

# INTERNET SCOPING SCHOOL

## COURSE SYLLABUS AND OBJECTIVES

### Instructor: Linda Evenson

Internet Scoping School is an intensive online training program which implements multimedia online learning tools to effectively prepare students to master the art of scoping (editing) for court reporting professionals.

The course is separated into seven sections:

1. **Advanced Punctuation**
2. **Notereading**
3. **Medical Terminology**
4. **Transcript Production**
5. **Case CATalyst 4+ Software Training**
6. **Practice Files**
7. **The Successful Professional Scopist**

Students new to the field begin not with the full course but with the Scoping Fundamentals™ foundational course, which is designed as a starting point for students without a legal or court reporting background.

### Course Access

All full-course students receive lifetime access to course content, the support forum, and all future updates to course curriculum.

### Supplemental Texts and Software (not included in tuition fee):

- *Bad Grammar/Good Punctuation* by Margie Wakeman Wells (\$90); optional workbook for more practice (\$50)
- *A Court Reporter's Guide to Medical Terminology* by Nathaniel Weiss (\$18+) available from the NCRA bookstore
- Case CATalyst 4+ Software (not necessary to purchase before enrolling, approximately \$1500 with ISS student discount)

### Media Used Within the Course:

- Training Videos
- Downloadable (printable) workbooks, answer keys, and worksheets
- Interactive quizzes
- Practice transcripts
- Online support forum

- Bonus reference eBooks
- Additional online resources

## SCOPING FUNDAMENTALS™ CURRICULUM

*Scoping Fundamentals™* is designed to introduce new students with no prior experience to the world of scoping. This introductory course includes two modules with a total of 21 units that provide an essential overview of the industry of court reporting with an emphasis on the role of the scopist. Students will learn the anatomy of legal transcripts, the different types of common transcripts, and basic formatting.

In addition, all Scoping Fundamentals™ students take the Word Skills Test, an in-depth 100-question exam designed to help gauge proficiency in transcript-relevant punctuation and word skills. The test includes a 25-page PDF results printout and instructions on interpreting the score. The Word Skills Test was created as a tool to help predict a student's potential for future success as a scopist.

### Objectives:

- Gain a thorough understanding of the role and functions of court reporters, what they do, and how they do it
- Acquire a foundational understanding of how the steno language works
- Learn the process of how a transcript becomes a transcript
- Gain an understanding of the A-to-Z process of the job from notice to production
- Become familiar with the vocabulary and formatting 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 Anatomy of a Transcript PDF guide and quiz)
- Anticipate and recognize the vast array of possible errors that can occur in transcripts
- Become familiar with commonly misused or misspelled words and phrases
- Learn to differentiate between American and British spellings of common terms
- Understand transcript-specific punctuation. Includes five individual lessons on transcript-relevant capitalization, punctuation usage and rules. Interactive quizzes follow each lesson.
- Test your word skills with the 100-question, industry standard Word Skills Test, used by multiple training programs to test and train new legal support professionals.

When you have finished Scoping Fundamentals, you may choose your payment plan from those listed at the end of the section, or go to <https://scopeschool.com/payment-plans/>.

# ISS FULL COURSE CURRICULUM

## SECTION 1: Advanced Punctuation©

Based on the Advanced Punctuation unit, and using *Bad Grammar/Good Punctuation (BG/GP)* by Margie Wakeman Wells as its authority, this 9-unit section is designed to prevent students from being overwhelmed with the copious punctuation rules by covering the most prominent rules and those most often broken.

Students can later supplement with additional rules covered in *BG/GP*. Includes examples of each rule, printable drill workbook and answer key, and a final exam. The supplemental textbook has further exercises and practice sections to help students hone their skills.

### Objectives

- Gain in-depth knowledge of hundreds of punctuation rules as set by the ISS lessons in the Advanced Punctuation unit and in *Bad Grammar/Good Punctuation*. Includes 17 punctuation-specific units covering rules for all of the various marks, when to use them and why, when *not* to use them and why.
- Understand how to properly punctuate court documents and how and when to use capitalize letters in court transcripts
- Become proficient in the correct usage of abbreviations, italics, ellipses, slants, paragraphs, and basic parts of speech
- Test your working-knowledge with the in-depth, thorough Advanced Punctuation Final Exam

## SECTION 2: Notereading©

The Notereading section teaches students how to read machine shorthand, recognize common briefs, and decipher mistrans/undarns of steno notes. The curriculum incorporates StenEd and \*realtime theories which equip students with the ability to work with all varieties of reporters. Contains 56 lessons, a 59-page printable drill workbook and printable answer key, and a final exam.

\* -- Realtime is the technology by which the reporter's notes are translated instantaneously into English.

### Objectives

- Become proficient at reading raw steno in transcripts by learning the steno alphabet, beginning and ending letter sounds, vowels, briefs, and punctuation
- Understand common briefs used throughout the industry in order to efficiently translate mistrans/untrans.
- Learn common words in steno, including days of the week, time phrases, dollars and cents

- Acquire a thorough knowledge of English prefixes and suffixes, being able to translate them from steno
- Practice notereading skills by translating mistrans/untrans using sample transcript
- Gauge proficiency in steno notereading with the Notereading section final exam

### **SECTION 3: Medical Terminology©**

Based on the book *A Court Reporter's Guide to Medical Terminology* by Nathaniel Weiss, which teaches the Latin root words for body parts, procedures, etc., this section greatly enhances a scopist's research ability.

#### **Objectives**

- Learn basic medical terminology prefixes and suffixes and how to translate them from steno into English
- Practice reading steno outlines of medical terms and researching their spellings
- Identify Latin root words for human physiology, including the anatomy of the head, torso, abdomen, pelvis, reproductive organs, bones and limbs, bodily functions, and physiological processes
- Be able to accurately identify medical procedures in English and steno
- Understand the Greek root words for colors in order to be able to identify them in a medical context and translate them from steno
- Includes drills and answer keys based on the textbook
- Demonstrate proficiency in understanding and translating Latin and Greek root words for medical terminology from steno into English with the Medical Terminology final exam

### **SECTION 4: Transcript Production©**

Transcript Production teaches students how to ascertain reporters' preferences and edit their work accordingly, zip and up/download files, and produce a high-quality transcript through use of computer software. Introduces multiple formats and teaches effective Internet research techniques. Includes 15-page printable quiz workbook, printable answer key, and a final exam.

#### **Objectives**

- Learn how to create (and what to include) on your reporter preference sheet in order to accurately gauge your clients' formatting and punctuation preferences

- How to create titles, indices, and stipulations, including proper formatting and common errors
- Memorize important edit commands used in the production of transcript
- Discover how to efficiently and accurately research case-specific topics using various online resources
- Test your proficiency in the process of producing a transcript with the Transcript Production final exam

## **SECTION 5: Case CATalyst Software Training©**

The ISS Case CATalyst Training section provides in-depth training, shortcuts, tips for accuracy and speed, and advanced functions using Stenograph's popular software. Students must have Version 10 or higher to utilize all the functions described in the training. Purchase the software directly from Stenograph prior to taking this section. (Updates will be added as new versions are released.) Includes 51-page printable quiz workbook, printable answer key, and a final exam. For info on the price of Case CATalyst software, copy this address into your browser <https://www.stenograph.com/catalyst-scopists-edit> and hit "Enter."

### **Objectives**

- Become comfortable with the Case CATalyst transcript editing software
- Learn editing basics before moving on to advanced Case CATalyst editing commands and functions
- Identify the common formatting symbols
- Discover how to navigate the Case CATalyst menu toolbar, user directory menu toolbar, and how to manage jobs within the software
- Gain proficiency in the Audiosync function, a feature used while editing transcripts with the recorded audio file
- Learn to manage the various dictionaries within the software
- Become proficient in macros, keyboard maps, and more
- Test your proficiency in the Case CATalyst software with this section's final exam

## **SECTION 6: Practice Files©**

In this section, students receive access to a large database of actual files, written by a dozen or more court reporters, on which students may practice their editing skills. Included within this unit are "answer key" files, or edited files, to which students may compare their work and see where they have made

errors. This prevents students from repeating mistakes and ensures they are learning the correct method of editing. This also gives students a chance to practice editing files for reporters with different preferences and different writing styles.

**Objectives:** Learn and practice the CATalyst commands to efficiently edit files

Practice editing on the files to gain speed and become more proficient with the software

Practice correctly using punctuation according to a Reporter's Preference Sheet

## **SECTION 7: The Successful Professional Scopist©**

The Successful Professional Scopist teaches students how to get and keep clients, how to research spellings, essential software, and general computer usage. Covers all aspects of scoping included in the National Court Reporters Association (NCRA) Scopist Job Analysis and encompasses every single tip imaginable to make you a success at your new profession. Provides all the essentials on marketing yourself and your business including endeavors only available through ISS. Includes printable quiz workbook, printable answer key, and a final exam.

### **Objectives**

- Confidently navigate the process of developing a solid scopist-reporter relationship
- Learn how to efficiently manage your time when you have multiple clients and varying deadlines
- Become familiar with ethics within the industry of court reporting
- Develop an understanding of how to manage your taxes and income as an independent contractor
- Learn how to effectively market yourself using popular social media platforms, including LinkedIn and Facebook, with in-depth social media training videos
- Gain insight into the importance of having a website as a business owner and learn the how-to's to getting one set up

### **FOR MORE INFORMATION**

For more information on scoping, Internet Scoping School, and the industry, visit our *Frequently Asked Questions* on the website <https://scopeschool.com/category/faqs/course-faqs/>.

Enroll in our free 7-day introductory course (via e-mail) <https://scopeschool.com/scoping-mini-course-enrollment/>.

Join our public Facebook group to ask questions and chat with other scopists and students <https://www.facebook.com/groups/103946713273425/>.

Feel free to e-mail the course creator and instructor, Linda Evenson, at [lindae@scopeschool.com](mailto:lindae@scopeschool.com).

**If you want to learn to be a scopist, ISS is the most thorough professional course you can get!**