

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**

**Spring 2019**

**Course:** JR110 Theory of Machine Shorthand I

**Credit:** 4 Quarter Hours

**Method of Delivery:** eLearning (eL) Arranged

**Course Description:**

Students learn the Phoenix Theory methodology for writing basic vocabulary on the steno keyboard and develop techniques for building speed and accuracy while writing the spoken word. They will be able to transcribe from their steno notes and read them aloud fluently. In addition, vocabulary and spelling studies with an emphasis on homophones are incorporated into this course.

**Prerequisite:**

None

**Text(s) & Manual(s):** *Phoenix Theory*, 2014 Edition (Textbooks, Exercise Keys, Reference and Concordance – 5-book set)

**Author(s):** Carol Webster Jochim

**Publisher:** Chicory Meadow, LLC

**Text(s) & Manual(s):** *New Dictionary of Cultural Literacy, What Every American Needs to Know* 2002 Edition

**ISBN-10:** 0618226478

**ISBN-13:** 978-0618226474

**Author(s):** E.D. Hirsch, Kett, Trefil

**Publisher:** Houghton Mifflin Harcourt

**Materials needed for this course:**

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod (see notes on next page)
- Realtime cable
- USB flash drive

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*Stenograph Machine Notes*

Preferred Models: Stenograph Wave or Stenograph Student Luminex.

Acceptable Models: Stentura 400SRT, Stentura Protégé.

If you have another model, please contact the Judicial Reporting Program Coordinator to discuss whether it is suitable for theory class. Machine must be capable of realtime and compatible with Stenograph CATalyst software.

**Topics:**

Machine setup and care, CAT software basics, theory principles: consonant sounds (initial and final sides), vowel sounds, mandatories, briefs, phrases, alphabets, and numbers. Also, basic principles and techniques of speedbuilding; homonym meanings, spellings, usage, stroking patterns; idioms, proverbs, conventions of written English.

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. write a realtime translation theory for material covered in Phoenix Theory, Book 1.
2. read distinctly and with authority from steno outlines, quickly locating portions to be read and maintaining composure while reading.
3. transcribe steno outlines into English.
4. demonstrate knowledge of methods for building speed and accuracy.
5. identify the meaning of homophones, idioms, proverbs, and words related to the conventions of written English.
6. recognize words that are spelled incorrectly.

**Midstate Grading scale:**

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

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

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The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

**Plagiarism:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu).

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

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<b>Instructor:</b>	Kathryn Dittmeier, CRI	<b>Room:</b> 220 (office)
<b>Midstate email:</b>	kadittmeier@midstate.edu	<b>Office hour(s):</b>
<b>Office phone:</b>	309-692-4092 x 2200	Mondays 9:00 a.m. - 12:00 p.m.
<b>Cell phone:</b>	309-634-9374 (preferred)	or by appointment

**Policies and Procedures:**

Learning machine shorthand combines the academic rigor of learning a new language with the development of a physical skill that requires a high quantity of accurate repetition to master. To succeed in this class, learning and practice **MUST** be spaced out over several days a week. This is not a class where you can play “catch up” right before an assignment is due and expect to perform at the levels required to pass the course.

For most students, it takes an average of four to eight hours to complete each lesson as outlined in the theory text. Since each exercise builds upon the previous exercise, and likewise, each lesson builds upon the previous lesson, it is imperative that the homework be completed. Practice and study time should be set aside each day for the student to remain current in the course.

An Instructional Development Plan will be created and/or updated in a collaborative effort between student and instructor and/or program coordinator three times per quarter.

**Syllabus changes:** The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in the Midstate Learning Management System (LMS) and/or via email.

**Participation (Attendance) Requirements:**

eLearning: to be considered in attendance for an eLearning or course, the student must participate each week by submitting substantial, gradable work.

On-campus: attendance is counted for each class session attended.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

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**Late work policy:**

Homework submitted after the due date will result in a one-point deduction for that lesson. Lessons will not be accepted more than two weeks past their due date, resulting in a 0 for that lesson. Students who fall 2 weeks behind in their work must meet with the Judicial Reporting Coordinator and Student Success for counseling to determine whether circumstances exist where the work can be caught up or if a repeat of the class is warranted.

**Examination Information:**

An evaluation is given after each lesson.  
 There is no midterm exam.  
 There is no final exam.

**Methods of evaluating student performance:**

- Writing exercises
- Transcription exercises
- Readback of steno notes
- Lesson evaluations
- Homonym quizzes
- Cultural literacy writing assignments

**Instructor’s Grading Scale:**

Your final grade in this course will be based on **620** points:

Theory Lesson Exercises	220 points	(10 points per lesson x 22 lessons)
Readback of live dictation	60 points	(5 points per week x 12 weeks)
Lesson evaluations	220 points	(10 points per lesson x 22 lessons)
Homonym Quizzes	60 points	(5 points per week x 12 weeks)
Cultural Literacy Assignments	60 points	(5 points per week x 12 weeks)

\*All students must have 80% or better to pass this course. (496 points, minimum)

<b>Theory Lesson Exercises Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• All exercises done according to instructions, CAT file appropriately labeled, turned in on time = 10 points</li> <li>• Exercises not labeled = -1 point</li> <li>• Late submission, but within 2 weeks = -1 point</li> </ul>	10 points per lesson

<b>Readback Of Live Dictation Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Minimum 30 minutes</li> </ul>	5 points per week

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<b>Lesson Evaluations Grading Guidelines</b>	
Steno outlines are graded for conformation to theory principles. Student has opportunity to review and correct stroking errors prior to submission of the evaluation. <ul style="list-style-type: none"> <li>• Each error = -1</li> </ul>	10 points per evaluation
<b>Homonym Quizzes Grading Guidelines</b>	
Words have been given ahead of time for study and practice. <ul style="list-style-type: none"> <li>• Each incorrect answer = -1</li> </ul>	5 points per quiz
<b>Cultural Literacy Assignment Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Meets stated objectives for assignment (listed on assignment)</li> </ul> For papers: <ul style="list-style-type: none"> <li>• Minimum 1 page, double-spaced, Times New Roman 11pt font</li> <li>• Use of complete sentences, proper grammar, and correct spelling.</li> </ul>	5 points per assignment

## **Course Outline**

### **WEEK 1**

#### **Week 1 Topics**

1. Setting up your steno machine, machine position, stroking technique, introduction to the keyboard.
2. Introduction to CATalyst software, creating practice files, hooking up the steno machine.
3. Introduction to Midstate eLearning course site, how to save and submit practice files, how to complete lesson activities and take lesson assessments.
4. Lesson 1: Initial and final consonants, Short A, Short U, period, mandatories, phrases, and asterisk use.
5. Reading back steno notes.
6. Homonyms
7. Cultural Literacy: Proverbs

#### **Week 1 Objectives**

1. The student will be able to set up his/her steno machine and demonstrate correct stroking technique.
2. The student will be able to log into CATalyst software, hook up his/her steno machine for realtime translation; start, save, and stop a realtime session.
3. The student will be able to log into the Midstate eLearning course site, navigate to weekly folders of assignments, complete lesson activities and assessments, and submit homework.
4. The student will demonstrate knowledge principles introduced in Phoenix Theory Lesson 1.
5. The student will read back steno notes distinctly and with authority.
6. The student will demonstrate knowledge of the cultural literacy topic of the week.
7. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

#### **Week 1 Assignments**

- Print and read syllabus
- Lecture: Introduction to Midstate eLearning course site and online activities
- Lectures: What is Machine Shorthand? What is Machine Shorthand Theory? Setting up your Steno Machine.
- Lectures: Machine Position, Stroking Technique, The Steno Machine Keyboard
- Lecture: Introduction to CATalyst Software for Theory Students
- Lecture: Getting Your Brain on Your Side
- Reading Assignment: Phoenix Theory Textbook, pages 6-8
- Lecture: Special Note About Exercises That are Steno Letters Only
- Lecture: Lesson 1, Lecture 1 – Beginning Sounds, Initial S, T, P, H, K, W, R
- Assignment: Exercises 101 – 105
- Lecture: Lesson 1, Lecture 2 – Consonant Blend, Initial th-
- Assignment: Exercise 106

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- Lecture: Lesson 1, Lecture 3 – Ending Sounds, Final F, P, L, T, D, R, B, G, S, Z
- Assignment: Exercises 107 – 110
- Lecture: Lesson 1, Lecture 4 – Vowel Sound: Short A, ar
- Assignment: Reading Exercise 111
- Assignment: Writing Exercise 112. Follow the Read, Write, Read, Write, Read procedure posted in the course site or handed out in class.
- Lecture: Lesson 1, Lecture 5 – Asterisk, punctuation, mandatories, words spelled “war”
- Assignment: Writing Exercise 113.
- Lecture: Lesson 1, Lecture 6 – Short U, ur
- Assignment: Reading Exercise 114
- Assignment: Writing Exercise 115.
- Assignment: Writing Exercise 116
- Lecture: Lesson 1, Lesson 7 – Phrases
- Assignment: Exercise 117
- Reading Assignment: Page 19 – Creating a Theory Reference Notebook
- Lesson 1 Transcription Exercise – located in your eLearning course, week 1 area
- Lesson 1 Cumulative Writing Activity – read the keys, write from hard copy (read back your notes). When fluent, write the exercise to the audio. You may have up to 3 fingering errors on this exercise.
- Lesson 1 Summary – available as fill-in PDF in Midstate eLearning course site. Print a copy for your Theory Reference Notebook when done. Save a copy of the document and submit it with your homework at the end of the week.
- Submit Week 1 homework to Midstate eLearning dropbox in Week 1 folder no later than 8:00 a.m., Monday of Week 2
- Lesson 1 Evaluation – this Evaluation must be completed by 8:00 a.m. Monday, Week 3. It is located in the eLearning course site.
- Cultural literacy assignment 1 – see handout or information in course site
- Homonym assignment 1 – see handout or information in course site

### **Week 2 Topics**

1. Vowel Sounds Short O (ah), aw, Short E, Short I
2. Punctuation: Question mark
3. Mandatories, homonyms, phrases
4. Homonyms
5. Cultural Literacy: Proverbs

### **Week 2 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 2 and 3.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

### **Week 2 Assignments**

Follow the example for lesson 1, completing activities in the order presented in the book.

- Lesson 2: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 2 homework no later than 8:00 a.m., Monday, Week 3.
  - Lesson 2 Evaluation – must be completed by 8:00 a.m. Monday, Week 4.
  - Lesson 3: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 3 homework no later than 8:00 a.m., Monday, Week 3.
  - Lesson 3 Evaluation – must be completed by 8:00 a.m. Monday, Week 4.
  - Cultural literacy assignment 2 – see handout or information in course site
  - Homonym assignment 2 – see handout or information in course site
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### **Week 3 Topics**

1. Vowel Sounds: Long O, oo spelling, ow, silent H
2. Initial d, l, n, f; final k and n; or, or ending sound
3. Punctuation: comma
4. Mandatories, homonyms, phrases
5. Homonyms
6. Cultural Literacy: Proverbs

### **Week 3 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 4 and 5.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

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**Week 3 Assignments**

- Lesson 4: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 4 homework no later than 8:00 a.m., Monday, Week 4
  - Lesson 4 Evaluation – must be completed by 8:00 a.m. Monday, Week 5
  - Lesson 5: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 5 homework no later than 8:00 a.m., Monday, Week 4.
  - Lesson 5 Evaluation – must be completed by 8:00 a.m. Monday, Week 5.
  - Cultural literacy assignment 3 – see handout or information in course site
  - Homonym assignment 3 – see handout or information in course site
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**Week 4 Topics**

1. wh- spelling, initial m, final m
2. Mandatories, phrases, briefs
3. Homonyms
4. Cultural Literacy: Idioms

**Week 4 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 6.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating those principles.
4. The student will demonstrate knowledge of the cultural literacy topic of the week.
5. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

**Week 4 Assignments**

- Lesson 6: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 6 homework no later than 8:00 a.m., Monday, Week 5
- Lesson 6 Evaluation – must be completed by 8:00 a.m. Monday, Week 6.
- Review 1 (covers Lessons 1-6)
- Cultural literacy assignment 4 – see handout or information in course site
- Homonym assignment 4 – see handout or information in course site

### **Week 5 Topics**

1. Vowel sounds: yoo-
2. Sounds: kun, kaun, kum, kaum, kum shortcuts, some-; initial b, v, g, y; final v
3. Blended sound: air
4. One-stroke words spelled -ight; words spelled -ss
5. Mandatories, phrases, briefs
6. Contractions
7. Homonyms
8. Cultural Literacy: Idioms

### **Week 5 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 7 and 8.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

### **Week 5 Assignments**

- Lesson 7: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 7 homework no later than 8:00 a.m., Monday, Week 6.
- Lesson 7 Evaluation – must be completed by 8:00 a.m. Monday, Week 7.
- Lesson 8: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 8 homework no later than 8:00 a.m., Monday, Week 6.
- Lesson 8 Evaluation – must be completed by 8:00 a.m. Monday, Week 7.
- Cultural literacy assignment 5 – see handout or information in course site
- Homonym assignment 5 – see handout or information in course site

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### **Week 6 Topics**

1. Initial j, x; final j, x, sh
2. Blended sound: ear, ex shortcuts
3. Mandatories, phrases, briefs
4. Contractions
5. Capitalization
6. Homonyms
7. Cultural Literacy: Idioms

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**Week 6 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 9 and 10.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

**Week 6 Assignments**

- Lesson 9: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 9 homework no later than 8:00 a.m., Monday, Week 7.
- Lesson 9 Evaluation – must be completed by 8:00 a.m. Monday, Week 8.
- Lesson 10: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 10 homework no later than 8:00 a.m., Monday, Week 7.
- Lesson 10 Evaluation – must be completed by 8:00 a.m. Monday, Week 8.
- Cultural literacy assignment 6 – see handout or information in course site
- Homonym assignment 6 – see handout or information in course site

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**Week 7 Topics**

1. Initial kw, z; final th, ch
2. Phrases
3. Contractions
4. Numbers 1-12
5. Stenotyping Alphabet: stitching alphabet
6. Homonyms
7. Cultural Literacy: Idioms

**Week 7 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 11 and 12.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

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**Week 7 Assignments**

- Lesson 11: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 11 homework no later than 8:00 a.m., Monday, Week 8.
- Lesson 11 Evaluation – must be completed by 8:00 a.m. Monday, Week 9.
- Lesson 12: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 12 homework no later than 8:00 a.m., Monday, Week 8.
- Lesson 12 Evaluation – must be completed by 8:00 a.m. Monday, Week 9.
- Cultural literacy assignment 7 – see handout or information in course site
- Homonym assignment 7 – see handout or information in course site

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**Week 8 Topics**

1. Initial kn spelling, final mp, mb spelling, final st
2. Phrases
3. Contractions
4. Numbers: 13-19
5. Homonyms
6. Cultural Literacy: Idioms

**Week 8 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 13.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating principles learned to-date.
4. The student will demonstrate knowledge of the cultural literacy topic of the week.
5. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

**Week 8 Assignments**

- Review 2 (Lessons 7-12)
- Lesson 13: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 13 homework no later than 8:00 a.m., Monday, Week 9.
- Lesson 13 Evaluation – must be completed by 8:00 a.m. Monday, Week 10.
- Cultural literacy assignment 8 – see handout or information in course site
- Homonym assignment 8 – see handout or information in course site

### **Week 9 Topics**

1. Inflected endings
2. Initial wr spelling, initial ch, final bl, final kt
3. Punctuation: apostrophe, hyphen
4. Phrases, briefs
5. Stenonyms
6. Homonyms
7. Cultural Literacy: Conventions of Written English

### **Week 9 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 14 and 15
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

### **Week 9 Assignments**

- Lesson 14: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 14 homework no later than 8:00 a.m., Monday, Week 10.
  - Lesson 14 Evaluation – must be completed by 8:00 a.m. Monday, Week 11.
  - Lesson 15: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 15 homework no later than 8:00 a.m., Monday, Week 10.
  - Lesson 15 Evaluation – must be completed by 8:00 a.m. Monday, Week 11.
  - Cultural literacy assignment 9 – see handout or information in course site
  - Homonym assignment 9 – see handout or information in course site
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### **Week 10 Topics**

1. Consonant blends starting with s, final sk, final shun, final nul, final ing
2. Mandatories, phrases, briefs
3. Numbers: even 10s, two-digit numbers ending in 1-9, 21-59
4. Alphabets: uppercase
5. Homonyms
6. Cultural Literacy: Conventions of Written English

### **Week 10 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 16 and 17
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

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**Week 10 Assignments**

- Lesson 16: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 16 homework no later than 8:00 a.m., Monday, Week 11.
  - Lesson 16 Evaluation – must be completed by 8:00 a.m. Monday, Week 12.
  - Lesson 17: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
  - Submit Lesson 17 homework no later than 8:00 a.m., Monday, Week 11.
  - Lesson 17 Evaluation – must be completed by 8:00 a.m. Monday, Week 12.
  - Cultural literacy assignment 10 – see handout or information in course site
  - Homonym assignment 10 – see handout or information in course site
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**Week 11 Topics**

1. mandatories, phrases
2. contractions
3. numbers: two-digit numbers ending in 1-9: 60-99
4. Homonyms
5. Cultural Literacy: Conventions of Written English

**Week 11 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 18
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating principles learned to-date.
4. The student will demonstrate knowledge of the cultural literacy topic of the week.
5. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

**Week 11 Assignments**

- Lesson 18: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 18 homework no later than 8:00 a.m., Monday, Week 12.
- Lesson 18 Evaluation – must be completed by 8:00 p.m. **Sunday, Week 12.**
- Review 3 (Lessons 13-18)
- Cultural literacy assignment 11 – see handout or information in course site
- Homonym assignment 11 – see handout or information in course site

### **Week 12 Topics**

1. Words ending in r + another consonant, final ft, initial dw, tw, gw, thw
2. Ending consonants out of steno order
3. Mandatories
4. Numbers: 100s, writing dollar amounts
5. Functions: enter/return, space
6. Homonyms
7. Cultural Literacy: Conventions of Written English

### **Week 12 Objectives**

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 19 and 20
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.
4. The student will demonstrate knowledge of homonym meanings, spellings, and usage.

### **Week 12 Assignments**

- Lesson 19: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 19 homework no later than 8:00 p.m., **Sunday, Week 12.**
- Lesson 19 Evaluation – must be completed by 8:00 p.m. **Sunday, Week 12.**
- Lesson 20: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 20 homework no later than 8:00p.m., **Sunday, Week 12.**
- Lesson 20 Evaluation – must be completed by 8:00 p.m. **Sunday, Week 12.**
- Cultural literacy assignment 12 – see handout or information in course site
- Homonym assignment 12 – see handout or information in course site