**Perfect Copy Homework Instructions**

Welcome to the Taft College at WESTEC Court Reporting Program 2025 Fall session. A big part of your success is your homework. You are required to complete Perfect Copy homework each week with the exception of a few weeks which are noted on the Homework Schedule. Perfect Copy homework assignments are available on the WESTEC website.

**Please note the following with regards to Perfect Copy Homework:**

Write the Perfect Copy four times, once for each day. I will read them, so make sure each one is perfect.

**\*Please send each homework assignment in a separate pdf file for each day of the week and label each assignment copy # in steno at the beginning of each Perfect Copy.**

**\*Also, please include your name or initials when naming the file in Case Catalyst.**

Proofread your notes when you are finished. **You will be allowed to use the asterisk (\*) *three times* in each Perfect Copy, otherwise you will be asked to redo it.**

Perfect Copies must be as near perfect as possible. If there are too many errors, you will need to redo the Perfect Copy. This may result in no test passing because of the 60% or higher grade needed for that week.

If you have a redo, please complete it by the following Thursday. You will only receive half credit until I receive the redo, then I will correct the redo and adjust your grade from the previous week if the redone Perfect Copy is satisfactory.

Homework is due every Thursday by midnight, but **please don’t wait until midnight!** You may turn your homework in after the due date for 50% credit until and including the day that the next homework assignments become due, which would be the following Thursday. After that, it will be an automatic 0% for that assignment.

**Keep in mind you can turn in your Perfect Copies before the due dates, so if you know you will be out of town, be sure to turn them in before you go.**

**Turn in your homework to perfectcopiesctrp@gmail.com**

If there are any issues, concerns, or questions, please contact Lisa McDonnell by email at lmcdonnell7740@gmail.com or cell phone (661) 203-2583.