5. New York; Prentice Hall, 2009.

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Kenneth A. Wick. *The Essential 99 Punctuation Rules for Court Reporters: Reference Edition*. 1. Independently published, January, 2019.

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Reed, A. D. *Reed's Homophones: A Comprehensive Book of Sound-alike Words*. 4th ed. Asheville: Pisgah Press, 2018.

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Mary Jane Stomberg. *COURT REPORTING: Everything You Want to Know About COURT REPORTING (And a few secrets, too)*. Independently published, 2022. May, 2022.

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Stenograph. *Fast track to Machine Shorthand*. Elmhurst, IL: Stenograph, 2010.

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Walker, Lee. (2014) *Bottomless Book of Briefs*, New York: Walkerhouse Publishing.

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Winkler, Elizabeth. (2012) *Understanding Language*, Bloomsbury Academic.

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Shastay, Stephen. *Top 1,000 Briefs and Top 1,000 Words Two Invaluable Lists for the Stenography Student or Professional*. Stephe Shastay, 2015.

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#### **Resources Other**

1. Faculty-created course guides
2. Instructor-created text materials
3. Instructor-created dictation

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