

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

LEGAL SHORTHAND

SPR 209-5

revised

September 1978 ••

COURSE OUTLINE FOR
LEGAL SHORTHAND

SPR 209-5

INSTRUCTOR: Mrs. R. Caicco

TEXT: Sem. III - Canadian Legal Dictation Practice - Book I
- Shorterhand Skills for the Future

Sem71V - C.L.D.P. - Book II

TIME: - 5 periods per week

INDIVIDUALIZED
LEARNING AIDS:

Corporate Giants Dictate
Dictation Disc Company Speed Tapes
Prepared Legal Tapes

GENERAL

OBJECTIVES:

- To further develop the ability to transcribe MAILABLE letters and legal documents at increasing rates of speed
- To further intensify application of correct English
- To develop student's legal vocabulary suitable and skilled enough to be compatible with that of a lawyer
- To expand a student's ability to write specialized legal dictation and to transcribe shorthand notes rapidly and accurately into MAILABLE correspondence and/or legal documents

SPECIFIC

OBJECTIVES:

- Students will be expected to have acquired skills in the following areas upon completion of this course:
- thorough knowledge of basic principles
 - complete recall of brief forms and derivatives, contractions, phrasing and the proper outlines of legal words.
 - sound knowledge of legal vocabulary through the continuous use of letters and legal documents
 - the ability to write specialized legal dictation and transcribe the notes rapidly and accurately into mailable correspondence and/or documents
 - write office style dictation at uneven rates, making all changes and corrections indicated by the dictator; the ability to handle interruptions and to detect errors and omissions.

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SPECIFIC
OBJECTIVES: cont'd.

- at the completion of the first semester the student will pass a transcription test consisting of approximately 250 words of legal matter dictated at a minimum of 80 words per minute
- student will pass a transcription test at the completion of the second semester consisting of approximately 500 words dictated at a minimum of 100 words per minute
- the student will transcribe the above mentioned test at a typewriter in not more than 60 minutes and produce a MAILABLE copy
- the mailable transcript will be 95% accurate
- work will be assigned on a daily basis from the text by the instructor and it will be the student's responsibility to know thoroughly, in shorthand, all vocabulary pertinent to such assignments
- legal shorthand will be closely correlated with the subject material being studied in Legal Office Procedures in order to give the student a better understanding of correspondence^r legal documents, etc. and the related shorthand outlines
- the student will come to class prepared to transcribe all material in correct legal form in accordance with proper legal typing principles
- the student will transcribe material from unpreviewed work from time to time, at the discretion of the instructor
- the student will come to all classes prepared to transcribe