

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

Spring 2018

COURSE: RR125 English for Realtime Reporters

METHOD OF DELIVERY: eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR125 English for Realtime Reporters – 4 hours

The student will learn to prepare court transcripts and other related business and legal documents using the appropriate principles of punctuation, capitalization, numbers, and abbreviations. Spelling, word usage, and vocabulary development will also be emphasized. It is recommended that this course be taken prior to RR220.

PREREQUISITE: ENG116 or approval of the Program Coordinator

TEXT: Wakeman-Wells, Margie *Court Reporting: Bad Grammar/Good Punctuation* – textbook and workbook

Author: Margie Wakeman Wells

Publisher: Margie Holds Court Publishing

MATERIALS NEEDED FOR THIS COURSE:

- Laptop computer (PC preferred)
- Microsoft Word or WordPad or equivalent (must have color highlighting tool for text)
- Internet access

TOPICS

The structure of the sentence, marks of punctuation, abbreviations, possessives, plurals, proper names, prefixes, suffixes, letter-by-letter spelling, capitalization, punctuating numbers, parentheticals, one-word/two-words

COURSE LEARNING OBJECTIVES

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

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. apply number, capitalization, and abbreviation rules fundamental to proper grammar with emphasis on those rules used specifically in judicial reporting.

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4. demonstrate decision-making ability regarding compound words and to understand when to write as two words, to hyphenate, or to write solid.
5. demonstrate decision-making ability regarding homonyms and to be aware of words that sound alike but have different meanings.
6. develop vocabulary (word knowledge) skills.
7. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

MIDSTATE GRADING SCALE

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

MIDSTATE PLAGIARISM POLICY

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 an electronic resource 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

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

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TEACHER INFORMATION Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Mondays 2:30-4:00 or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES

Assignment Guidelines:

It is expected that all assignments will be turned in on time. The eLearning week is Monday through Sunday. Assignments given for a particular week starting on Monday will be due by 8 a.m. the following Monday. Assignments can be turned in prior to that time but not after. **A request for late work must be approved by the instructor before the due date.** Late work is accepted only in extreme circumstances and must be accompanied with proof of need for an extension. Participation in the discussion forum cannot be made up under any circumstances.

Discussion Guidelines:

In addition to assignments, each student must be an active participant in discussion and communicate at least **twice weekly** with the instructor and other students on line. Besides being a part of your grade, these discussions are an essential part to the make-up of RR125 and into letting me know any problems you might be having. Students should enter an original post of at least one well-developed paragraph and at least one additional post in response to other class posts. These two posts are required. The first post must be completed on or before midnight Thursday of the current week. As in classroom learning, the more interaction, the more stimulating the class becomes. Ten points will be deducted if the first post is not made prior to midnight on Thursday of each week. Ten points will be deducted if the original post is not at least one well-developed paragraph. **College policy is that discussion postings must be on two separate dates.** Thus, credit for a second post will not be given if the second post is made on the same day as the first.

In the initial discussion, introduce yourself to the other persons in the class. When responding to others' comments, review the discussion thoroughly before entering your own comments. Be polite. Choose your words carefully. Do not use derogatory statements. Be respectful of others' ideas. Be prepared to enter and respond to discussion each week. Be constructive in your comments and suggestions.

Weekly Summaries:

Weekly summaries must be at least one page in length and no more than three pages, double-spaced. The summaries should highlight the focus points of the weekly assignments and your comments about what you have learned.

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CLASS ATTENDANCE

eLearning: to be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work. Assignments for the week are due **on or before 8 a.m. the following Monday.**

EXAMINATION INFORMATION

This class does not have a midterm. The final examination will be given during week 12.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

Each week the student will be required to complete exercises related to readings in *Court Reporting: Bad Grammar/Good Punctuation*. The exercise drop boxes will be posted at the beginning of the week and will be due by 8 a.m. the following Monday.

Final Exam: The final exam will be a comprehensive exam on everything covered during the quarter. It will be open-book and will be posted during Week 11.

TEACHER'S GRADING SCALE

- Graded Exercises – 30%
- Quizzes – 25% (Weeks 2, 4, 8, 10)
- Classroom Discussion – 15%
- Weekly Summaries – 15%
- Final Exam – 15% (Week 12)

COURSE OUTLINE

WEEK 1

Week 1 Topics

1. Review syllabus
2. The Connecting Word
3. The Elements of the Language
4. The Sentence
5. The Essential/Non-essential Element

Week 1 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

Week 1 Assignments Due by 8:00 a.m., Monday, March 5, 2018.

- Read chapters 1-4
- Workbook section 1
- Workbook section 2
- Workbook section 3
- Workbook section 4
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 1 Summary

Week 2 Topics

1. The Dependent Clause
2. The Dependent Clause Combinations

Week 2 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

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Week 2 Assignments **Due by 8:00 a.m., Monday, March 12, 2018.**

- Read Text chapters 5 and 6
- Workbook Section 5
- Workbook Section 6
- Workbook Section 7
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 2 Summary

Week 3 Topics

1. The period
2. The Interrog (aka the Question Mark)

Week 3 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

Week 3 Assignments **Due by 8:00 a.m., Monday, March 19, 2018.**

- Read Text Chapters 7, 8, 26
- Workbook Section 8
- Workbook Section 9
- Workbook Section 10
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 3 Summary

Week 4 Topics

1. The Quotation Mark
2. The Paragraph
3. The Tag Clause

Week 4 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

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Week 4 Assignments **Due by 8:00 a.m., Monday, March 26, 2018.**

- Read Text Chapters 9, 23, 26
 - Workbook Section 11
 - Workbook Section 12
 - Discussion Forum post 1 (by Thursday)
 - Discussion Forum response (by Monday)
 - Week 4 Summary
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Week 5 Topics

1. The Colon
2. The Dash
3. The Semicolon
4. The Series

Week 5 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

Week 5 Assignments **Due by 8:00 a.m., Monday, April 2, 2018.**

- Read Text Chapters 10, 11, 12, 25
 - Workbook Section 13
 - Workbook Section 14
 - Workbook Section 15
 - Discussion Forum post 1 (by Thursday)
 - Discussion Forum response (by Monday)
 - Week 5 Summary
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Week 6 Topics

1. The comma basics
2. The comma that separates

Week 6 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.

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4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

Week 6 Assignments **Due by 8:00 a.m., Monday, April 9, 2018.**

- Read Text Chapters 13, 14
- Workbook Section 16
- Workbook Section 17
- Workbook Section 18
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 6 Summary

Week 7 Topics

1. The comma that sets off
2. The appositive
3. The parenthical

Week 7 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. develop vocabulary (word knowledge) skills.
4. understand that proofreading is one of the most important steps in producing a complete and accurate transcript.

Week 7 Assignments **Due by 8:00 a.m., Monday, April 16, 2018**

- Read Text Chapters 15, 21, 24
- Workbook Section 19
- Workbook Section 20
- Workbook Section 21
- Workbook Section 22
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 7 Summary

Week 8 Topics

1. Review of topics learned to-date

Week 8 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. apply number, capitalization, and abbreviation rules fundamental to proper grammar with emphasis on those rules used specifically in judicial reporting.

Week 8 Assignments **Due by 8:00 a.m., Monday, April 23, 2018**

- No reading assignment
- Workbook Section 23
- Workbook Section 24
- Workbook Section 25
- Workbook Section 26
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 8 Summary

Week 9 Topics

1. The Abbreviation
2. The Apostrophe
3. Making Words Plural

Week 9 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. apply number, capitalization, and abbreviation rules fundamental to proper grammar with emphasis on those rules used specifically in judicial reporting.

Week 9 Assignments **Due by 8:00 a.m., Monday, April 30, 2018.**

- Read Text Chapters 16, 17, 31
- Workbook Section 30
- Workbook Section 31
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 9 Summary

Week 10 Topics

1. The Hyphen
2. Capitalization
3. The Number Question
4. The Ellipsis
5. The Paragraph

Week 10 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. apply number, capitalization, and abbreviation rules fundamental to proper grammar with emphasis on those rules used specifically in judicial reporting.

Week 10 Assignments Due by 8:00 a.m., Monday, May 7, 2018.

- Read Text Chapters 18, 19, 20, 22, 23
 - Workbook Section 32
 - Workbook Section 33
 - Workbook Section 34
 - Discussion Forum post 1 (by Thursday)
 - Discussion Forum response (by Monday)
 - Week 10 Summary
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Week 11 Topics

1. Where not to put punctuation
2. The Words That Need a Special Look
3. Is it One Word or Two?

Week 11 Objectives

1. identify basic English grammar and spelling rules as they apply to judicial reporting.
2. demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. demonstrate decision-making ability regarding compound words and to understand when to write as two words, to hyphenate, or to write solid.
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Week 11 Assignments **Due by 8:00 a.m., Monday May 14, 2018.**

- Read Text Chapters 27, 28, 29
- Workbook Section 27
- Workbook Section 28
- Workbook Section 29
- Discussion Forum post 1 (by Thursday)
- Discussion Forum response (by Monday)
- Week 11 Summary
- Final Exam will be opened up this week. It is open book.

Week 12 Topics

Final Exam

Week 12 Objectives

1. Eliminate hesitations
2. Write more efficiently (fewer strokes)

Week 12 Assignments **Due no later than 8:00 p.m., Sunday, May 20, 2018.**

- Complete Final Exam