

## THEORY TEXT GUIDELINES

Any computer-compatible theory taught in an NCRA-approved court reporter education program should eliminate all conflicts in a consistent manner. The theory should also utilize uniform methods to create easy-to-learn outlines rather than relying on arbitrary memorization.

It is mandatory that a computer-compatible theory consistently:

- Use long and short vowels.
- Differentiate words ending in -ST and -S.

past	pass
chest	chess
mist	miss

Resolution of this conflict must not create alternate conflicts, i.e., PAS/-T/ as a potential outline for “past, pass the, and pass it.”

- Differentiate words ending in -TH and -T.

both	boat
------	------

- Differentiate words ending in -NK and -NG.

rank	rang
------	------

- Differentiate words ending in -S and -Z.

rice	rise
race	raise
ice	eyes

- Differentiate words ending in -X and -KSHUN.

sex	section
fix	fiction

- Differentiate words ending in -F and -V.

relief	relieve
safe	save
leaf	leave
life	live

- Differentiate words beginning with S and Z.

sip	zip
-----	-----

- Differentiate words beginning with EXP and SP.  

express	suppress
---------	----------
- Differentiate words beginning with EX and COMP.  

exact	compact
-------	---------
- Differentiate between the article A and the syllable A.  

a dress	address
a long	along
- Differentiate sound-alikes.  

threw	through	
blew	blue	
wrap	rap	
whole	hole	
whine	wine	
not	knot	
sale	sail	
road	rode	
sell	cell	
serial	cereal	
brake	break	
stake	steak	
right	rite	write
sent	cent	scent
sight	site	cite
- Differentiate words beginning with SHR- and SL-.  

shred	sled
shrug	slug
- Differentiate contractions, two words, and single words.  

your	you're	you are	
yours	yourself	yourselves	
there	their	they're	they are
its	it's	it is	itself
who's	whose		
can't	cannot		

- Differentiate between briefs, phrases, and other words.

Ed	he had
nobody	knob
physical	fizz

- Differentiate between singular words and plurals.

tense	tens
guise	guys
tax	tacks
pulse	pulls

- Differentiate common words from names.

ray	Ray
bill	Bill
fill	Phil
done	Don

- Differentiate plurals from single and plural possessives.

houses	house's	houses'
--------	---------	---------

- Include punctuation symbols.

.	end-of-sentence period
.	decimal point (Ex. 1.4%)
?	question mark
“	opening quotation mark
”	closing quotation mark
--	dashes
-	hyphen
:	colon (Ex. Frank:)
,	comma (Ex. one, two, or three)
(	opening parenthesis
)	closing parenthesis
;	semicolon

- Include alphabetic spelling of words.

- Differentiate between the following words and suffixes:

Al	all	-al
necessary	-ness	
meant	-ment	
err	-er	
go	-ing	
had	-ed	
is	-s	

- Differentiate between the pronoun I and the “y” suffix.

treat I	treaty
room I	roomy
bush I	bushy

- Differentiate between initial long “E” sounds and the “y” suffix.

class evaluation	classy valuation
------------------	------------------

- Differentiate between RE prefix and RY suffix.

fact remain	factory remain
bake release	bakery lease

- Not use the same steno outline for more than one English translation

\*\*\*\*\*

In an effort to provide ongoing quality improvement in the area of computer-compatibility, the following theory suggestions are at this time merely recommendations (now to be included by April 2003):

- Differentiate one- and two-word combinations.

takeover	take over
sometime	some time
maybe	may be
pickup	pick up
outcome	out come
overall	over all

- Differentiate between the following words and suffixes.

less	-less
or	-or
full	-full
able	-able (-ible)
ability	-ability (-ibility)

- Differentiate between the following words and prefixes.
 

in	in-
for	fore-
- Differentiate between the initial EN sound and the -en suffix.
 

threat	encourage	threaten	courage
--------	-----------	----------	---------
- Incorporate a method for writing numbers that will result in proper translation.
 

1,458
\$250 million
\$1.75
- Punctuation symbols.
 

/	slash mark (Ex. 3/4, and/or)
!	exclamation point
.	prefix decimal point (Ex. .22 caliber)
:	colon (Ex. 8:25)
,	comma (Ex. 1,750)
\$	dollar sign