

US Court Voice Writing Classes

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Description:

This is a Real Time Voice Writing Class which teaches the student how to take dictation with a steno mask and put it into the proper format. The student can either pursue a career in court reporting or captioning. This class is 13 weeks with two one hour and a half classes every Tuesday and Thursday.

Objective:

To prepare the student for a new career and pass the United States Court Reporter's Association certification.

Prerequisite:

Must have a high school diploma or GED. Also must be proficient in English.

Equipment:

Windows laptop computer or Lenovo Think Pad, you need to check the processor; it needs to be an i7. The faster the processor the faster your speech will drop.

[Golden Ear and Dragon](#)

[Naturally Speaking](#),

Steno Mask

Olympus digital backup recorder with usb downloader

Microphone for the backup Olympus. (note: I have used Olympus for years but you can get sony or any other brand you like [[Digital Recorders](#)]. This is just my

preference.)

[Infinity Foot Pedal](#)

Express Scribe, free download

ALL CLASSES WILL BE TAUGHT VIA SKYPE

Each student will receive an introductory video upon enrolling. Please have Golden Ear and Dragon downloaded ahead of your first class.

Week 1

Tuesday: Introduction to the course, how to use the steno mask, breathing techniques and ethics. We will go over how to use Golden Ear and Dragon Naturally Speaking.

Homework: Student will practice with their software starting out at 40 wpm.

Thursday: English Overview. Making sure the students are using their software correctly. Q & A with students. You will receive prior to class a handbook for court reporters and transcribers. Go over the use of the software.

Homework: Practice software and continue practicing 40 wpm.

Week 2

Tuesday: Talk about legal terms and email a handout for each student. How to look up legal terms and online resources.

Homework I will give you some legal terms to look up. Practice 60 wpm

Thursday: Continue with legal terms. Each student will receive a book to download on transcription. Each student will voice write an audio of 40 wpm via skype and email it immediately.

Week 3

Tuesday Medical Terminology and how to look them up via the internet, internet resources. Going over what we have learned so Q & A, and tips.

Homework Medical terminology quiz, Practice 60 to 70 wpm.

Thursday: Continue with medical terms, each student will voice write a 60 wpm audio and 70 wpm and email it immediately.

Week 4

Tuesday Learning about the different branches of government and how they function. The importance of the court reporter. Go over the transcription manual.

Homework Continue to practice 60 to 70 wpm

Thursday: Learn about the different types of hearings, meetings, and depositions. Each student will voice write 70 wpm audio via skype and email it immediately.

Homework: Practice 70 to 80 wpm.

Week 5

Tuesday Formats for depositions, the final transcript. The importance of accuracy. I will email each student a deposition format so we can go over it.

Homework I will assign a deposition to watch via the internet, Continue to practice 70 to 80 wpm.

Thursday: We will continue to discuss depositions with your questions. Each student will voice write 80 wpm audio via skype and email it immediately.

Week 6

Tuesday Trials and hearing, different courts, formats. I will email each student a format for a trial.

Homework: Practice 80 to 90 wpm

Thursday We will go over the video of a deposition that you watched and any questions. We will go over the purpose of the deposition, who are the players, (people involved including attorneys.)

Homework: Keep practicing 80 to 90 wpm.

Week 7

Tuesday Each student will voice write 90 wpm audio via skype and email immediately. We will go over the court reporter's role in trials. The difference between civil court, criminal court, federal court, among others.

Homework: Practice 100 to 110 wpm

Thursday: Continue to go over trials. I will assign a trial to watch via the internet, such as Jody Arias.

Homework: Continue to practice 100 to 110 wpm

Week 8

Tuesday Each student will voice write 110 wpm audio via skype and email immediately. We will learn how to swear the witness in, how to setup for your job. The importance of taking care of yourself as you need to follow whatever proceeding you are doing and why.

Homework: Practice 120 to 130 wpm. I will also give you a short deposition to transcribe.

Thursday: We will go over the depositions you transcribed with Q & A. We will review the format.

Homework: Continue practicing 120 to 130 wpm

Week 9

Tuesday: Each student will voice write 120 wpm of audio via skype and email the results immediately. Each student then will voice write 130 wpm of audio via skype and email the results immediately. Open discussion and tips.

Homework: Practice 140 to 160 wpm.

Thursday: A quiz on transcription, who's who in the courtroom, ethics, basic English. Practice time.

Homework: Continue practicing 140 to 160 wpm

Week 10

Tuesday: Each student will voice write 140 wpm of audio via skype and email immediately. Each student will voice write 160 wpm of audio via skype and email immediately.

Week 11

Tuesday: Each student will be given a trial to transcribe and go over with me. Also a short deposition. We will review the format and any questions.

Homework: Practice 170 to 190 wpm and work on transcribing your trial and deposition.

Thursday We will go over what you have transcribed already and see how you are doing. Practice whatever you like and ask questions. If you would like to practice with me let me know.

Homework: Continue practicing 170 to 190 wpm and finish your transcript.

Week 12

Tuesday: Each student will voice write from audio 170 wpm and 190 wpm via skype and emailed immediately we will start on 200 wpm to 210 wpm.

Also review time and practice 200 wpm to 210. Hand in your transcript.

Homework: Practice speed building and review.

Thursday: Each student will voice write 200 wpm via audio with skype and email immediately.

We will do a mock deposition via skype and the students will take part using their software and Olympus backup. The transcript will be due the following Monday. This class will be a little longer about two to two and half hours.

Home work: Practice speed and work on their depo transcript.

Week 13 We will have class on **Monday** and discuss the procedures for a trial with jury and without.

Tuesday: We will do a mock trial, the class will be longer due to the mock trial; two to two and half hours.

Students will have their transcripts ready no later than Thursday or Friday. As I grade them I will email each student.

Students must have speeds of at least 180 to 200 wpm with 95% accuracy to pass.

NOTE: This is an outline but can change due to the progress of the student. Please work with your Dragon and Golden Ear daily to build recognition and speed. You can always work ahead on speed if you feel comfortable doing so, I would suggest it. Just let me know and I will make time to test you.

Any questions or comments please feel free to contact me.

Peggy Daniels

Instructor, Member of the United States Court Reporters Association