

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

**Fall 2018**

**Course:** RR240 Realtime Reporting Machine Shorthand II (100 wpm)

**Credit:** 4 Quarter Hours

**Method of Delivery:** Day Flex (DF)

**Course Description:**

**RR240 Realtime Reporting Machine Shorthand II (100 WPM) - 4 Hrs.**

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 80 wpm on jury charge material and two five-minute tests at 100 wpm on 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. Access to third-party application provided for required weekly practice.

**Prerequisite:** RR220

**Text(s) & Manual(s):** The New Dictionary of Cultural Literacy: What every American Needs to Know, 3rd Ed.

**ISBN:** 9780618226474

**Author(s):** Hirsch

**Publisher:** Houghton Mifflin Harcourt

**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
- Realtime cable

**Topics:**

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

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**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 when writing realtime.
4. develop speed and accuracy in writing and in readback thereof by participating in drills and timed writings.
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 80 wpm and two-voice testimony material at a repetitive rate of 100 wpm.
8. pass or have passed two each of the following tests which must be transcribed in 75 minutes each: 80 wpm jury charge and 100 wpm two-voice testimony while writing realtime. Each test must be transcribed with 95 percent accuracy.

**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

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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		Tuesdays 9 am – 4 pm
<b>Cell phone:</b>	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.

**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.

If you will be participating in class through eLearning in any given week, call or email your teacher to set up your online/phone session(s) by 4 pm on Monday. If you cannot keep your appointment, notify your teacher as soon as possible and reschedule.  
[kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu) or 309-634-9374, 8 am – 8 pm Monday through Saturday. Leave a message if I do not answer.

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**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	10%
Transcription of Tests	20%
Cultural Literacy Assignments	10%
Current Events	5%
Vocabulary Quizzes	5%

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.

10% 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.

10% Cultural Literacy: Students will read topical assignments and choose one to expand on in a one-page paper each week.

5% Current Events: Five current events worksheets will be completed this quarter.

5% Vocabulary Quizzes: Vocabulary words are introduced in the Class Prep materials and quizzed periodically throughout the quarter.

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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 80 wpm.

Two 5-minute tests of two-voice testimony material at 100 wpm.

*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.*

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**Overview of work for this quarter:**

Class Prep: drills, colloquy exercises, weather exercises, briefs and phrases (taken from concordances), concordances (literary, jury charge, QA), current events worksheets, vocabulary studies & quizzes.

Classroom dictation: for each day class is in session.

Cultural literacy: reading, research, one one-page summary weekly

EV360 practice: literary, jury charge, QA – one each required weekly

EV360 testing: literary, jury charge, QA – two each week

EV360 Supplementary Practice: available to help you fill out practice hours each week

**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 machine drill work into a CATalyst file titled “Week 1 Class Prep your initials.” Follow instructions on attached “Class Prep Practice Routine” pages. Upload file to drop box.
  - Warm up Practice Drill
  - Everyone/Everybody/Everything Drill
  - Introduction to Colloquy (read)
  - Learning About the Weather – Cyclones (read, write)
  - Week 1 Briefs and Phrases (taken from the concordances for Week 1, located in the Week 1 folder in the Midstate RR240 course site)
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)

- Cultural Literacy, pages 47-52

Cultural Literacy paper 1: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.

Continued on next page.

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EV360 Practice – **Student Package 2**: Literary 031 at your goal speed. Follow instructions on attached “EV360 Practice Routine” pages. Upload to drop box.

- EV360 Practice – Jury Charge 031 at your goal speed.
- EV360 Practice – Two-voice Testimony 031 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 032

Testing: Take the next two that are available at your current speed goal level.

- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:



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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.
  - Warm Up Practice Drill
  - License Plates and Comprehensive Drills
  - All About the Weather – Hurricanes
  - Colloquy Practice (straight copy means “hard copy” – write from the text)
  - Current Events Worksheet
  - Week 2 Briefs and Phrases (taken from the concordances for Week 2, located in the Week 2 folder in the Midstate RR240 course site)
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
  - Take Week 2 Vocabulary quiz ([myspeedbuildingresources.com](http://myspeedbuildingresources.com))
- Cultural Literacy, pages 53-58
- Cultural Literacy paper 2: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 033 at your goal speed.
- EV360 Practice – Jury Charge 033 at your goal speed.
- EV360 Practice – Two-voice Testimony 033 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 034
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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**WEEK 3      NO CLASSES, MONDAY, SEPTEMBER 3, 2018**

**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.
  - Warm Up Practice Drill and Comprehensive Drill
  - All About the Weather – Cyclones
  - Colloquy Practice
  - Week 3 Briefs and Phrases (taken from the concordances for Week 3, located in the Week 3 folder in the Midstate RR240 course site)
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
  - Week 3 Vocabulary Words – study! They will be in dictation material next week.
- Cultural Literacy, pages 59-65
- Cultural Literacy paper 3: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 035 at your goal speed.
- EV360 Practice – Jury Charge 035 at your goal speed.
- EV360 Practice – Two-voice Testimony 035 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 036
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill and Comprehensive Drill Review
  - All About the Weather – Tornados and Thunderstorms
  - Colloquy Practice
  - Current Events Worksheet
  - Week 4 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
- Cultural Literacy, pages 66-71
- Cultural Literacy paper 4: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 037 at your goal speed.
- EV360 Practice – Jury Charge 037 at your goal speed.
- EV360 Practice – Two-voice Testimony 037 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 038
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill, Numbers Drill, Comprehensive Drill Review
  - All About the Weather – Tornadoes
  - Colloquy Practice
  - Week 5 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
  - Week 5 Vocabulary Words – study! They will be in dictation material next week.
  - Vocabulary Quiz

*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.*

- Cultural Literacy, pages 72-77
- Cultural Literacy paper 5: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 039 at your goal speed.
- EV360 Practice – Jury Charge 039 at your goal speed.
- EV360 Practice – Two-voice Testimony 039 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 040
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill; Money, Money, Money; Comprehensive Drill Review
  - All About the Weather – Lightning
  - Colloquy Practice
  - Current Events Worksheet
  - Week 6 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)

*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.*

- Cultural Literacy, pages 78-82
- Cultural Literacy paper 6: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 041 at your goal speed.
- EV360 Practice – Jury Charge 041 at your goal speed.
- EV360 Practice – Two-voice Testimony 041 at your goal speed.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 042
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
    - Warm Up Practice Drill, Roman Numerals, and Comprehensive Drill Review
    - All About the Weather – More on Lightning
    - Colloquy Practice
    - Week 7 Briefs and Phrases
    - Literary Concordance (write)
    - Jury Charge Concordance (write)
    - QA Concordance (write)
    - Week 7 Vocabulary Words – study! They will be in dictation material next week.
    - Vocabulary Quiz
  - Cultural Literacy, pages 147-150
- Cultural Literacy paper 7: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 043 at your goal speed.
  - EV360 Practice – Jury Charge 043 at your goal speed.
  - EV360 Practice – Two-voice Testimony 043 at your goal speed.
  - Classroom Dictation – Monday. Upload to drop box.
  - Classroom Dictation – Wednesday. Upload to drop box.
  - Supplemental Practice: Lit, Jury Charge, and/or QA 044
  - Literary Test 1:
  - Literary Test 2:
  - Jury Charge Test 1:
  - Jury Charge Test 2:
  - Two-voice QA Test 1:
  - Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill, Telephone Numbers, and Comprehensive Drill Review
  - All About the Weather – Thunder
  - Colloquy Practice
  - Current Events Worksheet
  - Week 8 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
- Cultural Literacy, pages 151-153
- Cultural Literacy paper 8: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 045 at your goal speed.
- EV360 Practice – Jury Charge 045 at your goal speed.
- EV360 Practice – Two-voice Testimony 045 at your goal speed.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 046
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill, Clock Time, Decimals, and Comprehensive Drill Review
  - All About the Weather – Flooding
  - Colloquy Practice
  - Week 7 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
  - Week 9 Vocabulary Words – study! They will be in dictation material next week.
  - Vocabulary Quiz
- Cultural Literacy, pages 154-156
- Cultural Literacy paper 9: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 047 at your goal speed.
- EV360 Practice – Jury Charge 047 at your goal speed.
- EV360 Practice – Two-voice Testimony 047 at your goal speed.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 048
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:



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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.
  - Warm Up Practice Drill, Social Security Drill, and Comprehensive Drill Review
  - All About the Weather – More Flooding
  - Colloquy Practice
  - Current Events Worksheet
  - Week 10 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
- Cultural Literacy, pages 157-159
- Cultural Literacy paper 10: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 049 at your goal speed.
- EV360 Practice – Jury Charge 049 at your goal speed.
- EV360 Practice – Two-voice Testimony 049 at your goal speed.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 050
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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.
  - Warm Up Practice Drill, Fractions, and Comprehensive Drill Review
  - All About the Weather – Heat Waves
  - Week 11 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
  - Week 11 Vocabulary Words – study! They will be in dictation material next week.
  - Vocabulary Quiz
- Cultural Literacy, pages 160-162
- Cultural Literacy paper 11: Select a topic from this week’s reading, do additional research, and write a one-page, double-spaced summary of the information you learned.
- EV360 Practice – Literary 051 at your goal speed.
- EV360 Practice – Jury Charge 051 at your goal speed.
- EV360 Practice – Two-voice Testimony 051 at your goal speed.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 052
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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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 11, 2018**

- Class Prep Week 12 – Write all drill work into a CATalyst file titled “Week 12 Drill your initials.” Upload file to drop box.
  - Warm Up Practice Drill, Fractions, State-to-State, and Comprehensive Drill Review
  - All About the Weather – Tsunamis
  - Week 12 Briefs and Phrases
  - Literary Concordance (write)
  - Jury Charge Concordance (write)
  - QA Concordance (write)
- EV360 Practice – Literary 053 at your goal speed.
- EV360 Practice – Jury Charge 053 at your goal speed.
- EV360 Practice – Two-voice Testimony 053 at your goal speed.
- Classroom Dictation – Monday. Upload to drop box.
- Classroom Dictation – Wednesday. Upload to drop box.
- Supplemental Practice: Lit, Jury Charge, and/or QA 054
- Literary Test 1:
- Literary Test 2:
- Jury Charge Test 1:
- Jury Charge Test 2:
- Two-voice QA Test 1:
- Two-voice QA Test 2:

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