

THE GUARDIAN

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TOP TEN STEPS TO STENO SUCCESS BY ALICE SKORO, CRI

In a reverent homage to David Letterman, I offer up my **Top Ten Steps to Steno Success**.

Number 10: Just keep trying.

It's regular and steady effort that wins the steno race. Identify the weaknesses in your writing, and then work to conquer them. Have a daily plan that moves you one day closer to completing your training or meeting your steno goal. Remember that Mount Everest is climbed one step at a time.

Make and keep a balanced practice plan. Work it! Even the best of plans will go awry. If you have a "bad day," then jump right back in the very next day. Hold yourself accountable for your progress.

Number 9: Try to determine what is working.

There's no sense in working on what you've already mastered. Find your most accurate speed, and use that as a toehold to build upon. Push outside that "comfort nest." Read and correct your steno errors. Look for error patterns and add them to your hesitation journal. Accuracy is a habit -- develop it. Don't practice errors. Read, read, and read your steno! Circle and correct your errors. Transcribe frequently.

Number 8: Determine what's not working.

If you're stuck on a plateau, change it up. Are you neglecting readback and correction? Do you practice the same way each day and every week? Variety

is the spice of steno life.

Do you need help with proofreading, vocabulary, or punctuation? If these types of errors are holding you back, now's the time to iron out the wrinkles. Try an online "word-a-day" source to help build your steno and English vocabulary. Dive into your reference sources. Write down the things you're missing so that you don't miss them twice.

Nothing changes if nothing changes.

Number 7: Find someone who's done it.

Enlist the help of a mentor. Try your state association or an agency in your town to network with people who can truly understand how difficult your training can be. Heed the advice you're offered.

Subscribe to student forums. Attend state or national conventions. There are many ways to keep the flame of enthusiasm burning.

Avoid negative people and their attitudes which are contagious.

Number 6: Ask for help.

Face the frustration of your training but don't surrender to it. Stay engaged in your own education. If you're currently enrolled as a student, just don't disappear. Set up a time to meet with your instructor to reevaluate your progress and goals. It's difficult to be an objective observer in your own life. Everybody needs a coach.

QUOTE OF THE MONTH

Without heroes, we are all plain people and don't know how far we can go.

—Bernard Malamud

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STUDENTS OF THE MONTH

Onsite:

Ronald Lynn

Ronald, a former member of the United States Marines, has been enrolled with CCR for an just a year. He is working on his 100 wpm speeds. Ron passed an incredible 21 SAPs in the month of April. He lends a positive attitude in class, and we think that that needs to be recognized. Thanks, Ron. Keep up all the hard work!

Online:

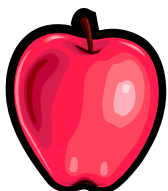
Andrea Dalsing

Andrea, a transfer student from South Suburban College, was nominated for her participation and dedication to her schooling. She passed five SAPs in April, putting her one step closer to moving up a speed level. Andrea can always be counted on to be present in class and focused on her assignments. You're doing a great job, Andrea!

Online:

Pamela Chilo-Kwabena

Pamela's machine shorthand skill is growing in leaps and bounds. She transferred to our school last fall and was writing at approximately 120 wpm. As you can see on the next page, Pam is now working on her exit speeds. It is clear that Pam has been working extremely hard. We acknowledge your efforts, Pam. Great job!!!



Congratulations!

(continued from pg. 1)

Number 5: Try again tomorrow.

Persevere. Nothing worthwhile came without struggle.

Babe Ruth hit 714 home runs but struck out 1,330 times in his baseball career. Michael Jordan was cut from his high school basketball team. R.H. Macy failed seven times before his store became a success. Albert Einstein did not speak until he was four and did not read until he was seven. His parents thought him "subnormal." Van Gogh sold only one painting in his lifetime.

Do your best on every take. Write everything as if it was a test.

Treat your practice sessions as a job. You wouldn't be late or a no-show for work! Stick to your practice schedule. Sweat steno!

Number 4: Try it differently.

Adopt a positive, can-do attitude.

Prepare yourself to pass! There are no second chances to write a word. Train yourself to get it right on the first take. This habit will carry into your testing situations and serve you well. Do not go back and correct outlines when you're speedbuilding but rather make that part of reading your notes. Grab each word as soon as you hear it, and let it fall from your fingers.

Number 3: Try once more.

Do you have and use a hesitation journal? Are you adding in the briefs and phrases that need to be worked? Put these words into small sentences or phrases and drill on them daily. Speed lives in the mind not the fingers.

Know your theory. You can't write faster what you're unsure about. Close up those theory gaps. Read your notes aloud. Think, hear, and breathe steno.

Number 2: Try again.

It ain't a one-stroke word. Don't expect it to be. If you're busy practicing a one-stroke pattern for a 22-word phrase, let it go. A more effective use of

your time can be found. The theory you learned will serve you well.

Passing an evaluation has more to do with concentration than speed. Focus! Hear and respond to every word. Leave perfection to God. Allow yourself to be human and make mistakes when you write. Chances are, you'll still be able to read a messy outline.

And the number one step to steno success is: (Insert drumroll here.)

TRAOEU

Practice every day. On busy days, even drills or a 5-minute take can be beneficial. Plan to succeed and follow that plan. Set realistic goals to work toward. Aim for writing one word faster or one percentage point higher for a take.

Progress comes differently to each student. Don't compare yourself to others. Just resolve to do your best -- and then do better! Ask yourself: Is this is a speed bump or a roadblock? Weigh short-term disappointments through the perspective of your long-range goals.

Others have done it. You will too!

KWRO*UBG/TKAO/T/STPH-FPLT

!



Alice Skoro is a CCR graduate and Certified Reporting Instructor. She teaches Theory, SH130, and SH220 online courses. Alice currently resides in Las Vegas and admits to having a serious Kindle/iPad addiction. She loves music and aspires to one day learn to play the piano.

ATTENTION CCR STUDENTS!!! ENTER OUR NEXT CONTEST!!!

Write a 500-word essay using proper English, grammar, and punctuation. The essay must answer the following prompt:

What types of challenges have you overcome, and how has CCR helped you get there?

Two essays will be chosen. The student will be awarded the cost of student registration for the annual NCRA convention in August 2012 and their hotel expense.



Criteria for the contest:

1. The participant must be a current NCRA student member.
2. The participant must be enrolled in CCR.
3. The essay should be submitted by June 1, 2012.

A P R I L E V A L U A T I O N S P A S S E D

These students have all passed one or more SAP evaluations during the month of April.

Students who have passed an exit speed have been bolded.

21 SAPs Ronald Lynn	6 SAPs Debra Hjelm	D'Ann Dublin	Rhonda Bradley	Karen McKinney	Gina Keener
15 SAPs Erika Darnold	Gwen O'Connor Justine Kiechel	Deborah Sekan	Robin Wallbank	Karen Payne	Hannah Kwiatkowski
13 SAPs Francesca Buonpastore	Kimberly Dundas	Gaynelle Peacock	Robyn Schmid	Kari Rients	Janette Tate
12 SAPs Catherine Savino	Lisa St. John	Glen Warner	Samantha Coday	Katie Collins	Jesse Anders
10 SAPs Erica Murphy	Natasha McCall	Jennifer Ezell	Sandy Phelps	Kelli McGarvie	Kathy Horn
Mandy Alva	Nicole Simchak	Margaret Abernathy	Serena White	Lan Le	Kelly Custard
Miranda Aultman	Nina Rose	Mary Orloff	Thomas Sefcovic	Lateisha McCleary	Laci Chelette
Morrow McLaughlin	Paul Hawkins	Morgan Gronquist	Venice Jackson	Marcia Martin	Laura Post
Raemy Rogers	Rebecca Schade	Pamela Filewood	2 SAPs	Maria Ciccarelli	Laura Shapiro
9 SAPs Emily Giacobbe-Bell	Renee Rodriguez	Shannon Eubanks	Andrea McDowd	Melinda Burrows	Leslie Kirkley
Mitzi Boardman	Shannon Armstrong	Stacy Coonfield	Angela Shaw	Monica Gerard	Lorna Halbert
8 SAPs Jessica Deihl	5 SAPs Alicia Rice	Tammy Brady	Bridget Donohoe	Norma Wehby	Marie Moore
Kimberly Taylor	Andrea Dalsing	3 SAPs	Brooke Baril	Pamela Dixon	Monica Dyson-Wilson
7 SAPs Chiquita Smith	Daniella Savidge	Angela Ottwell	Carrie Harville	Patrice Graper	Nicole Hunter
Donna Watkins	Fay Berkowitz	Bob Strohl	Chana Zundell	Rachelle Cahoon	Noraima Galvan
Gina O'Neal	Jennifer Wesner	Brittany Alms	Danielle Simpson	Shawna Braselton	Pam Dean
Pamela Chilo-Kwabena	Joyce Williams	Brittany Beaver	Dave Persaud	Sue Harrison	Rachel Brantley
Sarah Fitzgibbon	Lisa Litchfield	Carolyn Oakley	Dawn Smith	Tiffany McClelland	Rachel Dandinidis
	Michelle LeGrand	Dave Kubley	Dayna Martin	1 SAP	Rasheeda Grant
	Penni DeHart	Jennifer Cormican	Erica Pack	Aimee Edwards-Altadonna	Sarah Fradue
	Tammy Garber	Jennifer King	Evyn Flannell	Alicia Diggs	Shannon Barnes
	Tricia Ramirez	Jessica Bruce	Geri Vargas	Amy Schlein	Sharon Flint
	4 SAPs Ayme Powers	Lauren Jones	Icah Petersen	Bernice Whitlock	Susan Martin
	Barbara Fusco	Leigh Ann Dewease	J. Leslie Del Rossi	Brittany Shaw	Tanya Friedhoff
	Christine Koczur	Lisa Jay	Jamie Bracher	Carrie Julian	Teresa Cattelan
		Lynn Bannon	Jenene Crowder	Dalisa Ruiz	Terry Romero
		Marcia McMullen	Jennifer Fraser	Elaine Flanagan	Tracy Coporale
		Marie Tibaldi	Jennifer Mackay	Elizabeth Haarmann-Bailey	
		Meredith Hoffpauir	Jonathan Abrams	Elizabeth Trella	
		Patricia Feucht	Julie Jardine		

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

April 20, 2012

(Job #12-21)

COURT REPORTER

(Job Code 688)

DEPARTMENT: Elkhart County Superior Court I

HIRING RANGE: Negotiable and commensurate with experience

BENEFITS: Full benefits offered

DATE POSITION TO BE FILLED: As soon as possible

HOURS & DAYS OF WORK: Monday 8:00 to 5:00 p.m., Tuesday through Friday, 8:00 a.m. to 4:00 p.m.(Trials and regular court proceedings may require additional time.)

LOCATION OF POSITION: Courts Building, Elkhart

TRAVEL REQUIREMENTS: None

JOB SUMMARY:

Responsible for preserving a record of court proceedings, marking and maintaining evidence submitted to the Court, and for producing accurate and legible transcripts as necessary and making entries from court proceedings on the Chronological Case Summary (CCS).

JOB REQUIREMENTS:

- ▶ High school graduate or G.E.D.
- ▶ Completion of specialized training in court reporting
- ▶ Demonstrable knowledge and proficiency in the use of stenograph and word processing systems and a high level of proficiency and accuracy in transcribing court activities
- ▶ Prefer one to three years active experience as court reporter, in preparing verbatim records, or in situation involving and acquiring knowledge of legal terminology
- ▶ Pre-employment background check
- ▶ Successful candidate may be required to take a pre-employment drug test

APPLICATIONS AVAILABLE:

- Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526
- Telephone: (574) 535-6725 FAX: (574) 535-6750
- Web Site: www.elkhartcountyindiana.com E-mail: personnel@elkhartcounty.com

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

What Jobs Will be Most Abundant in 2012? By Calli Tapler

One main industry has been on the rise, creating jobs since 2009, and will still be going strong for years to come. It's social services — and it encompasses several types of jobs. One recent Business Insider Article stated that there were over 121,000 online job ads for these 10 careers between January and November of 2011 alone. So let's examine each of the ten professions and the career potential for 2012:

1. **Education administrator.** The nature of this job is to manage the day-to-day activities in schools, preschools, day care centers, and colleges and universities, educational business programs and job training, correctional facilities, and museums. Due to the wide range of occupations that fall under this degree, you will find that they require different qualifications, anywhere from basic training to an advanced degree. There have been more than 12,000 job ads posted in this category during the past three months.
2. **Special education teacher.** This does require a bachelor's degree in teaching, along with certifications. These types of teachers help students with various types of disabilities the environment necessary for optimal learning.
3. **Medical and public health social worker.** If you have a strong urge to help others to improve their lives, this profession may be for you. You do need a bachelor's degree, but it can be in various areas other than psychology. There are a number of different sectors you can work in such as hospitals and schools, or as a family case worker for the local government.
4. **Emergency management specialist.** People in this profession coordinate disaster and crisis management, as well as the training required for these types of situations. This job could be at power facilities, hospitals, or even working for the government for national or local disasters.
5. **Marriage and family therapist.** If you have a degree in this field, now is the time to get into the industry since it is one of the top ten jobs for 2012. In this profession, you would help treat certain pre-diagnosed nervous and mental disorders.
6. **Urban planner.** If you want to work in this area, you will most likely find a position working for the government, as the local governments employ about 66 percent of urban planners. People in this profession support the growth and revitalization of communities. If you are a person who cares for the environment and sustaining the way of life in your area, then you may want to get involved by choosing this career path.
7. **Clergy.** If you want to steer your life in a way of worship, then you could go to school to become a member of clergy in your place of worship. There are many different areas you can apply these skills, such as religious organizations, home health care, hospitals, community housing, emergency relief services, and community elderly care.
8. **Firefighter.** This is a job that many people are weary of due to the risk factor. It is, however, a very rewarding career for many who care about the people in their community. It takes a lot of hard work to get through the academy, and you will know very soon if it is for you if you can make it through with your desire to help still intact.
9. **Court reporter.** There has been a 78 percent increase in the need to fill positions for this job since 2010, so if you are willing to get the certification needed, chances are that you will not have trouble finding work. It can be a very interesting job to learn how the United States judicial system provides justice for our citizens. A court reporter's job is to create verbatim transcripts of speeches, conversations, legal proceedings, meetings, and other events.
10. **Mediator.** Mediators facilitate the negotiation and settlement between disputing parties. They help by providing direction and encouragement to the parties involved. They help establish a collaborative effort to reach a mutual solution to the dispute.

Word Trippers By Barbara McNichol

Practical, practicable – “Practical” consists of, involves, or results from practice or action (e.g., a practical application of a rule). “Practicable” means feasible, capable of being put into practice with available means (e.g., a practicable solution).

Slight but significant distinctions: Something practical is useful while something practicable is usable. Practical refers to anything that can be done and is worth doing; practicable pertains to anything that can be done, worthwhile or not.

On site vs. onsite (on-site)

The two-word adverbial phrase is short for “on the site of” a location. The single-word adjective refers to being accomplished or located at the place of a particular activity or concern (e.g., on-site medical treatment for accident victims). “The on-site supervisor was not on site when the inspector came.” – Steve Fine

COLLEGE OF COURT REPORTING

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“Work for yourself...Work for the world!”

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**POLL OF THE MONTH:
 WHICH CELEBRITY WOULD YOU LIKE TO
 DICTATE YOUR NEXT EVALUATION?**

- A. MORGAN FREEMAN *Vote for your choice on the left side of the screen
 when you log into ev360!*
 B. WILL FERREL
 C. ADELE *Your results will appear in the next issue along
 with a new Poll of the Month!*
 D. BETTY WHITE

June

Faculty birthdays are in bold print. Happy birthday, CCR students and faculty!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 SEMESTER BREAK	28 Memorial Day	29	30	31 Mandatory New Student Orientation at 6 p.m.	1 Dorothy Murphy	2 Chloe Mickey-Lowe
3 National Business Etiquette Week 	4 National Barefoot Day Welcome, New and Returning CCR Students!	5	6 JANET NOEL Drive-In Movie Day 	7 Geri Vargas Sylvia Ward Lisa Lewis Sheila Kidwell	8	9 Elizabeth Haarmann-Bailey
10	11 Irene Tataro	12 National Peanut Butter Cookie Day	13 TONY CREDIT	14 Robyn Schmid Lauren Jones-Plunkett Flag Day 	15 Emily Giacobbe-Bell	16 Norma Wehby Dawn Nichols
17 Darci Corbett Happy Father's Day 	18	19	20 Summer Solstice	21 Miranda Aultman	22 Lynn Bannon Take Your Dog To Work Day 	23 Great American Backyard Campout
24 National Mosquito Control Awareness Week 	25 Raymie Rogers Erica Pack	26	27 Guest Speaker Lynette Eggers of NCRA	28 Laura Post	29 Dave Kubley Rasheeda Grant	30 Jennifer Wesner NATALIE KIJURNA Tour De France