



# VOICE WRITING 101

The Vox Academy, a Division of Thompson Court Reporting, Inc.

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 proper 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 method cross training.



# 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-level EclipseVox™ trainer and regular instructor with Advantage Software 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

Louisiana Court Reporters

Missouri Court Reporters

Virginia Court Reporters Association

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 building 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.

# VOICE WRITING 101

## THE PROGRAM



The Vox Academy is not a court reporting school. It is a training forum whose program, as designed, will focus on the theory and method of voice writing, working with a speech recognition engine (SRE), Dragon Professional, dictation speed building in preparation for the skills portion of NVRA certification, and the basic fundamentals of working with computer-aided transcription, EclipseVox™.

The Voice Writing 101 program does not include detailed instruction in court reporting, but rather the method and theory of takedown. The Court Reporting Practice & Procedure module is a suite of recordings and written materials that lay a foundation for court reporting with a broad overview of the functions and tasks of a court reporter in both the deposition and courtroom environments, the components of transcript production, and general grammar guidelines.

It is strongly recommended that the trainee align themselves with a mentor in their geographical area, as well as working environment, to shadow and learn the specific guidelines and procedures to follow.

# VOICE WRITING 101

## THE 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 working with voice-to-text technology and customizing Dragon speech recognition software for individual use;

The 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;

The trainee will be introduced to working with EclipseVox™ computer-aided transcription software.



# VOICE WRITING 101

The Voice Writing 101 program access is for a period of six (6) months and consists of:

- Twelve (12) pre-recorded sessions of instruction that includes hands-on practice which will be monitored with provided feedback and guidance;
- Realtime Coach™, a learning management system, is utilized with a specially-created speed building path for voice writers which will be monitored with provided feedback and guidance. There are eight (8) mock certification tests mimicking the NVRA CVR skills certification requirement. 120-day access is included in the program. Additional time can be extended for a nominal fee.
- The Court Reporting Practice & Procedure (if selected) consists of ten (10) pre-recorded sessions with accompanying documents and materials.

## 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

All applicants are required to complete an entrance evaluation which is comprised of a personality questionnaire, computer skills assessment, and short grammar assessment.



# FEES & COSTS



The cost of the program are as follows and do *NOT* include software and equipment.

## Training fees

\$2999 – Voice writing history, theory and method, 120-day access to Realtime Coach™, EclipseVox™, and Court Reporting Practice & Procedure

\$2599 – All the above, excluding Court Reporting Practice & Procedure

## PAYMENT METHODS

Cashier's check, credit card\* or PayPal/Venmo/Zelle accepted. (Zelle is preferred). There is a one-time processing fee of 3.5% for payment by credit card.

*Payment arrangements are available.*

*The Vox Academy is not a school and does not accept financial aid of any type.*



## EQUIPMENT & SOFTWARE COST ESTIMATE

*(does not include program costs)*

- \$1500-2500 – Voice Writing laptop
- \$700 – Dragon Professional
- \$349 - EclipseVox™ Student software (Student may utilize a 90-day free student trial.)
- \$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 – Books and miscellaneous resources (\*optional)
  
- *Estimated expenses: \$3,000-5,000\**

*\*Additional costs will be incurred upon completion if upgrading to professional version of EclipseVox and or upgrading current equipment.*

An illustration of a person's hands holding a clipboard with a checklist. The clipboard has a silver clip at the top and a white sheet of paper with several lines of text and green checkmarks. The background is a solid teal color.

## 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 - Version 16.** *I strongly recommend purchasing from [KnowBRAINER](#).*
- **Stenomask:** It's recommended to get your mask from KnowBRAINER as well [HERE](#).
  - Other options available [Martel Mini Mask](#)
- **USB Audio Device (Sound Card) – Andrea PureAudio MA or SA; SoundBlaster Play3 (recommended); Both devices can be purchased from KnowBRAINER.**
- **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](#) or [USB-3](#) is recommended.**
- **Wired earbuds or headphones (noise cancelling recommended). Do not get a headset with a microphone.**

## **OTHER IMPORTANT STUFF**



Once the assessment and 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 session 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 session 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.