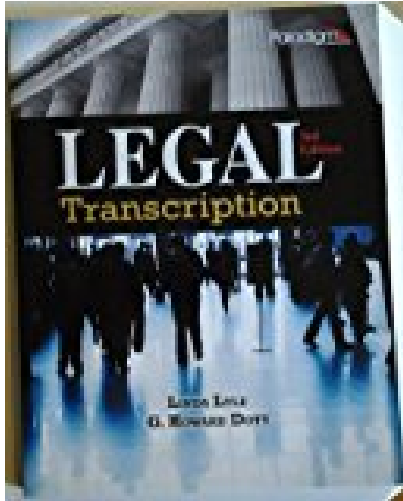


Legal Transcription



BOOK DETAILS

- Author : Linda R. Lyle
- Pages : 504 Pages
- Publisher : Paradigm Pub. International
- Language : English
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BOOK SYNOPSIS

Students studying legal transcription, court reporting and legal terminology will find this book to be a must have for professional learning. Legal Terminology for Transcription and Court Reporting transforms the student into someone who is proficient in the language of law as a listener and speaker with judges, attorneys, witnesses, jurors and the parties in court. The student will master all the skills necessary to produce a transcript that accurately reflects court proceedings, depositions, legal stipulations, hearings, and intra/interoffice meetings. The complete understanding and usages of legal terms, as well as the related English grammar, punctuation, proofreading, and transcript production issues that contribute to an accurate record are the keys for all aspiring court reporters and transcriptionists. The main take away for the student is the confidence to begin using legal terminology for professional transcription and court reporting in law offices, the courts, or one's own business. Mastering legal terminology and the correct English skills are keys to advancing and this book makes it fast and enjoyable with written exercises as well as audio transcription exercises on an accompanying CD-ROM. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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