

CCR-1101: INTRODUCTION TO VOICE WRITING

Cuyahoga Community College

Viewing: CCR-1101 : Introduction to Voice Writing

Board of Trustees:

March 2025

Academic Term:

Fall 2025

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1101

Title:

Introduction to Voice Writing

Catalog Description:

Introduction to voice writing technology and the employment opportunities in this field.

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Discuss the development of voice writing and voice captioning and discuss career paths/options utilizing this technology, entry-level requirements, and trends for certification.

Objective(s):

1. Discuss career paths.
2. Define voice writing.
3. Identify entry level requirements for voice writing and voice captioning careers.

Course Outcome(s):

Discuss the concept of "transferring" voice writing skills to professions in the broadcast, legal, educational, and corporate environments.

Objective(s):

1. Describe the professional environments for voice writers.
2. Define the judicial environment for voice writers.
3. Define the educational environment for voice writers.

Course Outcome(s):

Explain basic equipment requirements for voice writing and voice captioning and the impact of technology on the profession as well as the necessary training for competency within the field.

Objective(s):

1. Identify basic voice writing hardware requirements.
2. Identify voice writing software programs.

Course Outcome(s):

Discuss the skills necessary to be a successful voice writer.

Objective(s):

1. Discuss pronunciation and enunciation in speech.
2. Discuss grammar and professionalism.

Course Outcome(s):

Discuss the skills required to work in the broadcast, legal, corporate, and/or educational environments.

Objective(s):

1. Discuss vocabulary development.
2. Discuss research for job preparation.

Course Outcome(s):

Discuss ethics and professional standards and how they relate to the professional voice writer.

Objective(s):

1. Identify ethical issues for voice writers.
2. Discuss National Verbatim Reporters Association's (NVRA) code of professional ethics.

Methods of Evaluation:

1. Quizzes
2. Participation
3. Research paper
4. Homework

Course Content Outline:

1. Voice writing profession
 - a. Development of the profession
 - b. Entry-level requirements
 - c. Career paths in the legal and broadcasting environment
2. Emerging careers for the voice writer
 - a. Judicial court reporting
 - b. Captioning
 - c. Communication Access Real-time Translation (CART) providing
 - d. Transcription
3. Equipment requirements
 - a. Hardware requirements
 - i. Computer
 - ii. Microphone
 - iii. Headset
 - b. Software requirements
 - i. Voice recognition software
 - ii. Word processing software
 - iii. Computer-aided transcription software
4. Skills for success

- a. Grammar skills
- b. Vocabulary development
- c. Professional skills
- 5. Parts of a transcript
 - a. Title page
 - b. Appearance page
 - c. Exhibit page
 - d. Index page
 - e. Body of transcript
 - f. Certificate page
- 6. Broadcasting environment
 - a. Captioning employers
 - b. Remote vs. in-house broadcast captioners
- 7. Ethics and professionalism
 - a. Ethical issues
 - b. NVRA code of professional ethics.

Resources

Wick, Kenneth. *Wick's Punctuation Rules for Court Reporters*. 1st. Independently Published, 2023. August, 2023.

Mustafa, Tracy. (2024) (March 10, 2024) *Perfecting Your Pronunciation in English: A Must-Have Guide: Mastering Clear English Pronunciation: Essential Techniques for Effective Communicatio*, Independently Published.

Snow, Cameron. (2024) (November 24, 2024) *How to Use Speech to Text*, Independently Published.

Keyes, Bettye. *Realtime Voice Writing*. 10th. Self-published, 2022. January 1, 2022.

Stomberg, Marijane. (2022) (May 7, 2022) *COURT REPORTING: Everything You Want to Know About COURT REPORTING (And a few secrets, too)*, Independently Published.

Resources Other

Faculty-created instructional materials
 NCRA JCR Journal
 Transcripts from professional reporters
 Bureau of Labor Statistics website
 National Verbatim Reporters website

Top of page
 Key: 5005