

Reviewed by: G. Shaw
Reviewed by: S. Aunai
Reviewed by: K. Bandy
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Court Reporting (CTRP) 1090 Punctuation and Grammar (4 Units)
[formerly Court Reporting 59]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 64 hours lecture

Catalog Description: A comprehensive course covering standard English rules for grammar, punctuation, and capitalization with particular emphasis on punctuating the reporter's transcript. This course contains specialized English topics as they apply to the reporting profession. Grammar for reporters emphasizes parts of speech and parts of sentence structure. This course lays an essential foundation for correct grammar and punctuation, as well as an overview of proofreading techniques that apply to verbatim transcripts. This course meets the requirements of the Court Reporters Board of California. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text: Funk, Wilfred and N. Lewis. 30 Days to a More Powerful Vocabulary. 1st edition. New Jersey: Pocket Book/Simon Schuster, 1970.

Morson, Lillian I. Morson's English Guide for Court Reporters. 2nd edition. New Jersey, 1997.

Additional Instructional Materials:

Stenography machine, computer for word processing.

Course Objectives:

By the end of the course, a successful student will be able to

1. use correct and appropriate punctuation, including, but not limited to: periods and questions marks; commas; quotation marks; semicolons; colons and dashes; number forms; hyphens; abbreviations; apostrophes; capitalization,
2. insert correct and appropriate punctuation in the course of taking actual verbatim transcripts as well as during proofreading and transcript preparation,
3. gain increased word knowledge/vocabulary,
4. produce improved tests, must-types and other court reporting program work product as assigned,
5. demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation, and
6. adhere to specific punctuation guidelines for the Certified Shorthand Reporter and Registered Professional Reporter examinations.

Course Scope, Content, and Student Learning Outcomes:

Unit I: Punctuation Use

Learning Outcomes	Assessment
Set up and maintaining machine and work area	Daily observations
Establish work ethic and habits	Daily observations; completion of assignments; improved comprehension of basic punctuation and grammar for court reporters
Continued mastery of theory techniques	Exercises; timed dictation tests; vocabulary, punctuation, word usage,
Developing concentration skills	Practice dictation and read back which includes correct punctuation
Improving listening skills	Practice dictation and read back which includes correct punctuation
Ability to read back steno notes with accuracy	Exercises; oral presentations
Ability to use correct punctuation	Quizzes, mid-term and final tests
Ability to read steno notes	Read back of notes and transcription
Transcribe steno notes	Produced work product

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 8 hours per week outside of the regular class time doing the following:

1. Read assigned book material
2. Prepare homework as assigned
3. Review classroom instruction

Methods of Instruction:

1. Direction and instruction
2. Live dictation
3. Spelling and word usage
4. Required non-tested transcription

Methods of Evaluation

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling
2. Weekly quizzes, mid-term exam, final exam. Each represents one-third of the final grade for the class with the stipulation that the final exam must be passed with a grade of 75% or higher.
3. Live dictation from qualified staff reader or instructor and read back with correct punctuation inserted by student