

CCR-2451: SPEEDBUILDING AND TRANSCRIPTION AT 225 WPM

Cuyahoga Community College

Viewing: CCR-2451 : Speedbuilding and Transcription at 225 WPM

Board of Trustees:

December 2022

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2451

Title:

Speedbuilding and Transcription at 225 WPM

Catalog Description:

Speedbuilding at speed levels of 225 wpm of question and answer testimony, 200 wpm jury charge material and 180 wpm literary material. Utilization and expansion of machine-writing or voice-writing theory. Practical procedures on stenotype machine or voicewriting software and technology to develop skill levels on question-and-answer testimony, jury charge and literary materials.

Credit Hour(s):

3

Lecture Hour(s):

1

Lab Hour(s):

6

Requisites

Prerequisite and Corequisite

CCR-2401 Speedbuilding and Transcription at 180 WPM.

Outcomes

Course Outcome(s):

Record and transcribe "live" Literary dictation at 180 wpm, Jury Charge at 200 wpm, and Q&A materials at 225 wpm.

Objective(s):

- a. Transcribe 3 (three) jury charge tests at 200 wpm for five minutes at a 96% accuracy rate.
- b. Write in a realtime session for five minutes with a goal of 96% accuracy.
- c. Transcribe a minimum of 3 (three) 225 wpm Q&A tests for five minutes at a 96% accuracy rate.
- d. Transcribe 3 (three) literary tests at 180 wpm for five minutes at a 96% accuracy rate.

Course Outcome(s):

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

Objective(s):

- a. Demonstrate knowledge of steno or voicewriting techniques to expand vocabulary and write technical terms.
- b. Transcribe a minimum of one literary realtime speed test at 140 wpm for 5 minutes at an accuracy rate of at least 95%.
- c. Apply body of accurate language art skills - spelling, proofing, grammar, editing, punctuation, and capitalization.

Course Outcome(s):

Increase realtime accuracy.

Objective(s):

- a. Demonstrate accurate steno or voicewriting skills by recording dictation from medical depositions, legal opinions, and literacy writing, jury charge writing, Q&A writing, motions.
- b. Transcribe a minimum of one literary realtime speed test at 140 wpm for 5 minutes at an accuracy rate of at least 95%.
- c. Read back notes or voicewriting transcripts.

Course Outcome(s):

Demonstrate accuracy in realtime writing test situations.

Objective(s):

- a. Take dictation for five minutes and transcribe within 1 hour 15 minutes.
- b. Transcribe a minimum of one literary realtime speed test at 140 wpm for 5 minutes at an accuracy rate of at least 96%.

Course Outcome(s):

Record and Transcribe 1 (one) literary realtime speed test at 140 wpm for 5 minutes with at least 95% accuracy.

Objective(s):

- a. Transcribe a minimum of one literary realtime speed test at 140 wpm for 5 minutes at an accuracy rate of at least 95%.

Methods of Evaluation:

- a. Tests are evaluated according to error guidelines of the National Court Reporters Association. Testing will be done on a weekly basis, and the student is required to transcribe every test so that he/she can monitor progress during the quarter.
- b. Evaluation according to CASE standards for accreditation, and therefore, the student must pass 3 (three) 5-minute Question and Answer (Q&A) dictation tests at 225 wpm, 3 (three) 5-minute Jury Charge tests, and 3 (three) 5-minute Literary tests at a minimum of 1.4 syllabic content or "rate of difficulty," with 96 percent accuracy.
- c. Edited speedbuilding tests with 96% accuracy goal.
- d. Realtime speed tests with 96% accuracy goal.
- e. Drills and exercises as evaluated by Realtime Coach at 96% accuracy.
- f. Homework activities performed within and outside of Realtime Coach.

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 writing
 - ii. Focused drill
 - iii. Dictionary management
- e. Speedbuilding
 - i. Mental preparation
 - ii. Concentration

- iii. Dictation on unfamiliar materials at varying speeds of 180-225 wpm
- iv. Punctuation
- v. Reading back
- f. Realtime Development
 - i. Line-by-line analysis
 - ii. Writing preparation
 - iii. Realtime writing practice
- g. Testing skills reinforcement
 - i. Attitude
 - ii. Punctuality
 - iii. NCRA errors
 - iv. Time frames
- h. Transcription skill reinforcement
 - i. CAT
 - ii. Dictionary management
 - iii. Test integrity
 - iv. Proofreading process

Resources

Dunn, Donna. *QA The Faster Way*. Elmhurst, IL; Stenograph, 2010.

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

Stenograph. *Courtroom Testimony for Skill Development*. Elmhurst, IL; Stenograph, 2010.

Kaufmann, Phil. *Realtime Voice Writing Dictation Fundamentals*. Elmhurst, IL: Stenograph, 2010.

National Court Reporters Association. *JCR*. National Court Reporters Association, ongoing.

Andrew Burnet. *50 Speeches that Made the Modern World*. Nicholas Brealey, 2017. November 7, 2017.

Mark L. Levine. *The Trial of the Chicago 7: The Official Transcript*. Simon & Schuster, 2020. October 6, 2020.

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

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.

Resources Other

Faculty-created dictation materials

Actual trial transcripts donated by court reporters

Speeches

Jury charges donated by court reporters

Internet searches to current events articles

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