

# CCR-2351: EDITING LEGAL DOCUMENTS

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## Cuyahoga Community College

**Viewing: CCR-2351 : Editing Legal Documents**

**Board of Trustees:**

December 2023

**Academic Term:**

Fall 2024

**Subject Code**

CCR - Captioning and Court Reporting

**Course Number:**

2351

**Title:**

Editing Legal Documents

**Catalog Description:**

To develop understanding of parts of speech, sentence structure, proofreading, and management of other people's spoken words. Rules of punctuation and grammar go beyond the basics and are modified to accommodate ambiguous, clumsy, incongruous, and incorrect English frequently found in legal transcripts.

**Credit Hour(s):**

3

**Lecture Hour(s):**

3

## Requisites

**Prerequisite and Corequisite**

ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

## Outcomes

**Course Outcome(s):**

Edit verbatim English as heard in court trials, hearings, and depositions and modify standard grammar rules to accommodate the spoken words of another when performing legal transcription.

**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. Identify parts of speech.
2. Define grammatical terms.
3. Apply rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts.
4. Edit verbatim English as heard in court trials, hearings, and depositions and modify standard grammar rules to accommodate the spoken words of another.
5. Apply English rules that enhance transcript readability as much as possible.
6. Proofread documents proficiently.
7. Use appropriate resource materials/information sources to determine correct spellings.
8. Use proofreaders' symbols for transcripts.

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**Course Outcome(s):**

Recognize and distinguish among the forms, meanings, and functions of punctuation marks in legal documents.

**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. Distinguish between commas, semicolons, hyphens, colons, quotations marks, periods, question marks, and dashes.
  2. Demonstrate proper use of commas, semicolons, hyphens, colons, quotation marks, periods, question marks, and dashes in legal transcripts reflecting the accuracy and intent of a speaker's words.
  3. Demonstrate the ability to properly edit a legal document utilizing commas, semicolons, hyphens, colons, quotation marks, periods, question marks, and dashes.
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**Course Outcome(s):**

Interpret and use the correct form, meaning, and functions of the grammatical structure of legal documents.

**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. Distinguish questions from polite requests.
  2. Identify and apply the form, meaning, and function of tag questions.
  3. Identify and apply the form, meaning, and function of direct address.
  4. Identify and apply the form of dashes to indicate self-interruption, interruption by another speaker, or a comment for emphasis as found in legal documents.
  5. Identify and apply the form, meaning and function of dependent and independent clauses to reflect the accuracy and intent of a speaker's words.
  6. Identify and apply apostrophes correctly to indicate singular possessive and plural possessive in transcripts to reflect the accuracy and intent of a speaker's words.
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**Course Outcome(s):**

Employ grammatical structures to produce legal documents to reflect the accuracy and intent of a speaker's words.

**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. Recognize and identify parts of speech.
  2. Recognize inferences made by other speakers.
  3. Apply grammatical rules to ensure a transcript reflects the accuracy and intent of a speaker's words in complicated sentences.
  4. Edit and produce transcripts with properly paragraphed and punctuated sentences to reflect the accuracy and intent of a speaker's word.
  5. Recognize and employ the "sic" indicating that the words captured and presented are incorrectly used but intentionally left in the legal document.
  6. Utilize the Oxford comma in legal documents.
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**Methods of Evaluation:**

1. Participation and discussion
2. Homework
3. Research projects
4. Written assignments
5. Editing projects
6. Quizzes and examinations

**Course Content Outline:**

1. Grammar essentials
  - a. Sentence structure and word functions
  - b. Complete subject and complete predicate
  - c. Nouns and pronouns
  - d. Adverbs
  - e. Adjectives
  - f. Prepositions
  - g. Clauses
  - h. Phrases
2. Punctuation
  - a. Comma usage
  - b. Sentence fragments
  - c. Run-on sentences
  - d. Agreement problems
  - e. Consistency problems
  - f. Hyphen
  - g. Apostrophe
  - h. Quotation Marks
3. Legal document editing
  - a. Testimony
  - b. Jury charge
  - c. Literary
  - d. Legal opinion
  - e. Congressional Record
  - f. Technical material
4. Modifying for readability
  - a. Comma
  - b. Dash
  - c. Missing verbs
  - d. Confusables
  - e. Using numbers
  - f. Ellipsis
  - g. Sic
  - h. Apostrophe
    - i. Capitalization
    - j. Abbreviations
  - k. Parallel structure
5. Research
  - a. Dictionaries
  - b. Transcription aids
  - c. Directories and maps
  - d. Libraries
  - e. Internet
  - f. Business sources
6. Proofreading
  - a. Characteristics of good proofreaders
  - b. Skills required
  - c. Errors commonly not detected
  - d. Tips for transcript proofreading
  - e. Proofreaders' symbols for transcripts
  - f. Proofreader duties
7. Spelling rules

**Resources**

Callano .Q Alil. *Basic English Grammar Rules For Adults: A Self-Study Guide to Improve Your Writing Skills | Master the Rules of Grammar, Punctuation, and Sentence Structure with Practical Examples* . Independently Published, 2023. April 30, 2023.

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Jenny Pearson. *The Art of English Grammar Practice Workbook* . Workbook. Kivett Publishing, 2022. April 11, 2022.

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Michael DiGiocomo. *The English Grammar Workbook for Adults*. Rockridge Press; Study Guide, Workbook edition, 2020. June 2, 2020.

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**Resources Other**

Faculty Created Materials

Actual legal documents

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