

## Perfect Copy Homework Instructions

Welcome to the WESTEC Court Reporting Fall 2019 semester. 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 the Perfect Copy Homework.*

- Proofread your notes when you are finished, and correct them. Correcting your mistakes/misstrokes will help you identify any problem areas you have so you can fix them now. If you make a list of your mistakes/misstrokes and practice them until you eliminate them, you will be amazed at how much faster you will pass speed tests, acquire your CSR license, and begin working as a Certified Shorthand Reporter.
- Perfect Copies must be as near perfect as possible. If there are too many errors, you will need to “redo” the Perfect Copy. A “redo” slip will be put in your box, and the “redo” is due the next day. If a “redo” is not turned in on the due date or not turned in at all, you will receive the lowest grade for that Perfect Copy. This may result in not being able to pass speed tests because of the 60% or higher grade needed for that week.
- Do not use your Perfect Copy to figure out how to write a word or brief. This will result in a “redo.”
- Stay consistent in your writing. Do not write the same word/brief in different ways. This will result in a “redo.”
- Homework is due every Thursday. If you are absent on the day that homework is due, you **MUST turn it in directly to me on the first day you return to school**, NO EXCEPTIONS! You may turn in your homework after your first day back for 50% credit until and including the day that the next homework assignments become due, which would be the following Thursday. After that, you will receive 0% credit.
- Please attach a cover sheet to your homework and fill it out before turning it in.
- If there are any issues, questions or concerns, please see me.

Elizabeth Gonzalez – Room 7

*There is no glory in practice, but without practice there is no glory*