

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**FALL 2013**

**Course Number & Name:** RR176 Advanced Vocabulary Development

**Credit Hours:** 4 Quarter Hours

**Method of Delivery:** Arranged

**Course Description:**

This course designed to enhance the student's vocabulary. Emphasis is placed on proper spelling, usage, homonyms, and commonly confused words in the English language, including medical and technical word parts. Students will develop advanced vocabulary comprehension and skills.

**Prerequisites:** RR 114 Theory of Machine Shorthand I, RR 115 Theory of Machine Shorthand II, and RR 116 Theory of Machine Shorthand III.

**Text:** *Contemporary Vocabulary*, 4<sup>th</sup> Ed.

**Author:** Elliott L. Smith

**Publisher:** St. Martin's Press, NY, 1995

**Materials Needed for This Course:**

Additional Supplies: \***RR Students** (Retraining or current students capable of writing realtime): *realtime compatible steno machine, steno paper, realtime cables, laptop, CAT software, base dictionary*

**Topics:**

- Composition of Words: Roots, Prefixes, and Suffixes
- Words from Latin Roots
- Words from Greek Roots
- Words with Prefixes
- Words with Suffixes
- Action and Descriptive Words
- Acronyms, Eponyms, Neologisms, and Portmanteau Words
- Diction
- Foreign Expressions in English

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. Demonstrate advanced vocabulary comprehension and skills.
2. Demonstrate knowledge of proper spelling and word usage
3. Demonstrate comprehension of homonyms and commonly confused words in the English language
4. Demonstrate knowledge of medical and technical word parts.
5. \*RR Students: Demonstrate accurate writing of related word parts and advanced vocabulary.
6. \*RR students: Demonstrate appropriate dictionary building.

**Midstate Grading Scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Instructor Information:** Lonna J. Nauman  
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**Participation Requirements:**

Students are required to complete the Workbook assignments and take announced Quizzes and Tests as documented in the Course Outline. Workbook pages will be checked in class, and

workbook completion will be a portion of the final grade. Realtime Reporting students will be required to write the word lists vocabulary in realtime and complete any necessary dictionary building. Word lists are provided and writing possibilities are discussed. Dictionary building will be checked weekly.

**Policies and Procedures:**

1. Students must be familiar with Realtime Reporting Department Policies and Procedures.
2. Dictionary Assignments or Spelling Tests (pre-theory or non-RR students) – 10 percent of final grade  
Realtime Reporting students who have taken Theory I, II, and III will be required to write on their machines the weekly terms as well as an additional list of vocabulary words assigned each week and to complete any required dictionary work. These students must hand in printouts of written terms in order to receive credit. Otherwise, students will be given ten weekly spelling quizzes for this portion of the cumulative grade.
3. Weekly Workbook Assignments – 20 percent of final grade
4. Quizzes – 30 percent of final grade  
There will be 9 quizzes given as reflected in the Course Outline.
5. Midterm – 20 percent of final grade  
There will be a comprehensive midterm test.
6. Final – 20 percent of final grade  
There will be a comprehensive final.

**Methods of Evaluating Student Performance:**

Students must complete Workbook Assignments, Quizzes, Midterm Exam, and Final Exam. Dictionary Building (Realtime Reporting Students only) will be checked by the instructor and will affect the student’s final grade.

**Examination Information:**

Quizzes (9) will be given Weeks 2 through 11 for related lesson(s) for all chapters. Midterm will be comprehensive and given during Week 6. (A word list will be provided.) Final will be comprehensive and given during Week 12. (A word list will be provided.)

**Instructor’s Grading Scale:**

Dictionary Assignments/Spelling Tests	10%
Workbook Assignments	20%
Quizzes	30%
Midterm Exam	20%
Final Exam	20%

## COURSE OUTLINE (ARRANGED)

### Weeks

### Assignments

1	Introduction; Review Syllabus; Pretest Assignment: Ch. 1, The Composition of Words Ch. 2, Words from Latin Roots (Ex. 1 – 8) Hand out List #1
2	Check Workbook: Ch. 2 (Ex. 1 – 8) Quiz: Latin Roots (Ex. 1 – 8) Assignment: Ch. 2 (Ex. 9 – 20) List #1 Due -- Hand out List #2
3	Check Workbook: Chapter 2 (Ex. 9 – 20) Quiz: Latin Roots (Ex. 9 – 20) Assignment: Ch. 3 (Ex. 1 – 8) List #2 Due -- Hand out List #3
4	Check Workbook: Ch. 3 (Ex. 1 – 8) Quiz: Greek Roots (Ex. 1 – 8) Assignment: Ch. 4 (Ex. 1 – 16) List #3 Due -- Hand out List #4
5	Check Workbook: Ch. 4 (Ex. 1 – 16) Quiz: Ch. 4 (Ex. 1 – 16) Assignment: Ch. 4 (Ex. 17 – 20) Ch. 5 (Ex. 1 – 12) List #4 Due -- Hand out List #5
6	Check Workbook: Ch. 4 (Ex. 17 – 20), Ch. 5 (Ex. 1 – 12) Quiz: Ch. 4 (Ex. 17 – 20) & Ch. 5 (Ex. 1 – 12) Assignment: Midterm Review List #5 Due -- Hand out List #7
7	Midterm Assignment: Ch. 6 (Ex. 1 – 12)
8	Check Workbook: Ch. 6 (Ex. 1 – 12) Quiz: Ch. 6 (Ex. 1 – 12) Assignment: Ch. 7 (Ex. 1 – 12)

List #7 Due -- Hand out List #8

- 9  
Check Workbook: Ch. 7 (Ex. 1 – 12)  
Quiz: Ch. 7 (Ex. 1 – 12)  
Assignment: Ch. 8 (Ex. 1 – 24)  
List #8 Due -- Hand out List #9 (Do not put incorrect examples in your dictionary.)
- 10  
Check Workbook: Ch. 8 (Ex. 1 – 24)  
Quiz: Ch. 8 (Ex. 1 – 24)  
Assignment: Ch. 9 (Ex. 1 – 12)  
List #9 Due -- Hand out List #10 (Do 25 of the most common foreign words.)
- 11  
Check Workbook: Ch. 9 (Ex. 1 – 12)  
Quiz: Ch. 9 (Ex. 1 – 12)  
Assignment: Review for Final Exam  
List #10 Due
- 12  
Final Exam