

CCR-2401: SPEEDBUILDING AND TRANSCRIPTION AT 180 WPM

Cuyahoga Community College

Viewing: CCR-2401 : Speedbuilding and Transcription at 180 WPM

Board of Trustees:

December 2022

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2401

Title:

Speedbuilding and Transcription at 180 WPM

Catalog Description:

Speedbuilding at 160-180 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 180 wpm.

Credit Hour(s):

3

Lecture Hour(s):

1

Lab Hour(s):

6

Requisites

Prerequisite and Corequisite

CCR-1451 Speedbuilding and Transcription at 140WPM or CCR-1210 VoiceWriting II.

Outcomes

Course Outcome(s):

Record and transcribe "live" dictation at a minimum skill level of 180 wpm.

Objective(s):

1. Write in a realtime session for five minutes with a goal of at least 95% accuracy.
2. Transcribe a minimum of 2 (two) 180 wpm Q&A tests for 5 minutes with at least a 95% accuracy rate.
3. Transcribe 1 (one) Jury Charge test at 160 wpm, and 1 (one) Literary test at 140 wpm, each test being 5 minutes in length and transcribed with at least 95% accuracy.

Course Outcome(s):

Transcribe a minimum of one literary realtime speed test at 120 wpm for 5 minutes at an accuracy rate of at least 95%.

Objective(s):

1. Write in a realtime session for five minutes with a goal of at least 95% accuracy.
 2. Write a minimum of one literary realtime speed test at 120 wpm for 5 minutes at an accuracy rate of at least 95%.
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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 steno or voicewriting techniques to expand vocabulary and write technical terms.
2. Apply body of accurate language art skills-spelling, proofing, grammar, editing, punctuation, and capitalization.
3. Write in a realtime session for five minutes with a goal of at least 95% accuracy.
4. Transcribe a minimum of 2 (two) 180 wpm Q&A tests for 5 minutes with at least a 95% accuracy rate.
5. Transcribe 1 (one) Jury Charge test at 160 wpm, and 1 (one) Literary test at 140 wpm, each test being 5 minutes in length and transcribed with at least 95% accuracy.
6. Write a minimum of one literary realtime speed test at 120 wpm for 5 minutes at an accuracy rate of at least 95%.

Course Outcome(s):

Increase realtime accuracy.

Objective(s):

1. Demonstrate accurate steno or voicewriting skills by recording dictation from medical depositions, legal opinions, literacy writing, jury charge writing, Q&A writing, and motions.
2. Read back notes or voicewriting transcripts.
3. Write in a realtime session for five minutes with a goal of at least 95% accuracy.
4. Transcribe a minimum of 2 (two) 180 wpm Q&A tests for 5 minutes with at least a 95% accuracy rate.
5. Write a minimum of one literary realtime speed test at 120 wpm for 5 minutes at an accuracy rate of at least 95%.

Course Outcome(s):

Demonstrate accuracy in realtime writing test situations.

Objective(s):

1. Take dictation for 5 minutes and transcribe material within 1 hour 15 minutes.
2. Write a minimum of one literary realtime speed test at 120 wpm for 5 minutes at an accuracy rate of at least 95%.

Methods of Evaluation:

- a. Homework practice done within and outside of Realtime Coach
- b. Quizzes on technical vocabularies
- c. Speedbuilding tests with 96% accuracy goal
- d. Realtime writing tests with 96% accuracy goal
- e. Drills and exercises as evaluated by Realtime Coach at 96% accuracy

Course Content Outline:

- a. Evaluation software
 - i. Error analysis
 - ii. Individualized drills
 - iii. Accuracy
- b. Literary writing
 - i. Brief forms and phrasing
 - ii. Focused drills
 - iii. Dictionary management
- c. Jury Charge writing
 - i. Brief forms and phrasing
 - ii. Focused drill
 - iii. Dictionary management
- d. Q&A writing
 - i. Brief forms and phrasing
 - ii. Focused drill
 - iii. Dictionary management
- e. Testing skills

- i. Attitude
- ii. Punctuality
- iii. NCRA error
- iv. Time frames
- v. Realtime testing
- f. Speedbuilding
 - i. Mental preparation
 - ii. Concentration
 - iii. Dictation on unfamiliar materials at varying speeds
 - iv. Punctuation
 - v. Reading back
- g. Realtime Development
 - i. Line-by-line analysis
 - ii. Writing preparation
 - iii. Realtime writing practice
- h. Transcription skill reinforcement
 - i. CAT
 - ii. Dictionary management
 - iii. Test integrity
 - iv. Proofreading process

Resources

Bouckle, Laurie. *CATegorically Speaking*. Elmhurst, IL; Stenograph, 2010.

McCormick, R Knapp, M. *The Complete Court Reporters Handbook*. 5. Elmhurst, IL; Stenograph, 2010.

NCRA. *61 Ways to Write Faster*. Vienna, VA; NCRA, 2008.

Stenograph. *The Conflict Exterminator*. Elmhurst, IL; Stenograph, 2010.

Mark Levine. *The Trial of the Chicago 7: The Official Transcript*. New York; Simon and Schuster, 2020. October 7, 2020.

Chambers. *50 Speeches that Made the Modern World*. Boston; Nicholas Brealey, 2017. 2017.

Herbert Hallas. *Guardians of the Record: The Origins of Official Court Reporting and the Shorthand Writers Who Made It Possible*. Windsor, Connecticut, 2017.

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*. Independently Published, 2021.

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

Ronald L. Carlson, Edward J. Imwinkelfied, Myron H. Bright. *Objections at Trial*. 10th ed. Aspen Publishing, 2020.

David C. Sarnacki. *A Visual Refresher Course on Expert Testimony*. Independently Published, 2020.

Jury Instructions, Resources for Jury Instructions. <https://www.cookcountyil.gov/jury-instructions>

Resources Other

Faculty-created dictation materials

Actual trial transcripts donated by court reporters

Speeches

Jury charges from court reporters

Internet searches of current events articles, speeches, trials

Faculty Created Course Guides, 2021

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