

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

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION

Code No.: SPR 236-2

Program: EXECUTIVE SECRETARIAL

Semester: FOUR

Date: JANUARY, 1979

Author: ROSE CAICCO

New:

Revision: X

APPROVED:

Chairperson

Date

MAY 88 1989

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LEGAL MACHINE TRANSCRIPTION

INSTRUCTOR:

- Rose Caicco

TEXT;

- Webster Dictionary "

SUPPLIES

REQUIRED;

- 3 manilla file folders - 8½ 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

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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 WILS PROOFREADING ERRORS AUTOMATICALLY RECEIVES AN INCOMPLETE GRADE

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

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