

CCR-2361: PROOFREADING SKILL DEVELOPMENT

Cuyahoga Community College

Viewing: CCR-2361 : Proofreading Skill Development

Board of Trustees:

December 2024

Academic Term:

Fall 2024

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2361

Title:

Proofreading Skill Development

Catalog Description:

Focuses on applying proofreading and editing skills to legal transcripts, jury charges, and literary materials. Accuracy of editing with regard to the placement of punctuation marks and spelling.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

CCR-2351 Editing Legal Documents.

Outcomes

Course Outcome(s):

Apply proofreading and editing skills to legal transcripts, jury charges, and literary materials:

Objective(s):

1. Identify punctuation errors found in text materials.
2. Apply corrective measures to text materials.
3. Identify spelling errors in text materials.
4. Identify word usage errors in text materials.
5. Produce error-free legal transcripts and documents.

Course Outcome(s):

Discuss the importance of thorough proofreading for verbatim court transcripts

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. Describe the use of punctuation marks used in court transcripts.
2. Identify proper placement of punctuation marks in court transcripts.
3. Recognize incorrectly punctuated transcripts.

4. Identify misused vocabulary within transcripts.
5. Make appropriate changes to transcripts to reflect verbatim capture of the record.

Course Outcome(s):

Identify incorrectly produced transcripts.

Objective(s):

1. Recognize errors within transcripts.
2. Make corrections to already produced transcripts.
3. Recognize formatting rules that apply to court transcripts.

Methods of Evaluation:

1. Homework
2. Quizzes
3. Tests
4. Projects
5. Discussions

Course Content Outline:

1. Survey of punctuation marks
 - a. Periods
 - b. Question marks
 - c. Semicolons
 - d. Quotes
 - e. Commas
 - f. Hyphens
 - g. Dashes
2. Survey of proofreaders marks
 - a. Insertion
 - b. Deletion
 - c. New paragraph symbols
3. Document review
 - a. Q&A transcripts
 - b. Jury charge
 - c. Literary materials

Resources

Kenneth Wick. (2019) *The Essential 99 Punctuation Rules for Court Reporters: Workbook*, Independently Published.

Ashton Hampton. (2018) *Proofreading Power: Skills & Drills*, Lulu.com.

Benjamin Dreyer. (2019) *Proofreading Power: Skills & Drills*, New York City: Random House.

Resources Other

1. Court-produced transcripts
2. Jury charge materials
3. Faculty-created documents
4. OWL at Purdue

5. www.grammarly.com

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