

Transcript Proofreading: Theory and Practice™

Course Syllabus and Objectives

Instructor: Caitlin Pyle

Transcript Proofreading: Theory and Practice™ is an intensive training course that 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.

Media Used Within Course:

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

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
- 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
- Become well versed in transcript-specific punctuation as laid out in *Morson's English Guide for Court Reporters* 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 of varied intensity.

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 (3,109 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

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

- 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

Module 8 – Connecting with Potential Clients

- 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
- Know the dos and don'ts of professional marketing tailored to the court reporting industry

Module 9 – Final Exam and Concluding Lesson

- Be evaluated for aptitude and competence in both the theory and practice of transcript proofreading
- 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 Required Commitment

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

Grading Procedures and Official Certificate of Completion

There are two “human-graded” tests within the course, and one multiple-choice, automated exam. In order to qualify for a certificate, students will need to pass all three tests with a 90% or better.

Postcourse Support and Curriculum Updates

Students receive lifetime access to course content, the support forum, and all updates to course curriculum.

How to Contact the Instructor

Instructor Caitlin Pyle may be contacted via e-mail at caitlin@proofreadanywhere.com or via Facebook within the support forum. In cases in which the primary instructor is not reachable, a team of assistants is available in her stead.