

Punctuation and Word Use for Legal Support Professionals™

The Nuts & Bolts of Transcripts

Unit 1 Types of Errors

Read Unit 1

Watch Caitlin's pep talk video

Watch What Kind of Errors video

Review Proofreading Checklist

Review later unit on capitalization

Unit 2 Transcript Format

Read Unit 2

Review California Format Guidelines PDF

Unit 3 Commonly Misused Words

Read Unit 3

Download list of commonly misused words

Review the following:

Common Things Proofreaders Miss Part 1

Common Things Proofreaders Miss Part 2

Common Things Proofreaders Miss Part 3

Common Things Proofreaders Miss Part 4

Common Things Proofreaders Miss Part 5

Complete worksheet for commonly misused words + review with answer key

Review website Daily Writing Tips for one-word/two-word examples

Complete bonus worksheets:

One Word or Two worksheet + review with answer key

Word Use Worksheet + review with answer key

Read articles about “comprised of”

Download eBook, *The Look Better in Writing™ Handbook of Commonly Misused (and Abused!) Words*

Complete 100-question worksheet + answer key

Unit 4 List of Common Legal Terms + Looking Up Medical Terms

Read Unit 4

Review website for legal terms

Print out abridged version of legal terms

Download 80-page PDF of legal terminology

Bookmark site GoogleMT for medical terms

Complete The Legal Vocabulary Quiz and score 100% to proceed

Unit 5 American vs. British Spellings & Other Notes on Spelling

Read Unit 5

Bookmark site for American and British spelling differences

Complete worksheet + review with answer key

Unit 6 4 Most Violated Comma Rules in Transcripts

Read Unit 6

Watch 5-minute video about commas

Review handouts

Complete worksheet + review with answer key

Unit 7 A [Short] Lesson on Apostrophes + Worksheet

Read Unit 7

Watch short video on apostrophes

Download apostrophes handout

Complete worksheet + review with answer key

Unit 8 More Punctuation Rules + PRACTICE

Read Unit 8

Review Margie’s take on hyphenating fractions

Read blog post about hyphens

Complete worksheet + review with answer key

Read lesson on the difference between hyphens and dashes (print and keep with notes)

Complete worksheet + review with answer key

Unit 9 18 Transcript-Relevant Capitalization Rules + The Word Skills Test

Read Unit 9

Complete worksheet + review with answer key

Review sample transcript

Review sample transcript annotated

Complete Word Skills Test and score at least 80%

Congrats on finishing Punctuation and Word Use for Legal Support Professionals™!

Recommended reference purchases:

Morson's English Guide for Court Reporters (LMEG) by Lillian Morson

The Gregg Reference Manual by William A. Sabin

Court Reporting: Bad Grammar/Good Punctuation + workbook by Margie Wakeman Wells

The Best Punctuation Book, Period. by June Casagrande