

Realtime Lending Library

Court Reporting Services
325 West Adams Street
Springfield, IL 62704
(217) 557-0876
fax (217) 557-0267

Effective December 1, 2005

**COURT REPORTING SERVICES
REALTIME LENDING LIBRARY**

The realtime library is a collection of books, tapes and CD's that is designed to assist reporters to transition to realtime and with passing the realtime or computer proficiency examinations. Any court reporting services employee may check out an item listed in this booklet for a three week period free of charge.

To check out an item, call (217) 557-0876 or use the fax order form. You will be sent the item with a letter including the date when the item is due back. Since we have a limited supply of each item, it is important to return the item on or before the due date. If you would like to extend the due date, you may call the number above to see if anyone is waiting for the item.

If you have any questions, please call. Thank you for your interest in the realtime library.

To order an item, call (217) 557-0876

CRR Practice Series (CT-129) Tape 1

CRR Practice Series (CT-139) Tape 2

CRR Practice Series (CT-149) Tape 3

CRR Practice Series (CT-159) Tape 4

CRR Practice Series (CT-169) Tape 5

Anita Paul International Realtime Power Drill Tapes

Tapes include how-to writing tips and extensive word, phrase, and sentence drills.

Series 1, Conflicts - (Book plus 6 drill tapes)

Series 2, Prefixes - (Book plus 6 drill tapes)

**My System: The Road to Realtime Excellence
by Mark Kislingbury**

(Book) Interested in learning to write realtime? Already a realtime writer and looking for tips or suggestions to improve your skills? Who better to learn from than Mark Kislingbury, NCRA's first National Realtime Champion and frequent medallist in the National Speed Contest. In My System: The Road to Realtime Excellence, Kislingbury presents the principles that have helped him become one of the best realtime writers in the country. By making use of these principles and without having to entirely change your theory, you'll have the tools to be a successful realtimer.

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Writing Naked: Principles of Writing Realtime and Captioning by Kevin William Daniel and Mary Cox Daniel

(Book) It's how many reporters describe their first experience writing realtime where others can watch. For the first time, your writing is exposed, and you may feel your reputation is at stake. But you can do something to ensure your transition from court reporter to realtime writer or captioner is a smooth one. In *Writing Naked*, you'll find tried-and-true principles for resolving conflicts in your writing.

Realtime Writing - Second Edition by The National Captioning Institute

(Book and practice cassette) All reporters will benefit from this guide. The transcript-producing reporter will find that writing accurate, conflict-free notes equates to producing a near-finished product instantly, and that little time will be needed for scoping and editing.

80+ Tips for Passing the CRR

(Book) Many court reporters describe the Certified Realtime Reporter exam as the easiest test you'll ever fail. The speed usually isn't the problem, nerves and other factors often get in the way. That's where *80+ Tips for Passing the CRR* comes in. We talked to court reporters who have passed this challenging exam. Several tips offer more than one hint on how to earn your CRR. In addition, many of our experts touch on the same topics, but from slightly different angles. Select the tips that might work for you and give them a try!

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Overcoming Text Anxiety by Anna Vitale

(30 minute audiocassette) Don't let test anxiety lessen your chances of passing your important tests. You may have tried other self-hypnosis tapes. What's different about this one? This tape is produced by Anna Vitale, a certified hypnotherapist AND practicing court reporter! Anna's tapes have been helping court reporters reduce their anxiety, increase their speed and handle stress since 1990.

The Conflict Exterminator by Carol Jochim

(Book and 2 drill cassettes) Bugged by pesky word boundary, one-word/two-word and other conflicts? The Conflict Exterminator will show you how to rid yourself of these problems while simplifying your writing. Written for reporters and students who learned theories with conflicts or complex conflict-resolution rules. You won't believe how easy it is to resolve some of your conflicts, and how simple the fixes are compared to the realtime rules of other theories.

Quick Fix for Homonyms & Other Sound-Alikes by Carol Jochim

(Book) A definitive resource for definitions and steno for over 6,000 homonyms and other sound-alikes. Shows you how, with one stroke, you can solve your sound-alike conflicts. This expands on ideas taught in *The Conflict Exterminator*. This book gives you steno for each entry, showing use of the conflict-distinction stroke, plus alternative, shorter outlines for frequently occurring sound-alikes.

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Realtime CRR/CBC/CPC Practice Material Cassette - 180 wpm by NCRA

(Tape) Prepare for the new CBC and CCP exams with this cassette, which contains 6 - literary dictation practice exams at 180 wpm.

Pocket Practice Numbers

(Book and drill cassette) Increase your confidence and learn how to take advantage of the new software features that give you perfect realtime translation when writing numbers. Drills cover a multitude of numerical situations; words, numerals, addresses, phone numbers, social security numbers, license plate numbers, monetary figures and more. Includes drill cassette at 120 wpm and 200 wpm.

Phoenix Fast Track to Realtime Writing and Exercise Cassettes

(Book and 6 cassettes) This book is a tool for people who want to totally retrain themselves to learn Phoenix Theory, the only truly conflict-free theory. Retraining yourself to write using Phoenix Theory Principles affords you the opportunity to use the largest translation dictionary on the market. Audio cassettes contain exercises specifically designed to retrain your fingers for each step (6 tapes at 120 wpm).

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Pocket Practice Dictionary Building

(Book) Learn principles of efficient dictionary building and check your current translation dictionary against the extensive word lists in this book. Great realtime review. Covers time, date, location, geography, contractions, pronouns, weights, measures, common homonyms and sound-alike words, directions, common jury charge and testimony words, prefixes, suffixes, most common irregular verbs and more.

Realtime Captioning the Vitac Way

by Amy Bowlen, RDR-CRR and Kathy DiLorenzo, RDR-CRR

(Book) Although this book is focused on captioning, it has the basic theory principles to help court reporters transition to realtime. Along with the theory principles, the authors provide dialogue that supports and explains each premise presented. Examples are given as reinforcement and further clarification of each principle. At the end of each theory lesson, there is guidance for dictionary follow-up to ensure that you experience the fullest benefit from your efforts. Vitac has established a reputation as a provider of the highest-quality captions, and the purpose of this book is to make available to reporters the fundamentals of Vitac's in-house training program.

Realtime: Getting Started, Troubleshooting, Marketing and More by E. Duane Smith and Marybeth Everhart

(Booklet) [This booklet] provides an in-depth review of the basics of realtime. It discusses the advantages of realtime, how to select the proper software and equipment, troubleshooting, marketing and a host of other critical issues.

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Numbers: Figures & Facts by Carol Jochim

(180 minute Audio-cassette Set) This series is designed to develop writing aptitude for numbers. Non-theory specific for court reporters, students and teachers. Each set contains writing exercises on generic numbers, dollars and cents, percentages, etc. Exercises are separated by 2-3 minutes takes of interesting facts containing numbers.

Set 1, 140 - 160 wpm

Set 2, 180 - 200 wpm

Fashionable Realtime Toolbox by Dennis Thievin

(Book) This book provides you with over 2000 realistic exercises to hone your skills on typical realtime problems.

You will learn how to:

- Write long and short vowels without conflict
- Write the 35 most frequent English words without conflict
- Perfect your finger-spelling alphabets and much, much more...

The Realtime Writer's Manual Prefix-Suffix Drills Cassette by J. Edward Varallo, RMR, CRR

(Tape) Improve your realtime skills with this prefix-suffix drills cassette. This one-hour cassette contains dictated realtime prefix and suffix drills to help you improve your realtime speed and precision.

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The Realtime Writer's Manual: A Common-Sense Guide for Court Reporters by J. Edward Varallo, RMR, CRR

(Book) This book shows you how to make the transition to realtime proficiency without sacrificing speed and endurance. Address the requirements for online translation and identify the skills you must have to be a confident realtime writer. The techniques and writing principles described are applicable to verbatim reporting in the freelance field and in the courtroom. Learn common sense principles to prevent homophone problems (sweet/suite) and solve conflicts fast, without memorizing long lists of conflict resolutions. Throughout the Manual are tips, ideas and techniques for making you a better writer.