

MIDSTATE COLLEGE
411 w. Northmoor Rd. Peoria, IL 61614
(309) 692-4092 (800) 251-4299
SPRING 2005

Course: AP 100 Speedwriting Shorthand Theory

Credit Hours: 4 Quarter Credit Hours **Method of Delivery:** Classroom

Text: *Principles of Speedwriting Shorthand*
Principles of Speedwriting Shorthand Student Transcript
Principles of Speedwriting Shorthand Dictionary
Principles of Speedwriting Shorthand Workbook
Set of Cassette Tapes correlated with textbook

Author: Joe M. Pullis

Publisher: Glencoe (Regency Professional Edition)

Materials needed for this course: texts, fine-point black pen, stenographer=s notepads

Topics: What Speedwriting Shorthand Is
What Shorthand Will Do For You
The Importance of Listening
Developing Your Shorthand Skill
Taking Dictation
Transcribing Shorthand Notes

Objectives: To present Speedwriting theory to the student so effectively that response to dictated material is automatic and transition to formal dictation class is smooth.

Midstate Grading Scale:	90 - 100	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	0 - 59	F

Midstate Plagiarism Policy:

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person=s words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author=s words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

AP 100 Speedwriting Shorthand Theory Spring 2005

Instructor: Vicki Draksler
Phone Number: (309) 692-4092 (college) **E-mail:** vdraksler@midstate.edu
Office Hours: 5:30 on evening of class or by appointment

Participation Requirements:

Regular attendance is required. Should it be necessary to be absent from class, it is the student's responsibility to follow the syllabus and keep up with assignments.

Policies and Procedures:

1. Assignments must be handed in as directed. Grades will be deducted for late assignments.
2. Please turn off cell phones or place them on vibrate. It is inappropriate to use cell phones in class. If an emergency call must be taken, excuse yourself from the classroom.
3. Ten points will be awarded for each class attended, excluding the first and last class.

Methods of Evaluation:

Homework and tape practice
Classwork and Transcription
Quizzes
Unit Tests
Brief Form Test
Final Exam (comprehensive)

Assignments and Weights:

Homework and Tape Practice	20%
Classwork, Transcription, Quizzes	20%
Unit Tests and Brief Form Test	40%
Final Exam	20%

How to Study Speedwriting Lessons

Use a steno notebook and fine-line pen. The notebook has a vertical line running down through the middle of the page, forming two columns. Fill the left-hand column, then fill the right-hand column if you are right handed. Reverse if you are left handed. One line of writing, one column wide.

1. Read each principle (rule) and think about it--how does it apply to each of the words listed under it.
2. Memorize each principle.
3. Write a minimum of one line of each word listed under the principle. First, say the word aloud; then, sound-spell and write the shorthand outline for the word.
4. Memorize brief forms and abbreviations and write a minimum of one line for each of these also.
5. Read the Reading and Writing exercises aloud three times (more if necessary). If the correct word

for an outline does not come to mind immediately, sound-spell the outline. The context (meaning) of the sentence can also help you identify the unfamiliar outlines. Consult the key if you cannot determine the correct word with the help of sound-spelling and context.

6. Write the Reading and Writing exercises in shorthand. Writing the outlines will help you develop reading skill as well as accurate style.
7. After completing a lesson in the text, do the corresponding workbook lesson. Do not hand in your workbook exercises. They are for the benefit of the student and may be helpful in preparing for a quiz.
8. Upon completing both the lesson in the textbook and the workbook exercises for that lesson, practice the corresponding tape. Do each tape at least one time. Do not do a tape until you have first completed the lesson in the text and workbook.
9. Hand in two groups of papers. One will be marked HOMEWORK and the other will be marked TAPES. Put your name, the date, and the lesson number in the upper corner (left or right depending on your dominant hand) on the first page. This is a requirement for each lesson and will be used to calculate the final grade.

<u>Date</u>	<u>Topics and Assignments</u>
2-23	General Introduction Present Lessons 1-4 Assignment: Lessons 1-4
3-2	Review Lessons 1-4 Vocabulary Quiz, Lessons 1-4 Present/Assign Lessons 5-8
3-9	Review Lessons 5-8 Vocabulary Quiz, Lessons 5, 6, 8 Unit Test, Lessons 1-7 Present/Assign Lessons 9-13
3-16	Review Lessons 9-13 Vocabulary Quiz, Lessons 9-13 Present/Assign Lessons 14-17
3-30	Review Lessons 14-17 Vocabulary Quiz, Lessons 15, 16, 17 Unit Test, Lessons 8-14 Present/Assign Lessons 18-21
4-6	Review Lessons 18-21 Vocabulary Quiz, Lessons 18-20 Unit Test, Lessons 15-21 Present/Assign Lessons 22-25
4-13	Review Lessons 22-25 Vocabulary Quiz, Lessons 22-25 Present/Assign Lessons 26-29 Brief Form Test

- 4-20 Review Lessons 26-29
 Vocabulary Quiz, Lessons 26, 27, 29
 Unit Test, Lessons 22-28
 Present/Assign Lessons 30-33
- 4-27 Review Lessons 30-33
 Vocabulary Quiz, Lessons 30-33
 Present/Assign Lessons 34-37
- 5-4 Review Lessons 34-37
 Vocabulary Quiz, Lessons 34, 36, 37
 Unit Test, Lessons 29-35
 Present/Assign Lessons 38-42
- 5-11 Review Lessons 38-42
 Vocabulary Quiz, Lessons 38-41
 Unit Test, Lessons 36-42
 Assignment: Study for Final Exam
 (Final will include theory, brief forms,
 abbreviations and dictation)
- 5-18 **Final Exam**

Note: In addition to the above activities, as much time as possible during each class period will be devoted to speed development and pre-dictation/transcription skills.