

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

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION

Code No.: SPR 233-2

Program: EXECUTIVE SECRETARIAL

Semester: THREE

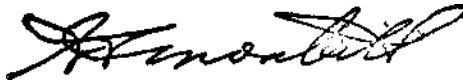
Date: SEPTEMBER. 1980

Author:

New;

Revision: X

APPROVED:



Chairperson

Date

LEGAL MACHINE TRANSCRIPTION

Semesters 3 & 4

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TEXT;

- Webster Dictionary /

SUPPLIES
REQUIRED;

- 3 manilla file folders - 8" 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

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 WITH PROOFREADING ERRORS AUTOMATICALLY RECEIVES AN INCOMPLETE GRADE

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

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CHANGES/CORRECTIONS IN LEGAL
TRANSCRIPTION TAPES

TAPE	IB	- 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)
	68	OMIT ITEM No. 3	- Statement of Adjustments