

# Punctuation and Word Use for Legal Support Professionals™

## The Nuts & Bolts of Transcripts

### Unit 1 Types of Errors

- Read Unit 1
- Watch Caitlin's pep talk video
- Watch What Kind of Errors video
- Review Proofreading Checklist
- Review later unit on capitalization

### Unit 2 Transcript Format

- Read Unit 2
- Review California Format Guidelines PDF

### Unit 3 Commonly Misused Words

- Read Unit 3
- Download list of commonly misused words

Review the following:

- Common Things Proofreaders Miss Part 1
- Common Things Proofreaders Miss Part 2
- Common Things Proofreaders Miss Part 3
- Common Things Proofreaders Miss Part 4
- Common Things Proofreaders Miss Part 5
  
- Complete worksheet for commonly misused words + review with answer key
- Review website Daily Writing Tips for one-word/two-word examples

Complete bonus worksheets:

- One Word or Two worksheet + review with answer key
- Word Use Worksheet + review with answer key
  
- Read articles about "comprised of"

- Download eBook, *The Look Better in Writing™ Handbook of Commonly Misused (and Abused!) Words*
- Complete 100-question worksheet + answer key

#### **Unit 4 List of Common Legal Terms + Looking Up Medical Terms**

- Read Unit 4
- Review website for legal terms
- Print out abridged version of legal terms
- Download 80-page PDF of legal terminology
- Bookmark site GoogleMT for medical terms
- Complete The Legal Vocabulary Quiz and score 100% to proceed

#### **Unit 5 American vs. British Spellings & Other Notes on Spelling**

- Read Unit 5
- Bookmark site for American and British spelling differences
- Complete worksheet + review with answer key

#### **Unit 6 4 Most Violated Comma Rules in Transcripts**

- Read Unit 6
- Watch 5-minute video about commas
- Review handouts
- Complete worksheet + review with answer key

#### **Unit 7 A [Short] Lesson on Apostrophes + Worksheet**

- Read Unit 7
- Watch short video on apostrophes
- Download apostrophes handout
- Complete worksheet + review with answer key

#### **Unit 8 More Punctuation Rules + PRACTICE**

- Read Unit 8
- Review Margie's take on hyphenating fractions
- Read blog post about hyphens
- Complete worksheet + review with answer key
- Read lesson on the difference between hyphens and dashes (print and keep with notes)
- Complete worksheet + review with answer key

#### **Unit 9 18 Transcript-Relevant Capitalization Rules + The Word Skills Test**

- Read Unit 9
- Complete worksheet + review with answer key
- Review sample transcript
- Review sample transcript annotated
- Complete Word Skills Test and score at least 80%

**Congrats on finishing Punctuation and Word Use for Legal Support Professionals™!**

**Recommended reference purchases:**

- Morson's English Guide for Court Reporters (LMEG)* by Lillian Morson
- The Gregg Reference Manual* by William A. Sabin
- Court Reporting: Bad Grammar/Good Punctuation* + workbook by Margie Wakeman Wells
- The Best Punctuation Book, Period.* by June Casagrande