

# ***Transcript Proofreading: Theory and Practice™***

## **Course Syllabus and Objectives**

Instructor: Caitlin Pyle

*Transcript Proofreading: Theory and Practice™* is an intensive training course which implements multimedia online learning tools to effectively prepare students to master the art of proofreading transcripts for court reporting professionals. The course is separated into two sections: Section 1: Theory and Section 2: Practice. Full course students receive lifetime access to course content, the support forum, and all future updates to course curriculum.

### **Media Used Within the Course:**

- Video Presentations (with Audio)
- Screencast Demonstrations
- Downloadable Handouts and Worksheets
- PDF Simulation (Practice) Transcripts with Answer Keys (3,000+ pages)
- Online Support Forum
- Additional Online Resources

### **Recommended Supplemental Texts/Resources:**

- Margie Wakeman Wells' *Court Reporting: Bad Grammar/Good Punctuation* (recommended: [package including the workbook and word pairs textbook](#))
- *Morson's English Guide for Court Reporters*
- *The Gregg Reference Manual*

## **SECTION 1: Theory**

Students focus on the theory of transcript proofreading, including the process of transcript production, the complex role of a court reporter in said process, and thorough conditioning on transcript-specific punctuation using industry-approved reference materials.

### **Module 1 — Introduction to Transcript Proofreading**

- Gain a thorough understanding of the roles and functions of court reporters, scopists, and proofreaders

- Acquire a foundational understanding of how the steno language works
- Understand the skills needed to perform well as a transcript proofreader
- Learn the process of how a transcript becomes a transcript and the role an agency may play in the finished product

## **Module 2 — The Nuts and Bolts of Transcripts**

- Anticipate and recognize the vast array of possible errors that can occur in transcripts
- Become familiar with the vocabulary found in multiple types of proceedings: depositions, EUOs, hearings, trials, interpreted proceedings, and testimony on a variety of topic areas including medical, insurance, product liability, general litigation, among others (includes vocabulary quiz)
- Become well versed in transcript-specific punctuation as laid out in *Morson's English Guide for Court Reporters*, *Court Reporting: Bad Grammar/Good Punctuation*, and *The Gregg Reference Manual*. Includes individual lessons on transcript-relevant capitalization, punctuation usage, and commonly misused or misspelled words and phrases
- Understand general formatting rules in regard to BY: lines, colloquy, Q&A, marking exhibits, and use of parentheticals
- Fully differentiate between uses of American English spelling/punctuation and British English spelling/punctuation within transcripts

### **SECTION 2: Practice**

Students focus on the four most widely used methods of transcript markup. After choosing a method, students perform extensive practice on simulation transcripts at various levels of difficulty.

## **Modules 3 & 4 — Marking Up Transcripts (Four Methods)**

- Learn four methods to properly correct transcripts: hard copy, errata, on a computer, and digitally (paperless) using iOS technology. Advantages and disadvantages of each are discussed at length

- Get comfortable using an iPad equipped with the powerful PDF annotation app iAnnotate

## **Module 5 — Simulation Transcripts (3,120 pages in 50 simulation transcripts)**

- Learn to research proper spelling of people, things, and places within transcripts using a provided notice and other resources, online or otherwise
- Perform a thorough read on each simulation job according to exhaustive proofreading checklist (provided)
- Evaluate personal progress and areas in need of improvement
- Includes punctuation and short transcript quiz (100% score required to continue)

## **Module 6 — Corresponding Within the Court Reporting Profession**

- Communicate effectively, promptly, and professionally with court reporters and agencies regarding issues such as turnaround time (regular and rush), invoicing, vacation time, et cetera
- Be fully prepared to meet court reporting professionals' expectations of proofreaders with outstanding customer service
- Understand the importance of using a customized preference sheet with each reporter, and be able to interpret reporter preferences based on sheet input

## **Module 7 — Billing and Accounting Procedures, Final Examinations**

- Understand billing procedures for work completed, including setting rates, negotiating, and following up on outstanding balances
- Be comfortable operating as a freelancer during tax season
- Be evaluated for aptitude and competence in both the theory and practice of transcript proofreading

**Module 8 — Marketing** (this module is not accessible until student passes **both** final examinations with a 90% or higher)

- Learn authentic, personalized marketing methods to connect with potential clients using social media and traditional techniques
- Acquire and polish the skill of overdelivery and exceeding expectations as a proofreader
- Compose a professional résumé to effectively display acquired knowledge and skill
- Learn how to use social media to build a web presence
- Know the dos and don'ts of professional marketing tailored to the court reporting industry
- Includes 25-question marketing concepts quiz

### **Module 9 — Concluding Lesson**

- Learn to identify oneself as a transcript proofreader in order to build confidence in new skills
- Understand the components of a successful freelance business

## **ADDITIONAL INFORMATION**

### **Course Length and Commitment Required**

Students should expect to spend a period of at least two to four months on the course material. Taking longer to ensure full absorption of the material is highly recommended

### **Testing/Grading Procedures and Official Certificate of Completion**

There are six tests in total: **two** “human-graded” tests within the course, and **four** multiple-choice, automated tests/quizzes. In order to qualify for a certificate, students will need to **pass all quizzes and exams**.