

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

Fall 2018

Course: RR220 Realtime Reporting Machine Shorthand I (60/80 wpm)

Credit: 4 Quarter Hours

Method of Delivery: Day Flex (DF)

Course Description:

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at each of the following: 40 wpm and 60 wpm jury charge material and 60 wpm and 80 wpm two-voice testimony material. Each test must be transcribed with 95 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently.

Prerequisite:

RR116 Theory of Machine Shorthand

Text(s) & Manual(s): None

Materials needed for this course:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Access to EV360 Ultimate
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable

Topics:

Speedbuilding techniques, briefs, phrases, vocabulary, and accuracy.

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

1. write a realtime translation theory.
2. read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. use conflict-free theory principles sufficiently and well enough to enable the student to form correctly written outlines when taking dictation and to strive for a first-pass translate rate of 95 percent.
4. develop speed and accuracy in writing and in readback thereof by participating in drills and timed writings.

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5. transcribe on the computer rapidly and accurately notes taken from dictation.
6. develop skills in proofreading, error correction, correct sentence structure, spelling, grammar, word division, and punctuation.
7. write fluently and rapidly from dictation of jury charge material at a repetitive rate of 60 wpm; and two-voice testimony material at a repetitive rate of 80 wpm.
8. pass or have passed two each of the following tests which must be transcribed in 75 minutes each: 60 wpm jury charge, and 80 wpm two-voice testimony while writing realtime. Each test must be transcribed with 95 percent accuracy.
9. demonstrate understanding of current events through quizzes and/or dictation.

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.

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.

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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

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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Instructor:	Kathryn Dittmeier, CRI	Room: 220 (office)
Midstate email:	kadittmeier@midstate.edu	Office hour(s):
Office phone:	309-692-4092 x 2200	Tuesdays 9 am – 4 pm
Cell phone:	309-634-9374 (preferred)	Thursdays by appointment
		Fridays 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.

Speed Tests: Student must pass all required timed tests in order to progress to the next speedbuilding course. If a student passes fewer than the required number of tests to progress to the next speed, the student will receive a grade of “F” for the course. Speed tests can only be taken in the week they have been assigned.

A grade of “C” or better in all coursework must be achieved to be eligible to graduate.

Documented Practice Hours: Per NCRA General Requirements and Minimum Standards (GRAMS), students **must** practice a minimum of 9 documented hours per week when enrolled part-time and 18 documented hours per week when enrolled full-time. Note this is a minimum. Time in machine classes counts toward this minimum. Time-on-task will be logged in EV360.

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 Moodle Rooms and/or via email.

Students will be allowed to take this class for three quarters. If the student has not passed the required speed tests at the end of this period, the student will be scheduled for a counseling session with the dean of the college and the director of the realtime reporting department. The student’s ability to complete the realtime reporting program, possible dismissal, or change of major will be discussed at this counseling session.

Assignments – General Information

Students will utilize the Midstate eLearning course site and EV360 for this class. The course site contains the syllabus, schedule of assignments, and links to various activities and assessments. Unless otherwise specified within the course site or through other means of teacher communication, all weekly assignments are available Monday at noon and are due by 8:00 a.m. on Monday of the following week.

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Participation Requirements:

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

Examination Information:

This class does not have a midterm or final examination.

Methods of evaluating student performance:

- **Readback** assesses the ability to read from your own notes.
- **Self-evaluation Takes** assess readiness for 5-minute speed tests.
- **Speed Tests** assess the ability to take down and transcribe verbal dictation for five minutes at the specified rate of speed.
- **Projects** are designed to assess the integration of writing, transcribing, proofreading, and formatting skills.

Instructor's Grading Scale:

Final Grade Computation: Final grade shall be computed by using the following percentages and grading scale:

Drill and Writing assignments	50%
Self-evaluations	20%
Transcription of Tests	20%
Projects	10%

50% Drill and Writing Assignments: Assignments are due by 8:00 a.m. each Monday during the quarter unless otherwise noted on the syllabus. Included in drill and writing assignments is uploading of writing files generated during classroom sessions. Classroom sessions are posted on Monday and Wednesday afternoons on days when on-campus classes are scheduled.

20% Self-evaluations: These assignments are done in EV360 in the My Evaluations module. A completed assignment requires writing, evaluating, analysis, and remediation.

20% Transcription of Tests: This part of the homework grade reflects student effort in transcribing tests each week and is not related to the percentage of accuracy the student achieves on any given test. There are 6 tests each week: 2 QA, 2 JC, 2 Lit. A separate grade is generated for each category each week. Transcribe 2 in a category = A, transcribe 1 in a category = C, transcribe none = F.

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20% Projects: Projects focus on utilization of transcription software in conjunction with writing assignments to improve skills required for professional transcript production.

As explained in the policies section:

Speed Tests: Student must pass all required timed tests in order to progress to the next speedbuilding course. If a student passes fewer than the required number of tests to progress to the next speed, the student will receive a grade of "F" for the course. Speed tests can only be taken in the week they have been assigned.

To pass this class, the student must pass the following tests with a minimum of 95% accuracy:

Two 5-minute tests of jury charge material at 40 wpm.

Two 5-minute tests of jury charge material at 60 wpm.

Two 5-minute tests of two-voice testimony material at 60 wpm.

Two 5-minute tests of two-voice testimony material at 80 wpm.

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Course Outline

Note: Practice and testing takes may be adjusted up a speed level as the student passes the required benchmarks. Your teacher will instruct you if you are to change speed levels for homework and/or testing.

WEEK 1

Topics

Drills for improved speed and accuracy, transcription practice, assessing writing accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 1 Due no later than 8:00 a.m. Monday, August 27, 2018

- Class Prep Week 1 – Write all drill work into a CATalyst file titled “Week 1 Drill your initials.” Upload file to drop box.
www.midstate.myspeedbuildingresource.com
- Complete vocabulary worksheet. Vocabulary tests will be weeks 4, 8, and 12.
- EV360 Practice – 40 Literary 001. Upload to drop box.
- EV360 Practice – 40 Jury Charge 001. Upload to drop box.
- EV360 Practice – 40 Two-voice Testimony 001. Upload to drop box.
- ~~Classroom Dictation – Mon. Upload to drop box. No class on Monday.~~
- Classroom Dictation – Wed. Upload to drop box.
- Literary Test 1: L060M5E001
- Literary Test 2: L060M5E002
- Jury Charge Test 1: J060M5E001
- Jury Charge Test 2: J060M5E002
- Two-voice QA Test 1: Q060M5E001
- Two-voice QA Test 2: Q060M5E002

EV360 Practice

Complete each lesson according to the instructions in the *EV360 Practice and Testing Guide*.

- Print and mark up the concordance
- Practice the concordance list
- Print and mark up the script
- Practice the script
- Practice to audio at one speed
- Practice to audio at varying speeds

Repeat with the 2-, 3-, 4-, and 5-minute takes.

- Write using EV360 “Text” tool
- Goal= write entire take 3 times in text mode. Remember to slow it down so you can do it accurately!
- Self-evaluate.
- Practice the problem areas
- Print the self-evaluation worksheet and summary. (Print to PDF.) Upload to the drop box along with your CATalyst practice file.

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WEEK 2

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 2 Due no later than 8:00 a.m. Tuesday, September 4, 2018

- Class Prep Week 2 – Write all drill work into a CATalyst file titled “Week 2 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet. Vocabulary tests will be weeks 4, 8, and 12.
- EV360 Practice – 40 Literary 002. Upload to drop box.
- EV360 Practice – 40 Jury Charge 002. Upload to drop box.
- EV360 Practice – 40 Two-voice Testimony 002. Upload to drop box.
- ~~Classroom Dictation – Monday. Upload to drop box.~~ No class on Monday.
- Classroom Dictation – Wednesday. Upload to drop box.
- Literary Test 1: L060M5E003
- Literary Test 2: L060M5E004
- Jury Charge Test 1: J060M5E003
- Jury Charge Test 2: J060M5E004
- Two-voice QA Test 1: Q060M5E003
- Two-voice QA Test 2: Q060M5E004
- Project 1. Upload to drop box.

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WEEK 3

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 3 Due no later than 8:00 a.m. Monday, September 10, 2018

- Class Prep Week 3 – Write all drill work into a CATalyst file titled “Week 3 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet. Vocabulary tests will be weeks 4, 8, and 12.
- EV360 Practice – 60 Literary 003. Upload to drop box.
- EV360 Practice – 60 Jury Charge 003. Upload to drop box.
- EV360 Practice – 60 Two-voice Testimony 003. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Literary Test 1: L060M5E005
- Literary Test 2: L060M5E006
- Jury Charge Test 1: J060M5E005
- Jury Charge Test 2: J060M5E006
- Two-voice QA Test 1: Q060M5E005
- Two-voice QA Test 2: Q060M5E006

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WEEK 4

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 4 Due no later than 8:00 a.m. Monday, September 17, 2018

- Class Prep Week 4 – Write all drill work into a CATalyst file titled “Week 4 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.
- Vocabulary test (in Midstate Moodlerooms)
- EV360 Practice – 60 Literary 004. Upload to drop box.
- EV360 Practice – 60 Jury Charge 004. Upload to drop box.
- EV360 Practice – 60 Two-voice Testimony 004. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Literary Test 1: L060M5E007
- Literary Test 2: L060M5E008
- Jury Charge Test 1: J060M5E007
- Jury Charge Test 2: J060M5E008
- Two-voice QA Test 1: Q060M5E007
- Two-voice QA Test 2: Q060M5E008
- Project 2. Upload to drop box.

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WEEK 5

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 5 Due no later than 8:00 a.m. Monday, September 24, 2018

Class Prep Week 5 – Write all drill work into a CATalyst file titled “Week 5 Drill your initials.” Upload file to drop box.

Complete vocabulary worksheet.

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

EV360 Practice – 60/80/100+ Literary 005. Upload to drop box.

EV360 Practice – 60/80/100+ Jury Charge 005. Upload to drop box.

EV360 Practice – 60/80/100+ Two-voice Testimony 005. Upload to drop box.

Classroom Dictation – Monday. Upload to drop box.

Classroom Dictation – Wednesday. Upload to drop box.

Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

Literary Test 1: L060M5E009

Literary Test 2: L060M5E010

Jury Charge Test 1: J060M5E009

Jury Charge Test 2: J060M5E010

Two-voice QA Test 1: Q060M5E009

Two-voice QA Test 2: Q060M5E010

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WEEK 6

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 6 Due no later than 8:00 a.m. Monday, October 1, 2018

- Class Prep Week 6 – Write all drill work into a CATalyst file titled “Week 6 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- EV360 Practice – 60/80/100+ Literary 006. Upload to drop box.
- EV360 Practice – 60/80/100+ Jury Charge 006. Upload to drop box.
- EV360 Practice – 60/80/100+ Two-voice Testimony 006. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.

Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- Literary Test 1: L060M5E011
- Literary Test 2: L060M5E012
- Jury Charge Test 1: J060M5E011
- Jury Charge Test 2: J060M5E012
- Two-voice QA Test 1: Q060M5E011
- Two-voice QA Test 2: Q060M5E012
- Project 3. Upload to drop box.

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WEEK 7

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 7 Due no later than 8:00 a.m. Monday, October 8, 2018

- Class Prep Week 7 – Write all drill work into a CATalyst file titled “Week 7 Drill your initials.” Upload file to drop box.
 - Complete vocabulary worksheet.
- Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.*
- EV360 Practice – 60/80/100+ Literary 007. Upload to drop box.
 - EV360 Practice – 60/80/100+ Jury Charge 007. Upload to drop box.
 - EV360 Practice – 60/80/100+ Two-voice Testimony 007. Upload to drop box.
 - Classroom Dictation – Monday. Upload to drop box.
 - Classroom Dictation – Wednesday. Upload to drop box.
 - Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.*
 - Literary Test 1: L060M5E013
 - Literary Test 2: L060M5E014
 - Jury Charge Test 1: J060M5E013
 - Jury Charge Test 2: J060M5E014
 - Two-voice QA Test 1: Q060M5E013
 - Two-voice QA Test 2: Q060M5E014

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WEEK 8

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 8 Due no later than 8:00 a.m. Monday, October 15, 2018

- Class Prep Week 8 – Write all drill work into a CATalyst file titled “Week 8 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.
- Vocabulary Test 2

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- EV360 Practice – 60/80/100+ Literary 008. Upload to drop box.
- EV360 Practice – 60/80/100+ Jury Charge 008. Upload to drop box.
- EV360 Practice – 60/80/100+ Two-voice Testimony 008. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.*
- Literary Test 1: L060M5E015
- Literary Test 2: L060M5E016
- Jury Charge Test 1: J060M5E015
- Jury Charge Test 2: J060M5E016
- Two-voice QA Test 1: Q060M5E015
- Two-voice QA Test 2: Q060M5E015
- Project 6. Upload to drop box.

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WEEK 9

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 9 Due no later than 8:00 a.m. Monday, October 22, 2018

- Class Prep Week 9 – Write all drill work into a CATalyst file titled “Week 9 Drill your initials.” Upload file to drop box.
 - Complete vocabulary worksheet.
- Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.*
- EV360 Practice – 60/80/100+ Literary 009. Upload to drop box.
 - EV360 Practice – 60/80/100+ Jury Charge 009. Upload to drop box.
 - EV360 Practice – 60/80/100+ Two-voice Testimony 009. Upload to drop box.
 - Classroom Dictation – Monday. Upload to drop box.
 - Classroom Dictation – Wednesday. Upload to drop box.
 - Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.*
 - Literary Test 1: L060M5E017
 - Literary Test 2: L060M5E018
 - Jury Charge Test 1: J060M5E017
 - Jury Charge Test 2: J060M5E018
 - Two-voice QA Test 1: Q060M5E017
 - Two-voice QA Test 2: Q060M5E018

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WEEK 10

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 10 Due no later than 8:00 a.m. Monday, October 29, 2018

- Class Prep Week 10 – Write all drill work into a CATalyst file titled “Week 10 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- EV360 Practice – 60/80/100+ Literary 010. Upload to drop box.
- EV360 Practice – 60/80/100+ Jury Charge 010. Upload to drop box.
- EV360 Practice – 60/80/100+ Two-voice Testimony 010. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.

Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- Literary Test 1: L060M5E019
- Literary Test 2: L060M5E020
- Jury Charge Test 1: J060M5E019
- Jury Charge Test 2: J060M5E020
- Two-voice QA Test 1: Q060M5E019
- Two-voice QA Test 2: Q060M5E020
- Project 5. Upload to drop box.

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WEEK 11

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 11 Due no later than 8:00 a.m. Monday, November 5, 2018

- Class Prep Week 11 – Write all drill work into a CATalyst file titled “Week 11 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- EV360 Practice – 60/80/100+ Literary 011. Upload to drop box.
- EV360 Practice – 60/80/100+ Jury Charge 011. Upload to drop box.
- EV360 Practice – 60/80/100+ Two-voice Testimony 011. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.

Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- Literary Test 1: L060M5E021
- Literary Test 2: L060M5E022
- Jury Charge Test 1: J060M5E021
- Jury Charge Test 2: J060M5E022
- Two-voice QA Test 1: Q060M5E021
- Two-voice QA Test 2: Q060M5E022

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WEEK 12

Topics

Drills for improved speed and accuracy, transcription practice, assessing realtime accuracy, vocabulary development, briefs and phrases, readback skills.

Objectives

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

Assignments - Week 12 Due no later than 8:00 p.m. Sunday, November 12, 2018

- Class Prep Week 12 – Write all drill work into a CATalyst file titled “Week 12 Drill your initials.” Upload file to drop box.
- Complete vocabulary worksheet.
- Vocabulary Test 3

Adjust speed on practice as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- EV360 Practice – 60/80/100+ Literary 012. Upload to drop box.
- EV360 Practice – 60/80/100+ Jury Charge 012. Upload to drop box.
- EV360 Practice – 60/80/100+ Two-voice Testimony 012. Upload to drop box.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.

Adjust speed on tests as needed throughout the course. When you pass two of a type at a minimum of 95%, you may move to the next level.

- Literary Test 1: L060M5E023
- Literary Test 2: L060M5E024
- Jury Charge Test 1: J060M5E023
- Jury Charge Test 2: J060M5E024
- Two-voice QA Test 1: Q060M5E023
- Two-voice QA Test 2: Q060M5E024