



# VOICE WRITING 101

The Vox Academy

Jennifer “Jen” L. Thompson, CCR, CVR-M

# A LITTLE BIT OF HISTORY

Voice Writing 101

The Voice Writing 101 program is a rebirth of part of my former court reporting curriculum. It has been reformatted for a number of reasons. The main reason being the growing shortage of court reporters and the opportunities for education and training being few and inadequate. The fast-paced, upward trend in technology and its evolution warrants a new level of training. Additionally, there seems to be an increase in the number of machine writers interested in cross training themselves on the voice writing method.



# ABOUT ME

Jennifer “Jen” L. Thompson, CCR, CVR-M



I have been in the legal industry since 1987, where I began my legal career as a paralegal. I went on to become a court reporter in 1993. With voice writing schools being few and the need being great, I co-founded the first voice writing court reporting school in South Carolina in 2000.

For close to three decades, I have served the profession as a court reporting firm owner, court reporting instructor, and freelance court reporter. I am a Certified Verbatim Reporter - Master with the National Verbatim Reporters Association, as well as a Certified Court Reporter with the state of Georgia.

I have served in numerous leadership capacities, including President of the SC Court Reporters Association, and I'm a long-standing member of NVRA, SCCRA, and GCRA.

Known as one of the court reporting industry experts and leaders in voice recognition, I conduct private training as well as online webinars and programs. I'm a certified advanced EclipseVox™ trainer and frequently speak and present at technology seminars and association conferences.

Eclipse Seminar/Conference/Trainees include:

Advantage Software

Eclipse Software Professionals

South Carolina Court Reporters Association

North Carolina Court Reporters Association

Georgia Court Reporters Association

Arkansas Court Reporters

Court Reporting School of South Carolina

The Vox Academy

United States Army

United States Air Force

United States Marine Corps

United States Coast Guard

# WHO CAN BENEFIT FROM VOICE WRITING 101



- Those individuals who are currently working reporters or newly graduated and possess reporting experience and/or training interested in honing their skills and adding voice-to-text technology to their skill set.
- Those individuals who currently utilize a steno machine or another method of input desiring to cross train on voice writing.
- Those individuals who are interested in getting into the court reporting profession may add the *Court Reporting Practice & Procedure Module* to the curriculum. This is a basic, generic introduction to court reporting practices and procedures. The training is not state-specific and the trainee is encouraged to seek further guidance from their respective state and other working reporters. (This is still currently under development and is slated for launch in April 2023)

# VOICE WRITING 101

## THE PROGRAM

The program as designed will focus on the theory and method of voice writing, working with a speech recognition engine (SRE), Dragon Professional Individual, and dictation speed building in preparation for the skills portion of NVRA certification. Those wishing to segue into training with a CAT system will continue with the EclipseVox A-Z™ *Basic* program.

### WHAT YOU'LL LEARN

The Voice Writing 101 program objective is to provide the trainee with a comprehensive understanding of the method and theory of voice writing, the components of successful voice writing, and dictation technique.

The trainee will gain the foundation necessary for work with voice-to-text technology and customizing Dragon speech recognition software for individual use.

A speed building component will aid in honing the trainee's dictation skills while gradually improving speed and accuracy in order to meet national certification requirements.





## VOICE WRITING 101

- Length: The Voice Writing 101 is six (6) weeks of live virtual instruction. The speed building path is 90-day access to Realtime Coach™, a learning management system, which will be monitored with provided feedback and guidance.
- When: Class is held one evening per week, TBD per session (this will be the same night each week). All classes are conducted Eastern Standard Time and are recorded for unlimited reference and playback throughout the program length and for a full 60 days thereafter.
- Where: Via online meeting platform (Zoom or GoTo).

### *PRE-REQUISITES*

Participant must possess:

- A solid working knowledge of the Windows environment and intermediate to advanced computer skills. Windows 10 Professional or higher is recommended.
- Above-average grammar, punctuation and spelling skills
- Adequate typing skills

# FEES & COSTS



- The cost of the program does *NOT* include software and equipment.
- Voice Writing 101 - \$1,500
- EclipseVox™ A-Z *Basic* - \$1,200
- Court Reporting Practice & Procedure Module - \$850\*(Under development –April 2023 launch expected)

## PACKAGES

Voice Writing 101 & EclipseVox™ A-Z *Basic* - \$2,550 (Save \$150)

*May pay in full or \$550 Deposit and 6 monthly payments of \$335 (\*convenience fee added for payment selection)*

Voice Writing 101, EclipseVox™ A-Z *Basic*, and Court Reporting Practice & Procedure - \$3,400 (Save \$150)

*May pay in full or \$1,000 deposit and 6 monthly payments of \$410 (\*convenience fee added for payment selection)*

## PAYMENT METHODS

Cashier's check, credit card\* or PayPal/Venmo/Zelle accepted. (Zelle is preferred). There is a one-time processing fee of \$50 for payment by credit card.

## EQUIPMENT & SOFTWARE COST ESTIMATE

*(does not include program costs)*

- \$1500-2500 – Voice Writing laptop
- \$500–700 – Dragon Professional Individual 15 or 16
- \$349 - EclipseVox™ Student software [*upgrade to professional version will be necessary upon completion – estimated cost is retail less student cost and student discount of \$300 – approximately \$4350*]
- \$199-289 – Talk Technologies Stenomask SR Pro-1 or 2 or Martel Mini Mask
- \$50-100 – USB Audio Device
- \$75 – USB Foot pedal
- \$50-200 – USB External microphone
- \$200-250– Books and miscellaneous resources
  
- **Estimated expenses: \$2983-4200** (*Costs are calculated based on participating in all 3 programs and will vary depending on what you enroll in.*)



An illustration of a person's hands holding a clipboard. The clipboard has a checklist with several items, each preceded by a green checkmark. The background is a solid teal color. A dark grey rectangular box with a white border is overlaid on the center of the clipboard, containing the text 'WHAT YOU'LL NEED' in white, uppercase letters.

## WHAT YOU'LL NEED

- Business class Intel or AMD i7 quad-core high-quality processor; 16 gig RAM; 512 SSD, Windows 10 or 11 Professional. These are minimum requirements and it is recommended to upgrade where budget allows.
- Dragon Professional 15.3 or higher. [NOTE: Version 15 is no longer available. If you don't already own it, you'll need to purchase Version 16.] I strongly recommend purchasing from [Knowbrainer](#).]
- Stenomask: Options available are [Talk Technologies SR Pro-1 or 2](#) or – [Martel Mini Mask](#)
- USB Audio Device (Sound Card) – [Andrea PureAudio MA or SA](#); [SoundBlaster Play3](#); [Speechware](#) are some recommended choices. [The links provided are for informational purposes only. You may find them for less at other retailers – The Andrea PureAudio MA is preferred]
- Audio Recording software – Windows Voice Recorder is installed on all computers and is sufficient. [Audacity](#) has a free version and is recommended. \*A paid version of recording software is not necessary.
- Transcription software – recommended are [ExpressScribe](#) and [For the Record](#). Both are free versions.
- Transcription foot pedal – Infinity [USB-2](#) is recommended. [USB-3](#) is available and works with both of the recommended transcription software above as well as with EclipseVox™ Version 10. It is NOT compatible with v9 or lower of EclipseVox™.
- Wired earbuds or headphones (noise cancelling recommended). Do not get a headset with a microphone.
- \*Assistance with procuring all items is available.

# ***OTHER IMPORTANT STUFF***



**Once an application has been completed, submitted, and accepted, the terms and fees are locked in. Up until that time, all information including, but not limited to, costs, fees, and class content is subject to change.**



**The Vox Academy is not a school and does not accept financial aid of any kind. Payment arrangements are subject to all parties fulfilling their respective duties. Any agreements can be terminated at any time for failure to comply and access to recordings and class content, past and future, will be forfeited.**



**The Vox Academy does not guarantee employment, job placement, or successful passing of national and/or state skills or certification examinations.**