

COURT REPORTING SERVICES – STATE OF ILLINOIS OFFICIALSHIP TRAINING APPLICATION FORM

Name: _____

Address: _____

Phone: (____) _____

Email: _____

Age: _____

Highest level of education: _____

Have you ever attended a court reporting introductory course? _____

If yes, which course(s)? _____

Have you ever attended a court reporting program? _____

If yes, where? _____ when? _____

Have you ever played a musical instrument or learned a second language? _____

If yes, list. _____

How did you hear about this program? _____

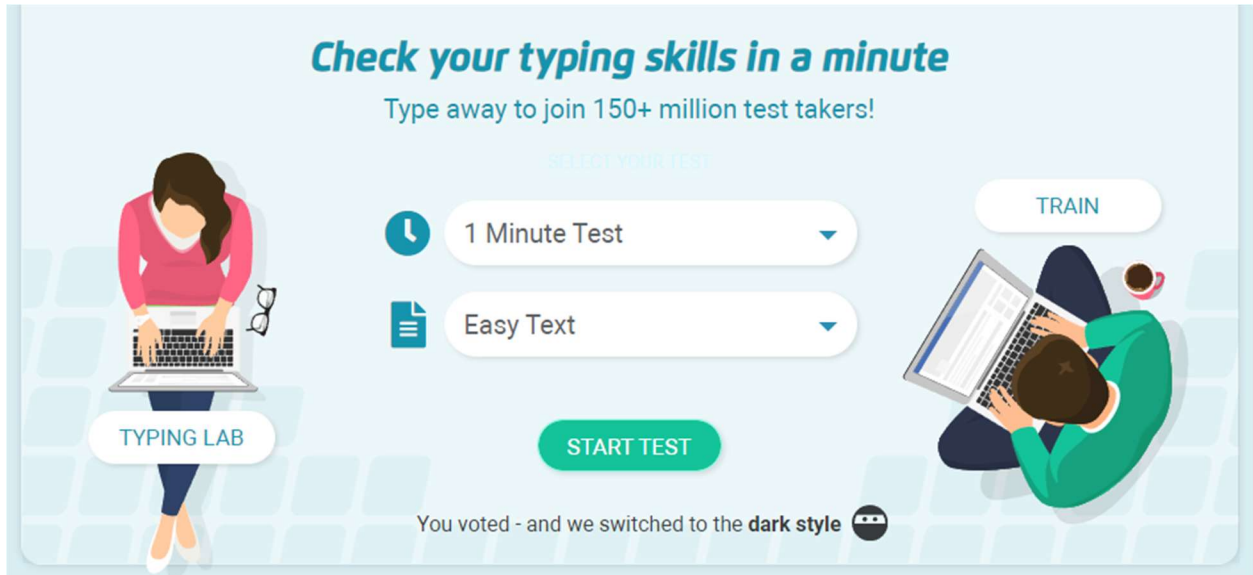
If you are selected into the program, you will be required to commit to the class schedule as well as a practice regimen outside of class hours.

~ CLASS SCHEDULE ~ (Two years – year round)

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – Noon Onsite	11:00 – Noon Zoom	9:00 – Noon Onsite	11:00 – Noon Zoom	9:00 – Noon Onsite



Speed Typing Test on a QWERTY Keyboard



YOUR RESULTS:

Typing Speed: _____

Accuracy: _____

Net Speed: _____

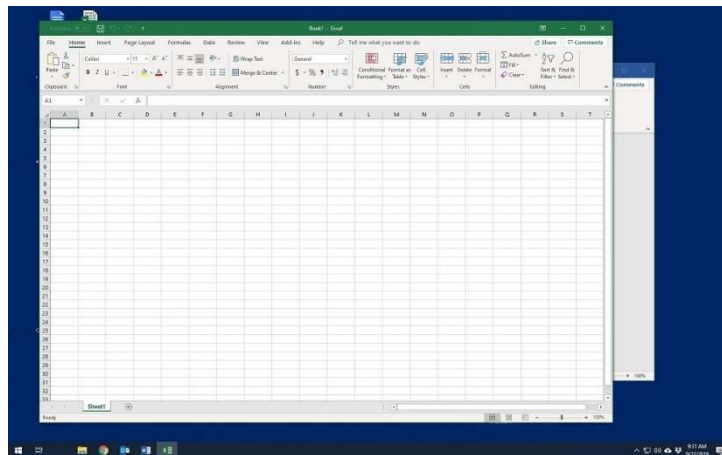
Assessment #1 – Technology

Place an X next to the letter of the BEST answer.

- 1) If there are no program icons on the computer screen below, how would you open a program?
- a) Right click on the desktop for a menu, then select "reveal icons."
 - b) Reboot the computer. Something is wrong.
 - c) Click on the start icon and select a program.



- 2) If you need to minimize the Excel window to see the program behind it, how could you do that without closing the program?
- a) Click the 'X' in the upper corner.
 - b) Click on the square in the upper-right corner.
 - c) Click on the _ icon in the upper-right corner.
 - d) Click on the Excel icon on the taskbar.
 - e) Both C and D



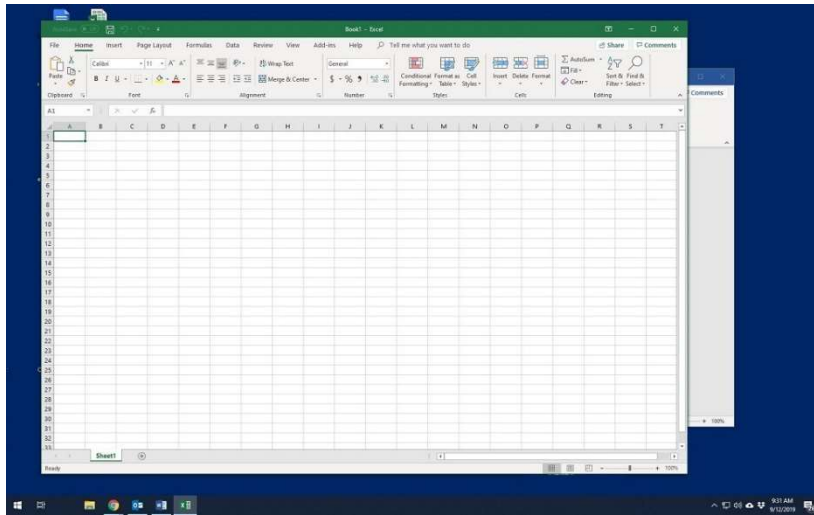
- 3) What does pressing the Ctrl + X button on your keyboard do?
- a) _____ Undo your last change.
 - b) _____ Paste the item copied to the clipboard.
 - c) _____ Cut a selected item or text to clipboard.
 - d) _____ Close the current window.



- 4) Which of these taskbar items would allow you to browse this computer for a file?
- a) _____ A
 - b) _____ B
 - c) _____ C
 - d) _____ D
 - e) _____ E



- 5) Without minimizing the Excel program, you'd like to switch to the program behind it. What would you do?
- a) Click on the Word icon.
 - b) Alt + Tab
 - c) Click on the edge of the bottom program.
 - d) B or C only.
 - e) Any of these.



- 6) In the photo above in 5), if you want to view the content of both of the programs on the desktop at the same time, can you do it?
- a) Yes
 - b) No
- 7) You need a Word document in PDF format. What is the best way to do it?
- a) Print the document and put it through a scanner to save it to a PDF document.
 - b) Click "Save As" and select Adobe PDF as the file type option.
 - c) From the print menu, select Adobe PDF as the printer.
 - d) B or C above.
- 8) What is the best way to shut down your computer?
- a) Press and hold the power button.
 - b) Click on the Start icon, the Power icon, and Shut down.
 - c) Ctrl + Alt + Del buttons and shut down.
 - d) All of the above.

- 9) You need to scroll down to get to the next page of this document. What can you do?
- a) Click on the screen and roll your mouse button.
 - b) Use the scroll bar on the right side of the window.
 - c) Use the arrows in the taskbar at the top of the page.
 - d) Any of the above.



- 10) You need to move the "Supervisors" file on the right from the current location on the desktop to the Documents folder. How would you do it?
- a) Select the file by clicking on it, hold down the mouse button, and drag it to the documents folder.
 - b) Right click on the file, select "cut." Go to the Documents folder and paste it there.
 - c) Select the file, press Ctrl + X, go to the Documents folder, and press Ctrl + V.
 - d) Any of the above.



Assessment #2 - Pick the Correct Word

1. They thought of the ceremony as a _____ of passage.
 - a) right
 - b) rite
 - c) write
 - d) writ

2. The vacation will be in Colorado with _____ extended family.
 - a) they're
 - b) their
 - c) there

3. This great news will _____ everyone working there.
 - a) affect
 - b) effect

4. The article should _____ your interest.
 - a) peek
 - b) peak
 - c) pique

5. The building will be going up on that _____ starting in the spring.
 - a) sight
 - b) site
 - c) cite

6. The dog was chasing _____ tail.
 - a) it's
 - b) its

7. The _____ balance on this loan is still very high.
 - a) principle
 - b) principal

8. The attorney stepped out of the room to _____ her client.

- a) council
- b) counsel

9. That is really _____ much food just for me.

- a) to
- b) too
- c) two

10. If _____ going to go to the party, let me know.

- a) your
 - b) yore
 - c) you're
-

Assessment #3 - Punctuation

Place an X next to the letter of the BEST answer.

1. Which sentence has the most correct punctuation?
 - a) _____ The Smith's are coming over for dinner.
 - b) _____ The Smiths are coming over for dinner.

2. Which sentence has the most correct punctuation?
 - a) _____ The weather this summer has been: hot, humid, and unrelenting.
 - b) _____ The weather this summer has been hot, humid, and unrelenting.
 - c) _____ The weather this summer has been hot, humid; and unrelenting.
 - d) _____ The weather, this summer has been, hot, humid, and unrelenting.

3. Which sentence has the most correct punctuation?
 - a) _____ Waiting for my ride to come I was excitedly looking out the window.
 - b) _____ Waiting for my ride to come, I was excitedly looking out the window.
 - c) _____ Waiting for my ride to come I was excitedly, looking out the window.
 - d) _____ Waiting, for my ride to come, I was excitedly looking out the window.

4. Which sentence has the most correct punctuation?
 - a) _____ We are going to spend some time, in the kitchen, it's our favorite thing to do together.
 - b) _____ We are going to spend some time in the kitchen it's our favorite thing to do together.
 - c) _____ We are going to spend some time in the kitchen; it's our favorite thing to do together.
 - d) _____ We are going to spend some time, in the kitchen; it's our favorite thing to do together.

5. Which sentence has the most correct punctuation?
 - a) _____ The Abraham Lincoln Museum in Springfield, Illinois, is one of the best I've seen.
 - b) _____ The Abraham Lincoln Museum in, Springfield, Illinois, is one of the best I've seen.
 - c) _____ The Abraham Lincoln Museum in Springfield, Illinois is one of the best I've seen.
 - d) _____ The Abraham Lincoln Museum, in Springfield Illinois, is one of the best I've seen.

6. Which sentence has the most correct punctuation?
- a) ____ If you aren't doing anything now, can you go to the grocery store to get what we need.
 - b) ____ If you aren't doing anything now; can you go to the grocery store to get what we need?
 - c) ____ If you aren't doing anything now, can you go to the grocery store to get what we need?
 - d) ____ If you aren't doing anything now, can you go to the grocery store to get what we need.
7. Which sentence has the most correct punctuation?
- a) ____ September 20, 2019, will be the first day of classes.
 - b) ____ September 20, 2019 will be the first day of classes.
 - c) ____ September, 20, 2019, will be the first day of classes.
8. Which sentence has the most correct punctuation?
- a) ____ Yes Carrie, you are right about that answer.
 - b) ____ Yes, Carrie, you are right about that answer.
 - c) ____ Yes, Carrie you are right about that answer.
 - d) ____ Yes, Carrie, you are right, about that answer.
9. Which sentence has the most correct punctuation?
- a) ____ He was going to go to a barber shop at First and Oak for his haircut.
 - b) ____ He was going to go to a Barber Shop at first and oak for his haircut.
 - c) ____ He was going to go to a barber shop, at First and Oak for his haircut.
 - d) ____ He was going to go to a Barber Shop, at First and Oak for his haircut.
10. Which sentence has the most correct punctuation?
- a) ____ "Excuse me, Judge Smith," the reporter interjected, "could you please ask the parties to speak one at a time."
 - b) ____ "Excuse me judge Smith," the reporter interjected, "Could you please ask the parties to speak one at a time?"
 - c) ____ "Excuse me Judge Smith," the reporter interjected "could you please ask the parties to speak one at a time?"
 - d) ____ "Excuse me, Judge Smith," the reporter interjected, "could you please ask the parties to speak one at a time?"
-

Assessment #4 - Spelling

Place an X next to the letter of the word that is misspelled.

- 1) Which word is spelled incorrectly?
 - a) caffeine
 - b) harass
 - c) liason
 - d) parallel
 - e) They are all correct.
 - 2) Which word is spelled incorrectly?
 - a) vacuum
 - b) rheumatism
 - c) paraffin
 - d) accomodate
 - e) They are all correct.
 - 3) Which word is spelled incorrectly?
 - a) acquittal
 - b) priviledge
 - c) fulfill
 - d) corroborate
 - e) They are all correct.
 - 4) Which word is spelled incorrectly?
 - a) seize
 - b) questionnaire
 - c) perspiration
 - d) carburator
 - e) They are all correct.
 - 5) Which word is spelled incorrectly?
 - a) concensus
 - b) buoyant
 - c) sergeant
 - d) pseudonym
 - e) They are all correct.
 - 6) Which word is spelled incorrectly?
 - a) threshold
 - b) miniature
 - c) cemetary
 - d) They are all correct
 - 7) Which word is spelled incorrectly?
 - a) apropos
 - b) misspelled
 - c) morgage
 - d) skeptical
 - e) They are all correct.
 - 8) Which word is spelled incorrectly?
 - a) reconaissance
 - b) permissable
 - c) collateral
 - d) accelerator
 - e) They are all correct.
 - 9) Which word is spelled incorrectly?
 - a) hypocrazy
 - b) desperate
 - c) iridescent
 - d) affidavit
 - e) They are all correct.
 - 10) Which word is spelled incorrectly?
 - a) acknowlegment
 - b) silhouette
 - c) rescind
 - d) refrigerator
 - e) They are all correct.
-

Assessment #5 - Do you like Details

Answer each question how YOU feel about the statement. Place an X next to your answer.

1. I think that details are very important.
 - a) _____ Strongly agree
 - b) _____ Agree
 - c) _____ Neutral
 - d) _____ Disagree
 - e) _____ Strongly disagree

2. I would happily take on a task like searching for one wrong number in a document or checking for typos.
 - a) _____ Strongly agree
 - b) _____ Agree
 - c) _____ Neutral
 - d) _____ Disagree
 - e) _____ Strongly disagree

3. When working on group projects, I'm usually the one who takes care of the details.
 - a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never

4. Others would say I was detailed-oriented.
 - a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never

5. I get irritated when things are slightly off (i.e. numbers don't balance out perfectly, little pieces of information are missing, etc.).
 - a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never

6. I love working on the finer details of projects.
- a) _____ Strongly agree
 - b) _____ Agree
 - c) _____ Neutral
 - d) _____ Disagree
 - e) _____ Strongly disagree
7. When I organize an event, I make very detailed plans.
- a) _____ Strongly agree
 - b) _____ Agree
 - c) _____ Neutral
 - d) _____ Disagree
 - e) _____ Strongly disagree
8. Errors in other people's emails, posts on social media, and in online news articles seem to jump out at me.
- a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never
9. People ask me to proofread things for them.
- a) _____ Very often
 - b) _____ Somewhat often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never
10. I'd rather skip some minor details than to waste time thinking about them.
- a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never
11. Handing in a report with a barely noticeable typo wouldn't bother me.
- a) _____ Strongly agree
 - b) _____ Agree
 - c) _____ Neutral
 - d) _____ Disagree
 - e) _____ Strongly disagree

12. Having to pay attention to every little detail on a task annoys me.

- a) _____ Very often
- b) _____ Often
- c) _____ Sometimes
- d) _____ Rarely
- e) _____ Never

13. Sometimes little mistakes slip by me.

- a) _____ Very often
 - b) _____ Often
 - c) _____ Sometimes
 - d) _____ Rarely
 - e) _____ Never
-

Assessment #6 - Personality

Answer each question how YOU feel about the statement. Place an X next to your answer.

1. When exercising...
 - a) _____ I try to keep a steady pace.
 - b) _____ I push myself to go harder.
 - c) _____ I don't think about pace or intensity.

2. In conversations, sometimes...
 - a) _____ I interrupt people.
 - b) _____ people interrupt me.
 - c) _____ Both A and B seem common.

3. When playing games...
 - a) _____ I play to win!
 - b) _____ I want to have fun!

4. The best position/rank in a team is...
 - a) _____ the leader.
 - b) _____ second in command to a great leader.
 - c) _____ the worker bee.

5. When driving...
 - a) _____ I pass other cars.
 - b) _____ other cars pass me.
 - c) _____ I don't pay attention to what other cars are doing.

6. Stress...
 - a) _____ pushes me to achieve.
 - b) _____ harms my output.

7. When I take breaks...
 - a) _____ I enjoy the moment of downtime.
 - b) _____ I'm often thinking about what I need to do next.

8. When planning a trip...
 - a) _____ I prefer to play it by ear.
 - b) _____ I make a plan and mostly stick to it.

9. When I'm not doing something productive...
 - a) _____ I enjoy the free time.
 - b) _____ it can make me a little uneasy.

10. When I go to bed at night...
- a) _____ I usually fall asleep pretty quickly.
 - b) _____ it usually takes me a bit to fall asleep.
11. When I'm ready to leave and the person riding with me is still talking...
- a) _____ I start to feel irritated.
 - b) _____ I don't mind. I'll find something to occupy my time.
12. When I can't do everything on my "to-do" list...
- a) _____ I get frustrated.
 - b) _____ I'll get to it eventually.
 - c) _____ I don't keep "to-do" lists.
13. Once I finish a major task...
- a) _____ I want to start or plan the next one.
 - b) _____ I am relieved and relax for a bit.
14. You get a ride with someone and they are driving out of the way from where you are going.
- a) _____ You ask them about the route they are taking.
 - b) _____ You know they know where you are going.
15. You are in the express lane at the grocery store and the cashier is chatting between scanning each item.
- a) _____ You feel yourself getting impatient at how slow everything is going.
 - b) _____ You appreciate the friendliness of the cashier.
16. You're standing at the "6 items or less" line in the grocery store with shampoo and toothpaste. The person in front of you has approximately 20 items. You...
- a) _____ shoot some looks in their direction to let them know you are angry.
 - b) _____ probably wouldn't notice someone else's groceries.
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Write us a paragraph telling us why you think you would be a good candidate for this two-year program to become an **OFFICIAL COURT REPORTER!**

You have completed the Application Form and Assessment Tests!

