

MIDSTATE COLLEGE  
411 W. NORTHMOOR RD. PEORIA, IL 61614  
(309) 692-4092 (800) 251-4299  
SPRING 2005

Course Number and Name: CR 125 English for the Courtroom

Credit Hours: 4 Quarter Hours

Method of Delivery: Classroom

Texts: Morson, Lillian I. *Morson's English Guide for Court Reporters*, 2nd Ed. New Jersey, 1997.

Sabin, William A. *The Gregg Reference Manual*, 10<sup>th</sup> Edition. McGraw-Hill/Irwin, New York: 2005.

Prerequisites: CR 114 Theory of Machine Shorthand; CR 115 Theory of Machine Shorthand II

Description of Subject: After discussion and examples followed by extensive exercises, the student will be able to understand and utilize basic rules of English grammar, spelling, abbreviations, numbers, punctuation, and capitalization as they apply to court transcripts, deposition transcripts, and other types of reporting required of a certified judicial reporter. In addition, the student will learn the importance of proofreading in producing a salable transcript.

Course Topics: English grammar, spelling, vocabulary, punctuation marks, capitalization, abbreviations, number usage, and proofreading.

Objectives: The student will be able to

1. Identify basic English grammar and spelling rules as they apply to judicial reporting.
2. Demonstrate the ability to insert proper punctuation marks to make a transcript read smoothly and clearly.
3. Apply number, capitalization, and abbreviation rules fundamental to proper grammar with emphasis on those rules used specifically in judicial reporting.
4. Demonstrate decision-making ability regarding compound words and to understand when to write as two words, to hyphenate, or to write solid.
5. Demonstrate decision-making ability regarding homonyms and to be aware of words that sound alike but have different meanings.
6. Understand that proofreading is one of the most important steps in producing a salable transcript.

Policies and Procedures: Acceptance of make-up work will be at the discretion of the instructor, and late work may be lowered five (5) points. The two lowest exercise grades will be dropped, and the lowest quiz grade will be dropped.

Methods of Presentation: The course will include extensive written exercises and quizzes to reinforce concepts being presented and a final examination to determine if concepts were learned.

Instructor Information:

Name: Lonna Nauman  
 Office: Room 228  
 Phone: 1-800-251-4299  
 Fax: 309/692-3893  
 E-mail: [lnauman@midstate.edu](mailto:lnauman@midstate.edu)

Instructor Grading Policy:

Each week the student will be required to complete exercises related to readings in *Morson's English Guide for Court Reporters* and/or *The Gregg Reference Manual*. Quizzes will be given after required sections of work. Attendance and participation will also be figured in the final evaluation.

Final Exam: The final exam will be a comprehensive exam on everything covered during the quarter.

Evaluation: Quizzes – 50%  
 Daily Assignments – 30%  
 Attendance and Participation – 10%  
 Final Exam – 10%

Grading Scale:

A	B	C	D
90-100	80-89	70-79	60-69

Plagiarism Policy: Plagiarism in any course is strictly against the policy of Midstate College and is grounds for failing the course. Plagiarism is using another person's words without giving credit to the author. Original speeches, publications and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. If repeated, plagiarism may result in suspension from the college.

## CLASS OUTLINE

WEEK 1	Introduction, Grammar Review, Spelling, and Proofreading	
WEEK 2	Comma	Morson (pp. 29-49)
WEEK 3		
WEEK 4		
WEEK 5	Semicolon	Morson (pp. 14-19)
	Apostrophe	Morson (pp. 77-85)
	Hyphen	Morson (pp. 89-106)
WEEK 6	Dash	Morson (pp. 51-54)
	Period and Question Mark	Morson (pp. 1-5, 7-12, and 145-150)
	Colon	Morson (pp. 21-26)
WEEK 7	Quotation Marks and Parentheses	Morson (pp. 57-66 and 71-73)
	Italics, Ellipsis Points, Slant, And Sic	Morson (pp. 69-70 and 151-156)
WEEK 8	Punctuation Review	
WEEK 9	Capitalization	Morson (pp. 127-144)
WEEK 10	Number Usage	Morson (pp. 109-122)
WEEK 11	Troublesome Words One Word/Two Words	Morson (pp. 159-166)
WEEK 12	Final Exam	

