

Course Description and Objectives

Punctuation (ENG103) is very important for court transcriptionists; it is sometimes the only way to turn an incoherent jumble of spoken words into a clear and legible text.

Objectives

By the end of this course, you will be able to do the following:

- Identify the different elements of English punctuation and explain their usage;
- Find and correct punctuation errors in a text;
- Correctly punctuate an unpunctuated text;
- Adapt the rules of punctuation to the peculiarities of the spoken word.

Course Resources

The main resources in this course are the lecture notes (provided in .pdf files for each lesson). In addition to course lectures, we may refer to online resources, especially grammar sites and online games. The relevant links will be posted on the course website.

You may wish to consult other grammar resources. Here are some good ones.

Recommended Resources

In Print

- You will not need any additional references for this course. However, if you would like a reference book for your working life, we warmly recommend Margie Wakeman Wells' *Court Reporting: Bad Grammar/Good Punctuation*.

Online

- Grammar Bytes: <http://www.chompchomp.com/>
- University of Ottawa Hyper Grammar: <http://www.arts.uottawa.ca/writcent/hypergrammar/partsp.html>
- Daily Grammar: <http://www.dailygrammar.com/archive.shtml>
- You can bookmark them for easy access and use them to review the concepts we cover in class. Please note that there are differences in grammar terminology from resource to resource, and from author to author. In this course, the terminology employed in the lecture notes has priority, as we have done extensive research to establish the terminology most widely accepted and most helpful in a court transcription context.

- Hansard Association of Canada: Court Reporting Style
Guide: <http://www.hansard.ca/info.html> (scroll down to the bottom of the page)

How the Course Works: Tasks, and Time Allotment,

Tasks

Every week of this course contains 3-5 lessons, along with associated Non-Graded Practice exercises and graded Homework Quizzes, and a required Weekly Check-In survey. The best thing to do is this:

1. Read and understand each lesson; email your instructor if necessary with any questions that arise;
2. Do the non-graded practice exercises for each lesson to reinforce and test your understanding;
3. Do the homework quizzes for the week;

Time Allotment

Based on our experience delivering this material, each week's material should take about 3 hours to read and understand. **Most students need to read the material two or three times, making notes, jotting down questions, and thinking about the application of the concepts.** In addition, homework activities should take about 2 hours per week.

Teaching Methods and References

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Teaching Methods

In this course, you will receive instruction through several resources:

- the course lecture notes
- discussions on the course forum (answers to your questions, additional examples, additional practice)

You are responsible for reading the course lecture notes, doing the non-graded practice, and completing the homework quizzes. Your instructor will provide you with guidance throughout this process. You can ask your instructor for help through the following means:

- post your questions on the course forum

- email your instructor privately

Resources

You do not **need** any additional references; however, if you wish to consult additional resources, please see below.

Additional References

- Margie Wakeman Wells, *Court Reporting: Bad Grammar/Good Punctuation* (print)
- Grammar Bytes: <http://www.chompchomp.com/>
- You can bookmark them for easy access and use them to review the concepts we cover in class. Please note that there are differences in grammar terminology from resource to resource, and from author to author. In this course, the terminology employed in the lecture notes has priority, as we have done extensive research to establish the terminology most widely accepted and most helpful in a court transcription context.
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Course Schedule

	Week	Lesson	Topic
1	The Comma	1	Phrases and Clauses Review
		2	Delimiting Clauses
		3	Commas That Divide
		4	Commas That Set Off
2	Advanced Comma Use	1	Other Comma Uses
		2	Punctuating the Appositive
		3	Comma Errors
3	End Marks	1	Period
		2	Question Mark

		3	Semicolon
		4	Colon
4	Other Punctuation	1	The Apostrophe
		2	The Hyphen
		3	Parentheses
		4	The Dash
5	Related Topics	1	Quotation Marks
		2	Capitalization
		3	Abbreviations
		4	Numbers
6	Punctuating Transcripts	1	Literary Dictations
		2	Testimony
		3	Jury Charges
7	Review	1	Review: Commas
		2	Review: Appositives and Comma Errors
		3	Review: End Marks
8	Review & Exam	1	Review: Other Punctuation
		2	Review: Related Topics
		4	Final Exam

Method of Evaluation

- A final grade of 80% or higher is required to pass this course.

Item	% of Final Grade	Description
Homework Quizzes	50	<ul style="list-style-type: none"> • Each week has several homework quizzes that can be completed online. • Before completing the homework quiz, you should review your lecture notes. • Homework is designed to take between 15 and 20 minutes per day. • Homework is available online only during the week when its concepts are taught. For example, the Week 1 homework closes before the beginning of Week 2. Note: Please check the course Web site periodically for quiz closure times. • You must complete each and every quiz. • If you miss homework for a good reason (see CCVS student handbook) and notify us by email as soon as possible, you may receive a chance to make it up. Otherwise, late penalties may apply.
Final Exam	50	You may have one attempt at the final exam; you may take a maximum of 60 minutes.

Instructor Information

Mitra Feyzee: mitra@verbatimstudies.com

If you have questions, email your instructor or post your question in the course forum.

Course Policies and Expectations

This is a student-paced course and it is up to the student to manage their time to ensure that they give themselves adequate time to prepare for and complete the weekly quizzes and ensure they are familiar with the material before writing the final exam.