

Reviewed by: G. Shaw
Reviewed by: K. Bandy
Text update: Spring 2022
Date reviewed: Fall 2022
Board approved:

Court Reporting (CTRP) 1090 Punctuation and Grammar (4 Units)
[formerly Court Reporting 59]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Unit Calculations:

64 hours lecture. (128 Outside-of-class Hours); (192 Total Student Learning Hours) 4 Units

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. Pocket Book/Simon Schuster, 1970.

Morson, Lillian I. Morson's English Guide for Court Reporters. 2nd edition. 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:

Unit I: Punctuation Use

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

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course

Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Court Reporting