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 for court reporting professionals. The course is separated into eight sections: Punctuation and Word Use for Scopists, Notereading, Medical Terminology, Transcript Production, Case CATalyst Software Training (current version), Practice Files, and The Successful Professional Scopist.

Students new to the field start with our *Scoping Fundamentals*™ introductory course, curriculum that's designed to give a fundamental base to students who are brand-new to scoping. All 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)
- Downloadable Handouts and Worksheets
- Practice transcripts
- Online Support Forum
- Additional Online Resources

Required Texts and Software:

- *+Bad Grammar/Good Punctuation* by Margie Wakeman Wells
- **A Court Reporter's Guide to Medical Terminology* by Nathaniel Weiss
- Current Case CATalyst Software
  (+ order from margieholdscourt.com
  * purchase from the NCRA store https://image3.source4.com/Welcome.asp)

Scoping Fundamentals™

An Introduction to Scoping

Scoping Fundamentals™ is designed to introduce new students with no prior experience to the world of scoping. This is the unit to take if you want to "get your feet wet" and see if scoping might be the new career for you. This introductory course provides eight units giving an essential overview of the industry of court reporting with an emphasis on the role of the scopist. Students will learn the anatomy of court transcripts, the different kinds of common transcripts, and basic formatting.

UNIT 1: All About the Scoping Profession

- 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
- Includes additional introductory resources to help students gain further knowledge on the industry

UNIT 2: FUNDAMENTAL PUNCTUATION AND WORD USE & QUIZZES

- 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, and quizzes.
- Test your word skills with the 100-question, industry standard Word Skills Test, used by multiple training programs to test and train legal support specialists.

UNIT 3: Word Skills Test

- Test your word skills with the 100-question, industry standard Word Skills Test, used by multiple training programs to test and train legal support specialists.

ISS MAIN COURSE

SECTION 1: Advanced Punctuation and Word Use ™

This module was written by Linda Evenson, based on several punctuation texts and websites. It is designed to prevent students from being overwhelmed with the copious punctuation rules by covering the **most prominent rules** and those **most often broken**. We have chosen Margie Wakeman Wells' book, *Bad Grammar/Good Punctuation* as the authority for this section. Students will go through the ISS lessons in tandem with chapters in *BG/GP* in order to familiarize themselves with the additional rules covered in the book. Includes examples of each rule, quizzes, and a final exam. The required optional textbook has a companion study guide which helps students hone their skills.

- Gain in-depth knowledge of *hundreds* of punctuation rules as set by *Bad Grammar/Good Punctuation.* This unit includes five punctuation-specific units covering rules for the period, question mark, semicolon, colon, comma, dash, quotation marks, parentheses, apostrophes, and hyphens.

- Understand how to properly use numerals versus words and how and when to use capital 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 and Word Use Final Exam.

SECTION 2: Notereading ™

Teaches students how to read machine shorthand, recognize common briefs, and decipher mistrans/untrans of steno notes. Incorporates StenEd and *realtime theories which equip students with the ability to work with all varieties of reporters. Contains a whopping 56 lessons with drills, quizzes and answer keys, and a final exam.
*(Realtime is the technology by which the reporter's notes are translated instantaneously into English.)

Modules 1 - 6 — Notereading: Parts 1 - 6

- Become proficient at reading raw steno in transcripts by learning the steno alphabet, beginning and ending letter sounds, vowels, 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 your new notereading skills by translating mistrans/untrans with your first sample transcript

Notereading Final Exam

- Gauge your 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 capabilities. Practice reading steno outlines of medical terms and researching their spellings. Includes the textbook, quizzes and answer keys, and a final exam.

Module 1 — Medical Terminology

- Learn basic medical terminology prefixes and suffixes and how to translate them from steno into English
- 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, and translate them from steno into English
- 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

Module 2 — Medical Terminology Lesson Keys

- This module contains all the keys for the worksheets in Module 1.

Module 3 — Medical Terminology Final Exam

- Demonstrate your proficiency in understanding and translating Latin and Greek root words for medical terminology from steno into English

SECTION 4: Transcript Production ™

Nine units teaching 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 quizzes, answer keys, and a final exam.

Module 1 — Transcript Production

- Learn how to create (and what to include) on your reporter preference sheet in order to accurately gauge your clients' formatting and punctuation preferences
- Become adept at producing a transcript from start to finish. Includes title pages, appearance pages, parentheticals, certificate pages
- Introduces students to basic edit commands
- Gives an expert's view of tips for editing transcripts
- Flagging
- Research

Module 2 – Transcript Production Final Exam:

Test your knowledge about putting together a transcript from beginning to end.

SECTION 5: Legal Terminology

Teaches both Latin and English legal terms in alphabetical order to assist scopists in looking up spellings. Attorneys use legal terminology more often in the formal court setting than in depositions which are more informal.

Module 1 – English Legal Terms: Units 1 – 10 (A to Z)
Accompanying Quiz Workbook and Answer Keys

Module 2 – Latin Legal Terms: Units 1 – 13 (A to Z)
Accompanying Quiz Workbook and Answer Keys

Bonus! **Latin Prefixes:** in alphabetical order assist in finding spellings of terms

English Quizzes and Answer Keys 1 – 4 (open book)
Latin Quizzes and Answer Keys 1 – 4 (open book)
Final Exam (Closed Book): English Legal Terms
Final Exam (Closed Book): Latin Legal Terms

SECTION 6: Case CATalyst 4+ Software Training ™

Provides in-depth training, shortcuts, tips for accuracy and speed, and advanced functions using Stenograph's popular software. Students must have Version 20 or higher to utilize all the functions described in the training. You may purchase the software directly from Stenograph prior to taking this section. (Updates will be added as new versions are released.) Tell them you are an ISS student and receive a significant discount! Includes quizzes, answer keys, and a final exam. For info on the price of Case CATalyst software, click here.

Module 1 - CaseCATalyst 4+ Software Training: Part 1

Module 2 - CaseCATalyst 4+ Software Training: Part 2

Module 3 – Workbook

Module 4 – Answer Key

Module 5 - Case CATalyst Final Exam

SECTION 7: Practice Files

Access to a large database of actual files, written by a dozen or more different 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.

Module 1 - Practice Files

Module 2 - Final Editing Exam:

Eleven and a half pages of a real transcript in which students practice all of the areas included in the training -- deciphering steno, punctuation, following formatting, using CATalyst commands -- all done in accordance with a reporter Preference Form.

SECTION 8: The Business of Scoping

Now you're trained, but how do you set up and begin your scoping business? This section has information on what documents you will need, how to organize your documents, how to track due dates, finished jobs, and invoice transcripts, payment services, the bookkeeping you need to do, basic tax information, how to send files by multiple methodologies, and a host of other information you might not know if someone didn't tell you. Guest-written by Lisa Hall Head, a member of CATalyst All Stars Realteam® scopists, and owner of Triple Threat Scopist Job Board.

Module 1 – The Business of Scoping

- **Setting Up Your Business**
- **Record-keeping and Organization**
- **Professional Communication**
- **Networking and Marketing**
- **Building a Relationship to Last With Clients**
- **Managing Your Job Queue**
- **Getting Paid and How to Handle It If They Don't**
- **What to Do If You Mess Up**

Module 2 – Business of Scoping Final Examination

SECTION 9: The Successful Professional Scopist

Teaches students: how to get and keep clients; how to research spellings; essential software; general computer usage. Covers all aspects of scoping included in the National Court Reporters Association (NCRA) Scopist Job Analysis (located on this web site), and encompasses every single tip I can think of to make you a success at your new profession. Gives you all the essentials on marketing yourself and your business. Includes quizzes and answer keys and a final exam.

Module 1 - The Successful Professional Scopist

- Starting with a new client

- Programs for Sending Files
- Professional Involvement
- Time Management
- Ethics
- Computer care/troubleshooting
- “Hannah’s Helpful Hints”
- Reporting terminology glossary

Module 2 – Successful Professional Scopist Exam

Do you know what you need to know to launch your new scoping business? Take this test to find out!

Bonus! Mentoring Session:

One and one-half hour private mentoring session with Lisa Hall Head, a seasoned RealTeam® scopist, member of the CATalyst All Stars, owner of Triple Threat Job Scoping Board, and a recent addition to the administrative staff of ISS. You can get your final questions answered and get advice on setting up your business, your documents, and lots more!

COMMENCEMENT