

*Student Guide to Success in Court Reporting School* is intended to compliment your school's current curriculum and methodology.

**Suggestions for using this book in the classroom:**

- Create a schedule for class discussions of the “Let’s Talk About This” questions at the end of each chapter. These discussions can be a springboard for students to discover their own solutions and to share helpful tips, information, and encouragement with one another.
- The book can be used as a text for an added class to your curriculum, or it can be incorporated into theory and speedbuilding classes by scheduling the discussions during class time.
- Let students know which chapters and questions you will be covering so they can prepare their answers in advance.
- Create a lesson plan to reflect your goals for each discussion and the input you wish to give. A complimentary *Instructor Facilitation Guide* is available with school bulk orders to help educators lead productive discussions.
- Remind students to keep track of their progress by updating their “Time Line” on Page 71 and by filling out the “Dictation Test Log” in the Appendix.
- As students advance through the speed rooms, they may participate in discussions on a chapter they have previously covered with a different group of students. This can be very beneficial since new ideas, solutions, and encouragement can emerge from a new perspective. Students can also become aware of how their own attitudes and opinions change and mature.
- If time is not available during class for discussions about the chapters, you can encourage students to create their own after-school or weekend student-led groups.