

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL MACHINERY TRANSCRIPTION

Code No.: SPR 233-2

Program: EXECUTIVE SECRETARIAL

Semester: THREE ;

Date: SEPTEMBER, 1979

Author: ROSE CAICCO

New:

Revision: '

APPROVED: _____
Chairperson

Date

LEGAL MACHINE TRANSCRIPTION

INSTRUCTOR:

Rose Caicco

TEXT:

- Webster Dictionary

SUPPLIES

REQUIRED:

- 3 manilla file folders - 8 1/2" x 11"
- typing paper
- newsprint for carbon copies
- letter size carbon paper
- legal size carbon paper

GENERAL OBJECTIVES:

- to develop listening skills and the ability to understand dictated material accurately
- to develop ear-finger-toe coordination
- to develop skill in operating various types of dictating equipment
- to develop skill in transcribing material from prepared tapes quickly and accurately, without sacrificing quality
- to improve the student's grammar, English usage and legal vocabulary

SPECIFIC OBJECTIVES:

- the student will produce "mailable" copy without preparation of a rough draft beforehand
- the student will develop proofreading and editing skills
- the student will transcribe which will be encountered frequently in a law office, i.e. correspondence, accounts, reports, documents, etc.
- to provide the student with an understanding of various legal documents and to develop the ability to transcribe the contents from machine dictation, organize the work, and set priorities
- to develop the student's ability to supply punctuation, correct grammatical errors, properly paragraph letters and documents, etc.
- to develop the student's ability to transcribe material dictated by various people and to learn to adapt to their particular method or style of dictation

t the student will hand all work In neatly,In the order dictated, in a file folder which will be labelled accordingly

TIME: - 2 periods per week for each of semesters 3 and 4

GRADING: - all work will be graded A, B, C, or I

- anything which is unacceptable will be rejected and handed back to the student for reassignment

- errors include:

- a) misspelled words
- b) punctuation errors
- c) unacceptable erasures or corrections
- d) use of incorrect word
- e) WORK *W**L**m* PROOFREADING ERRORS AUTOMATICALLY RECEIVES AN INCOMPLETE GRADE

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NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT A DICTIONARY

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CHANGES/CORRECTIONS IN LEGAL
TRANSCRIPTION TAPES

TAPE **1B** - ~~Item No. 1~~ - Type an original to EACH of the
three people named

2A - **Item No. 1** - Salutation should read "Dear Mr.
Denton"

No. 4 - Second sentence should read "so
for as appears" (not appeals)

4A - **Item No. 5** - first line should read "between
you and Pierre" (not Fred)

6B OMIT ITEM No. 3 - Statement of Adjustments

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