

THE GUARDIAN

ISSUE 4 APRIL 2015

IN THE THICK OF IT

QUOTE OF THE MONTH

It is never too late to be what you might have been

—George Eliot

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There is a time in life from post-college to pre-empty nest years when we're in the thick of it all. Up until this age, we're children, adolescents, teens, then young adults. During that time, we are learning about the world and life, then creating our identity as an adult, whether by default or design (most of us definitely by default). As we enter the thick of it all in life, however, we make critical decisions: career, marriage/significant other (or not), children (or not), our relationships with our family of origin, friends, colleagues, and many others.

When we are smack-dab in the thick of it, the conveyor belt that is our path in life speeds up. It gets tough; it gets blurry; it gets overwhelming for sure. But it's also a time in life for the most spectacular life events you'll experience.

For most of us, when and if we get a chance to pause and consider our lives during these crazy years, they can feel like an uncomfortable blur. The feelings of contentment and being grounded can be an elusive longing, seemingly just beyond our grasp. So we put our heads back down and carry on. There are always crucial things that need our attention right this moment, necessary things: our work, our home lives, our bodies/health, our finances.

Well, I'm here to tell you there is a way to be present by design rather than de-

fault. It is possible to find your flow through these years and not look back feeling as though life passed you by in a blur. I love this quote:

“Your outer journey may contain a million steps; your inner journey only has one: the step you are taking right now.”

-Eckhart Tolle

One great tool to use today is to begin to live in the now. If you're fully present in the now, giving your attention to this moment only, you have the luxury of giving your full attention and energy to one thing. What a concept, right? We have so many different areas we're trying to balance in life. We all know that juggling all the balls in the air gets precarious. What if we only had to juggle on ball at a time? Imagine throwing only one ball up and then catching it, instead of five or six or 99 balls all at once!

An easy way to begin to live in the now is to practice presence. This is where we get out of our head and into the moment as many times as we possibly can throughout the day. This is not easy! We have so many thoughts running around in our heads every day, it does take work to slow them down and bring our minds to the present moment. The goal is to ultimately be conscious of being in the present moment, or at least have the ability to pull ourselves back into the present moment for the majority of our waking hours.

STUDENTS OF THE MONTH

Sindee Baum

Sindee began her journey at CCR in February of 2014. She has shown a great deal of dedication to her studies. She always attends the evening classes and has a terrific read back.

Keep up the hard work, Sindee!

Jennifer Hall

This is Jennifer's first semester at CCR, and she is doing an outstanding job! She is always participating in class, and it is apparent to her instructors how hard she works.

You are doing great, Jennifer! Keep it up!

Kayde Rieken

Kayde is a very fine student with a wonderful attitude. She has shown how badly she wants to become a court reporter ever since her enrollment in February of 2013.

We believe in you, Kayde!



(continued from pg. 1)

A baby step to begin practicing presence is to consciously listen when speaking with others. Look into their eyes; hear them; stop the mind chatter and really listen. You can use this trigger to snap into the moment; it's easy because of all the conversations we engage in during any given day. This goes for conversations with our colleagues and coworkers, family members, friends, and even our children.

As a former court reporter, I'd say this is the difference between taking testimony when you're on autopilot, planning the rest of your day, and taking tough technical testimony when you literally don't have a second to think about anything but the next work spoken from the witness's mouth.

Think about what normally goes on in any given verbal exchange with another. As we listen, we have an agenda: We're simultaneously crafting a response, what we're going to say back. That is, we listen in a reactive state, constructing our reaction/response to what the person is saying.

Try listening with no thought in your head; clear your head, stop analyzing, stop mentally reacting. Concentrate solely on the person's words, his or her expression—his or her eyes, voice, and mannerisms. At first it's difficult, but with practice, it becomes a relief. You begin to notice how letting your guard down and not being ready to react

feels like a reprieve: "Oh, wait, I can just listen here. I can pretend I'm watching a video and there's no need for me to respond. Wow, how freeing is this?"

After the initial discomfort, you'll be amazed at the sense of freedom this gives you. You'll also be amazed at getting to the end of the other person talking and then just responding from a pure and natural place. It's really the art of listening. The beauty of being a reporter is that we master the art of listening in our professional lives; we can simply transfer this skill to our nonreporting interactions by being fully conscious and present in the now.

Ultimately, this practice allows us to be so much more effective and confident in our exchanges with others. By practicing presence, you'll see how your responses to others become natural and meaningful. You give your brain time to relax, and that's when a sort of magic happens: You become much more effective in conversing with others. You are empowered. You feel confident.

Learning to live in the now, in the present moment, slows the conveyor belt down a bit, and with practice, it actually gives us access to a sense of control of our lives. We can find our flow while being right in the thick of it all!

Reprinted from the JCR

Punctuation Rule of the Week

This week's punctuation review talks about any element in your sentence that is considered to be "interrupting" in nature...i.e., it's not needed for the meaning of the sentence.

Morson's Rule 73—Use a comma to set off a parenthetical word, phrase, or clause that interrupts the flow and meaning of the sentence. It can come in the middle or at the end of your sentence. Many times these interrupting elements interrupt a subject from its verb.

Examples:

The other students, **incidentally**, will be arriving after the dinner is over. The witness, **I believe**, was not being truthful in the testimony.

Word Tripper By: Barbara McNichol

Proportion, percentage – A “proportion” is a ratio in which the denominator (bottom part) represents the total of something while the numerator (top part) represents part of that total (e.g., 4/10). It shows a relationship between different parts comparing size, number, or degree. A “percentage” is a form of a proportion that’s based on 100 (e.g., 40/100 or 40%). To state a proportion as a percentage, you would multiply the proportion by 100.



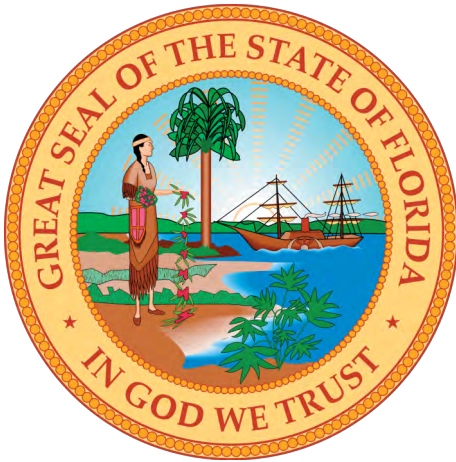
“Because her buying habits were out of *proportion* to her financial means, she put herself into debt. The *percentage* she spent on clothes alone was 40% of her salary.”

F E B R U A R Y 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 January.

<p><u>11 SAPs</u> Taifa Stephenson</p> <p><u>7 SAPs</u> Heidi Masters</p> <p><u>6 SAPs</u> Shivone Latortue</p> <p><u>5 SAPs</u> Christil McAllister Kathleen Steadman Kelsey Palmer Monica Robinson</p> <p><u>4 SAPs</u> Brionca Tate Erin Claybrook Katie Jaraczewski</p> <p><u>3 SAPs</u> Carol Casstevens Claire Baldi Erica Zielinski James McAllister Jamie Dorgan Joelle Maxfield John Boutsis Justina Foster</p>	<p>Katelyn Berch Kendra Farmer Leon Bucsit Lisa Major Lucetta Robertson Maria Raichle Megan Reeves Melanie Segalla Rachel Groves Sindee Baum Tanya Farriols</p> <p><u>2 SAPs</u> Allison Allen Amanda Olivares Amy Powers Christine Obermeyer Denise Chase Kurdziel Holly Reese Kayde Rieken Kelly Custard Kirstie Anderson Kristine Mowery Nadine Golden</p>	<p>Sarah Hamilton Summer Vaughn Tami Taylor Tracie Blocker</p> <p><u>1 SAP</u> Abby Crouse Alisa Church Amy Krueger Amy Strickler Angela Viray Ashleigh Huston Ashley Kramer Ashley Wilson Brandi Smith Brett Schatzle Christine Angel Corree Brooks Danielle Savidge Deborah Pascal Debrina Jones Elise Townes Haley Both Holly Goodwin Holly Harris Holly McKay</p>	<p>Jessica Vanatta Joan Yeatts Jodi McCall Josey Loney Juliane Petersen Kathleen Stempeck Keely Nelsen Kimberly Murphy Kimberly Prebstle Kimberly Wilkerson Kristen Stegeman Kristin Gertz Martha Obstalecki Melissa Claborn Michelle Dziubla Michelle Kowalsky Nicole Simchak Robin Willey Ronald Pacana Season Young Sherrona Williams Shery Skeen Stephanie McGin-</p>	<p style="text-align: center;">nis</p> <p>Susanne Gorman Valerie Melkus</p>
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JOB OPENINGS



Job Location: Inktel - Doral, FL

Status: Full-time

Job Type: Legal, Information Technology

Experience: At least 1 year(s)

Minimum Qualifications:

- At least 1 Year of Experience as a court reporter in an electronic setting.
- Must be familiar with technology for electronic court reporting (audio and video devices).
- Must be a Notary Public in the State of Florida.
- Must have experience in completing transcriptions to meet court requirements.
- Must type a minimum of 50 WPM.
- Must be able to work independently with limited supervision.
- Individuals must have strong attention for detail and proofreading / editing skills, as well as being able to problem solve.
- Must be proficient in English (all transcriptions must be completed in English).



Job Location: Oklahoma State Courts, Tulsa, OK

Status: Full-time

Job Type: Corporation Commission

Salary: Statutory base \$39,160.00/year

Level Descriptors: The Court Reporter job family consists of only one level of work and incumbents will perform functions associated with the assigned position.

Minimum Qualifications:

Education and Experience requirements at this level consist of Statutory Requirements 20 O.S. 1981, Section 106.3(B): Incumbents must be certified or licensed by the State Board of Examiners of Official Shorthand Reporters; or if no certified or licensed reporters are available, an acting shorthand reporter temporarily certified by the Chief Justice of the Supreme Court may be employed for a period not to exceed a maximum of twelve months.

THE BADGERS GET A TASTE OF STENOGRAPHY

Normally ASAP Sports stenographer Toni Christy does her job in complete anonymity. She transcribes words from athletes in news conferences in an unseen area away from all the flashing lights, and finishes the job in less than 30 minutes. After each event she'll quietly put away her \$5,000 steno machine, trot off to have a glass of wine and reflect on the day's events.

All that changed last week during the NCAA men's basketball tournament when the curiosity of Nigel Hayes and a couple of Wisconsin men's basketball players thrust her and her profession into the national spotlight.

Like a trio of schoolchildren, they started peppering the woman responsible for transcribing their quotes with questions about how stenography works. Then, they started punching the keys on her machine to see what they would produce.

"Whoa!" yelled Hayes, when his name popped up on the screen. "You got me!"

Even coach Bo Ryan ducked back through the curtains to get the low-down on the stenography trade before ushering his boys back to the locker room.

Since then an unlikely relationship of stenographer and hooper has formed, and so has America's fascination with stenography. Hayes also discovered that in pressers, the mic is always hot, whether he's saying funny words to trip up the stenographer or making remarks about someone's beauty. We caught up with the woman known as "The Stenographer" to learn more about that moment, how life has changed since her encounter with the Badgers and the secret behind stenographer superpowers.



espnW: Take me back to that moment when Nigel Hayes and the Wisconsin Badgers discovered you and your craft.

Toni Christy: Well, Dawn (a news conference microphone holder) came up to me and said, "Would you be willing to share with them what you do?" They looked like they were really curious about it. I was focused on the interview so I did not notice that and I said, "Sure, I'll show them how it works," but in my mind I was thinking they're never going to come out here. All of a sudden out of the corner of my eye I see that curtain open and they came leaping out [laughter]. I mean running, and then there comes Coach Ryan along with them. They just got behind me and started peppering me with questions.

espnW: That's cool and all, but weren't they disturbing you?

TC: No, we had just finished the press conference, so we were done and I was sitting there gathering up my notes and getting ready to shut everything down. That's when she asked me, would I be willing to show them and I said sure, so I was just finishing.

espnW: I have to admit, what you do is pretty amazing and stenographers are like typing angels for people in my profession. How long does it take you to transcribe an average press conference?

TC: Let's say the press conference is 20 minutes, then what we say is we have 20 minutes to get it out. ASAP Sports' motto is, "When all is said, we're done."

espnW: So you're basically a human Siri. How fast can you actually type?

TC: In order to start court reporting at the college that I went to, you had to type, I believe, 160 words a minute on that typewriter cleanly, with very few errors. On our Steno machine we typed about -- it's a range -- but 260 words a minute is probably about it. That might be a little bit on the high end, but that's probably about where I'm at.

Reprinted from espnW.com

COLLEGE OF COURT REPORTING

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ANY SUGGESTIONS?

*Your CCR newsletter is always changing.
 Contact Jen at jen.lewis@ccr.edu with
 any ideas that you may have for the next
 one. It is much appreciated!*



Birthdays are in bold print! Happy birthday, CCR students and faculty!

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 <i>April Fool's Day</i> Deb Gaston	2 Priscilla Romans Berarducci	3 <i>Good Friday</i> Kathy Lazart	4 Tammy Garber
5 <i>Easter</i> Jill Cox 	6 Mindi Billings <i>140-160 Multivoice</i>	7 <i>World Health Day</i>	8 Haley Both	9 Angelia Goins Katelyn Berch Tamara Natekina	10 Anissa Nierenberger Guest Speaker 11 a.m. I-Auditorium-Public	11 April Goode
12	13 Ruth Moline <i>11 a.m. - Mock Trial Anita Paul Johnston Guest Speaker Presentation 9 a.m. I-Auditorium - Public</i>	14 Megan Reeves	15 Melodie Lewis Yolanda Pena Erica Zielinski	16 Shameeka Williams Lesley Reid <i>Faculty Meeting</i>	17	18 Molly Brady
19 Robert Leifer	20 <i>180-200 Multivoice RPR Certification Awareness Week</i>	21	22 <i>Earth Day</i> 	23 Nicole Throne	24	25
26	27 Darby Valle Molly Caughlan <i>10-Page Mock - 11 a.m. RPR Certification Awareness Week</i>	28 Nick Trottier	29	30		