**Perfect Copy Homework Instructions**

Welcome to the Taft College at WESTEC Court Reporting Program Summer 2022 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 Perfect Copy Homework.

Write the Perfect Copy four times, once for each day. I will randomly grade one of the four.

Proofread your notes when you are finished. Correcting your mistakes will help you identify any problem areas you have so you can fix them now.

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.

Homework is due every Thursday. You will lose ten percentage points for every day it is late. If it is turned in after the following Thursday by 12:00 p.m., it will be an automatic 0% for that assignment.

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

If there are any issues, concerns, or questions, please contact Sandra Beckworth by email at sandrabwestec@gmail.com.