

CCR-1451: SPEEDBUILDING AND TRANSCRIPTION AT 140 WPM

Cuyahoga Community College

Viewing: CCR-1451 : Speedbuilding and Transcription at 140 WPM

Board of Trustees:

December 2022

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1451

Title:

Speedbuilding and Transcription at 140 WPM

Catalog Description:

Speedbuilding at 120-140 wpm level. Utilization and expansion of machine-writing or voicewriting theory. Practical procedures on stenotype machine or utilizing voicewriting technology to develop skill levels on question-and-answer testimony, jury charge and literary materials. Minimum exit speed is 140 wpm.

Credit Hour(s):

3

Lecture Hour(s):

1

Lab Hour(s):

6

Requisites

Prerequisite and Corequisite

CCR-1220 Voicewriting III; or CCR-1341 Realtime Theory IV or concurrent enrollment.

Outcomes

Course Outcome(s):

Accurately, record and transcribe "live" dictation at a minimum skill level of 140 wpm.

Objective(s):

1. Transcribe a minimum of 2 (two) 140 wpm Q & A tests for 5 minutes at a 95% accuracy rate.
2. Transcribe 1 (one) Jury Charge test at 120 wpm dictated for 5 minutes with at least a 95% accuracy rate.
3. Transcribe 1 (one) Literary test at 100 wpm dictated for 3 minutes with at least a 95% accuracy rate.
4. Transcribe 1 (one) literary realtime test at 80 wpm dictated for 3 minutes with at least a 95% accuracy rate.

Course Outcome(s):

Apply accurate writing techniques for numbers, alphabets, and acronyms with accuracy in the electronic support program.

Objective(s):

1. Demonstrate knowledge of machine or voicewriting technology by applying rules of appropriate theory to expanding vocabulary and technical terms.
2. Apply body of accurate language art skills-spelling, proofing, grammar, editing, punctuation, and capitalization.
3. Transcribe 1 (one) literary realtime test at 80 wpm dictated for 3 minutes with at least a 95% accuracy rate.

Course Outcome(s):

Increase realtime accuracy.

Objective(s):

1. Demonstrate accurate steno or voicewriting skills.
 2. Read back notes or voicewriting transcripts.
 3. Transcribe 1 (one) literary realtime test at 80 wpm dictated for 3 minutes with at least a 95% accuracy rate.
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Course Outcome(s):

Demonstrate accuracy in realtime writing test situations.

Objective(s):

1. Take dictation for 5 minutes and transcribe material in 1 hour 15 minutes.
 2. Transcribe 1 (one) literary realtime test at 80 wpm dictated for 3 minutes with at least a 95% accuracy rate.
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Methods of Evaluation:

- a. Weekly Testing for (student self-progress monitoring) evaluated according to error guidelines of the National Court Reporter Association.
- b. Evaluation according to CASE Standards for Accreditation includes the following with at least 95% accuracy: a. student must pass two 5-minute Question and Answer (Q & A) dictation tests at 140 wmp; one 120-wpm 5-minute Jury Charge test; one 3-minute 100 wmp Literary test and one 3-minute Realtime Literary test at 80 wpm.
- c. Speedbuilding tests with 96% accuracy goal.
- d. Drills and exercises as evaluated by Realtime Coach at 96% accuracy.
- e. Homework demonstrating practice time within and outside of Realtime Coach.

Course Content Outline:

- a. Evaluation software
 - i. Error analysis
 - ii. Individualized drills
 - iii. Accuracy
- b. Speedbuilding
 - i. Mental preparation
 - ii. Concentration
 - iii. Dictation on unfamiliar materials at varying speeds of 100-140 wpm
 - iv. Punctuation
 - v. Reading back
- c. Testing skills reinforcement
 - i. Attitude
 - ii. National Court Reporters Association (NCRA) errors
 - iii. Proofreading
 - iv. Time frames
- d. Transcription skill reinforcement
 - i. Computer Access Realtime translation (CAT)
 - ii. Dictionary management
 - iii. Test integrity
 - iv. Proofreading process
- e. Literary writing
 - i. Brief forms and phrasing
 - ii. Focused drills
 - iii. Dictionary management
- f. Jury Charge writing
 - i. Brief forms and phrasing
 - ii. Focused drill
 - iii. Dictionary management
- g. Q&A Writing

- i. Brief forms and writing
- ii. Focused drill
- iii. Dictionary management
- h. Realtime Development
 - i. Line-by-line analysis
 - ii. Writing preparation
 - iii. Realtime writing practice

Resources

Heller, S. Stephen. *Stenotype Finger Technique: A Course in Finger Power for the Student, Court Reporters, CART Reporters and Closed Captioners*. 1st ed. Independently published, 2017. August 8, 2017.

Shastay, Stephen. *Steno Finger Drills: Master Your Moneymaker*. Self-published, Kindle, 2020. November 5, 2020.

Stevens, Grace. *Positive Mindset Habits for Teachers: 10 Steps to Reduce Stress, Increase Student Engagement and Reignite Your Passion for Teaching*. 1st. Red Lotus Books, 2018. April 14, 2018.

George Yule. *The Study of Language*. 7th ed. Cambridge University Press, Cambridge England, 2020.

Bud Beston. *Career Information: Work From Home As a Legal Transcriptionist: Considering a Career in Legal Transcription*. 2021.

Shane Reed. *Winning at Persuasion for Lawyers: The Art and Science of Public Speaking at Hearings and Trials*. 2021.

Resources Other

Faculty-created dictation materials
 Actual trial transcripts donated by court reporters
 Speeches
 Jury charges

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Key: 4709