

I. PHILOSOPHY/GOALS:

This course is designed to provide students with the ability to take notes in an abbreviated form during a trial or when interviewing witnesses and to transcribe these notes with accuracy

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Display various styles of abbreviated words and symbols
2. Develop skills in interviewing witnesses
3. Draft witness statements or "willsays"

III. TOPICS TO BE COVERED:

Abbreviated Forms of Words
Symbols
Interviewing Witnesses
Witness Statement
Law Clerks Role Preparing Witnesses

. EVALUATION METHODS:

| | |
|------------------------------|------|
| Attendance and Participation | 30 % |
| Tests | 70 % |

The following grades will be assigned to students in Continuing Education Post-Secondary CREDIT Courses:

| | | |
|----|-----------|--|
| A+ | 90 - 100% | consistently outstanding |
| A | 80 - 89% | Outstanding achievement |
| B | 70 - 79% | Consistently above average achievement |
| C | 60 - 69% | Satisfactory or acceptable achievement in all areas subject to assessment |

R Repeat -- The student has not achieved the objectives of the course and the course must be repeated

VI. REQUIRED STUDENT RESOURCES

Pad of lined paper without margins
Pen