Test Anxiety - Coping

- Anxiety: Anticipating a loss of control
 - Detrimental coping mechanisms (procrastination, anxiety loop (intrusive thoughts), opting out of experience equal predictable future.
 - We can find better tools to utilize than what we've used in the past.

PERSPECTIVE

o Perception of any situation is the framework for how you process that situation

PREPARATION

Most situations can be well prepared for and encourage you to face them head-on, timely

PRACTICE

Practice anything enough & gain proficiency

PERSEVERANCE

- Shifting perspective towards gratitude, giving yourself time to prepare & practice, even when you don't "feel" like it. One step forward at a time.
- Shifting perspective around anxiety. How you talk to yourself matters
 - o "I have anxiety," "I am anxious" = heavy burden, overwhelm, full body involved
 - o "I feel anxious," "I feel my anxiety" = encapsulated in emotions.
 - Emotions are ever changing, transient. Anxiety can come and go
 - Talking about it encapsulated in emotion shrinks its power
 - o "A part of me feels anxious." Continuing to shrink to a manageable size.
 - Where do you feel in the anxiety in your body?
 - "A part of me experiences test anxiety." Core identification. "Test anxiety" is specific enough to be able to do something about it.
- Perspective = empowerment

Alcohol and Test Anxiety

• Not drinking alcohol for weeks – a month before testing positively impacted overall performance, decreased feelings of anxiety; slept better, practiced better, felt more empowered.

Prescription Medication for Situational Anxiety

 Overall, helped diminish physical manifestations of anxiety. Did not have on board when succeeded in passing tests

Focus and Distractions

- Find your Drishti: your focused gaze that develops & enhances your concentration
- Find something fun, something that you love to focus on while you practice & while you test
- Notice differences in your concentration when you have no focal point v. when you focus

Meditation

- Anxious mind is constantly chattering, trying to control
- Constant state of fight/flight/freeze
- Meditation tells your body it's okay to relax. You are safe.
- Naturally reduces stress & anxiety

- · Calms chattering mind
- Improved cognition & memory
- "Surrender" to the present moment
- Use guided meditations on YouTube or Spotify when sitting quietly is too difficult
- Find a visual to help let go of intrusive thoughts & bring yourself back to meditating

Breathing

- Ujjayi Pranayama: Oceanic or victorious breath
- Breathing is part of the autonomic nervous system. It happens without thinking about it, unless it doesn't during anxiety
- Anxiety = holding the breath, breathing from chest & not the diaphragm. Body is preparing for fight or flight
- Increased oxygen in the body
- Builds internal body heat
 - o Blood concentrates in major organs with anxiety why hands & feet get cold.
 - Intentional breathing helps redistribute blood flow. Calm breathing signals to your body you do not need to be in fight/flight/freeze
- Regular practice = reduced muscle tension
- Helps regulate blood pressure & heart rate
- Calms the chattering mind
- Increased self-awareness, stay in the present moment
- Practicing the ujjayi breath profoundly impacted test anxiety. I attribute my success to this
 practice.

Acupressure & Tapping

- Stress is stored in the body at points you may not be aware of.
- Acupressure is like a targeted spot for specific areas in your body where stress collects.
- Pressure might be uncomfortable but should not be painful. Work up intensity with practice.
- Pressure Points:
 - On the top of the foot, along the webbing between the first and second toes, in the depression before the joint.
 - On the sole of the foot, at the point of lighter and softer skin, approximately in line with the space between the second and third toes
 - On the back of the hand, at the apex of webbed triangle between the thumb and the index finger.
 - On the front of the forearm, between the two tendons that run down the center of the forearm, two thumbprints from the wrist.
 - On the top of the shoulder, halfway between the shoulder point and the base of the neck.
 - o On the back of the neck, one thumbprint from the base of the skull, on the rope-like muscle approximately one thumbprint from the spine.
 - On the upper chest, six thumbprints from the midline, in the space below the first rib.
 - On the forehead, midway between the eyebrows, at the point of the third eye.
- Acupressure stimulates self-healing response, increases blood flow, processes stress

Tapping:

- 2013 study of veterans suffering with PTSD found reduced symptoms after Emotional Freedom Techniques (EFT).
- Put into practice: how you speak to yourself matters,
- Get specific about your concern: "I acknowledge a part of me experiences test anxiety. And I deeply and completely accept myself."
 - Crown of head
 - Eyebrows, side of eye, under eye
 - Nose, Chin
 - Collarbone
 - Chest

The importance of food

- Food is our fueling system. "Higher-grade" fuel = better brain & body function
- Organic, "clean" ingredients (avoid artificial colors, sweeteners, preservatives, conditioners)
- Always prioritize personal allergies & sensitivities to certain foods.
- Moderation in eating fish: exposure to antibiotics, mercury, plastics contamination

NCRA Written Knowledge

- quizlet.com
- NCRA Official Study guide
- Job analysis (handout page 5)

Practicing

- Minimum of 15 minutes a day
- Fast, Slow, Finger drills however you get your hands on the keyboard every day
- Not feeling like it does not always mean practice won't go well. Be open to surprising yourself.

Mental Resistance

- Unwillingness or pushing back against growing and changing, even when beneficial
- The brain craves the predictable future, even if it's detrimental to reaching our goals.
- Emotional symptoms: Mood swings, irritability, increased anxiety & depression
- Physical symptoms: Fatigue, muscle weakness, physical pain

Back to Practicing 😊

- Study your notes & your dictionary
 - Define consistent misstrokes. Strokes do **not** have to be perfect to make it to your dictionary
- Discern between mental resistance and needing rest.
 - Perspective: Reframe the question of, "Do I deserve to rest right now?" to "Have I rested enough to take on this task?"
 - Ex. Slept in, scrolled social media for an hour, watched TV from bed. Need to practice, study, etc.

- You might be experiencing mental resistance. Go for a walk, climb some stairs, dance in your living room, shower, engage in tapping and/or meditation
- Schedule practice
- Ex. Ran yourself ragged the day before, took care of everyone but yourself, practiced but not well for 10 minutes, feeling anxious & depressed
 - Engage in tapping: My concern is I fell short of my goals yesterday. I accept myself deeply and completely. Begin tapping sequence.
 - Mindful rest: listen to music, journal, read, take a bath. Stay off phone & social media

Strategic Dropping:

- 3+ syllable word, drop it
- Practice strategic dropping at lower speeds
- Going to feel counterintuitive
- With anxiety, allows you to feel like you're staying in control
- Far better to drop one word than a three-stroke word that becomes five strokes because you misstroked & deleted & then you drop the next three or four words trying to catch up.
 - o Ex. emancipated
 - anniversary
 - o entrepreneur
 - o mathematics
 - investigatory
- Opt for your briefs instead of accuracy, and then let it go!
 - o "I certainly do." Drop the "certainly" and write "I do"
 - o "And where specifically were you?" SKWR-RP/U (dropped "specifically")
- Lists
 - o Test Ex.: "I enjoy hunting, fishing, swimming, kayaking, and boating."
 - o Write: "I enjoy hunting fish swim KAEUBG (cake?) boat
 - Let "hunting" be your clue that all list words end in -ing.
 - Are there outlines in your notes that can easily be combined into one stroke? (see briefs suggestions)
- Write the wrong word
 - o Dictation: furtherance. Stroke: FRANS, which is defined France.
 - o Dictation: maple. Stroke: MAEUPL, "maim," "my name."
 - o You're smart enough to discern the correct word. Trust your notes, trust yourself.

Practice Materials

- Sign up for MyRealtimeCoach
- Search YouTube for Dictation, CSPAN, news
- Podcasts
- Hulu: Forensic Files
- Freevee: Judy Justice

Job Analysis: Registered Professional Reporter



Domains and Tasks of the Registered Professional Reporter (RPR) Exam

Domain 01

Technology and Innovation*

Generate and deliver transcripts using current Technology

- Computer hardware and peripherals Computer operations
- CAT software

Generate a realtime file using current technology

- CAT realtime features
- Wired and wireless
- connections
- Clients' viewing platforms

Troubleshoot issues related to generating a realtime file

- Cabling/connections
- COM ports
- Driver installation Hot
- spots/WiFi/LANs/WANs Device Manager
- Power management settings

Manage electronic files for storage and retrieval

- Storage drive types File transfer methods
- Cloud-based storage
- Archiving/backing up
- File formats
- Converting file formats

Perform online research to prepare for a job and/or produce a transcript

- Online search engines
- Identifying credible online resources
- Online search strategies

Understand and maintain security of computers/information

- Internet security and
- potential vulnerabilities Firewalls and anti-virus software
- Personally Identifiable Information (PII)/Sensitive Personal Information(SPI)
- Secure file transfer protocols

*Technology questions related to computer knowledge are based on Windows operating systems

Domain 02

Industry Practices (3400)

Produce accurate transcripts using proper spelling, word usage, and punctuation

- Punctuation rules
- Spelling rules
- Grammar rules

Demonstrate a broad knowledge of vocabulary

- Topic-related resources
- Homophones, homonyms, synonyms, antonyms, acronyms, initialisms, phrases, and idioms
- Medical terms
- Legal terms
- Foreign phrases (e.g., Latin, French, Greek)
- Industry/trade terms

Understand the duties and responsibilities of a court reporter in various settings

- Role of scopists and
- proofreaders Swearing in/affirming deponents, witnesses,
- interpreters, and minors Marking and
- custody/control of exhibits Rules for reading back testimony
- Procedures related to offthe-record discussions
- Rough-draft guidelines

Demonstrate a general understanding of the legal process

- Pleadings and procedures
- Court structure
- Citations

Adhere to applicable local, state, and federal rules regarding court

- Established guidelines for ADA/equal access to the spoken word
- When records become public
- Freedom of Information
- Compliance with HIPAA requirements

Independent contractor vs. employee status

Domain 03

NCRA, Professionalism, and

Understand the mission, guidelines, and resources of NCRA and NCRF

- NCRA certifications
- NCRA membership requirements
- NCRA continuing
- education requirements NCRA position statements

Adhere to NCRA Code of Professional Ethics

COPE general guidelines and advisory opinions

Promote the Association and the profession individually and through NCRA and NCRF initiatives

- NCRA mentorship
- NCRA professional development
- NCRF volunteerism

References

All references are the most recent editions, unless otherwise noted.

Business

Dictionary of Business Terms (Barron's)

Dictionary of Insurance Terms (Barron's)

Robert's Rules of Order

Computer

Dictionary of Computer and Internet Terms (Barron) Windows Help

General

Bartlett's Familiar Quotations

Last updated Feb. 2019

Test Anxiety – Briefs

and	SKP/SKW		and we	SKWE	and do	STKPO
and he	<u>SKPE</u>		and you	SKPU		
and she	SKP*E		and would you	<u>SKWAOU</u>		
and I	<u>SKPI</u>		and are	SKPR		
and a		<u>SKPA</u>		and I have		<u>SKPEUF</u>
and an		<u>SKPAN</u>		and I have bee	en	<u>SKPEUFB</u>
and a half		TPH*AF		and I have bee	en the	SKPEUFBT
and about		<u>SKPABT</u>		and I know		SKP*EUN
and again		<u>SKPAEU</u>	<u>N</u>	and I mean		<u>SKPAOEM</u>
and all		SKPAUL		and I meant		SKP*EUMT
and all the		SKPAUL	Ι	and I need		<u>SKPEUPBD</u>
and also		<u>SKPALS</u>		and I realize		<u>SKPEURLZ</u>
and are you		<u>SKPRU</u>		and I recogniz		<u>SKPEURGZ</u>
and are you	able to	<u>SKPRUB</u>		and I rememb	er	<u>SKPEURM</u>
and are you	aware	SKPRAU		and I said		SKP*EUDZ
and are you	married	SKPRUM		and I say		<u>SKPEUBZ</u>
and aren't		SKP-RN		and I see		<u>SKPEUBS</u>
and as far a	S	SKPAFR:		and I should		<u>SKPEURBD</u>
and as you	can see	SKPA*U	<u>BGS</u>	and I think		<u>SKPEUNG</u>
and be		SKP-B		and I understa	ınd	<u>SKPEUNDZ</u>
and being		SKP-BG		and I want		<u>SKPEUNT</u>
and can't		SKP-BG		and I was		<u>SKPEUFS</u>
and could		SKP-BGI		and I were		<u>SKPEURP</u>
and do you		STKPAO				01/05111
and do you	recognize	STKPO*		and I will		SKPEUL
and even	•	SKPEFN		and I would		SKPEULD
and everyth	ing	SKPEFR	<u>G</u>	and I would sa	ıy	SKPEULDZ
and feel		SKP-FL		and I'd		SKP*EUD
and felt		SKP-FLT		and I'll		SKP*EUL
and find		SKP-FNI		and I'm		SKP*EUM
and get		SKPEGT		and I'm saying	,	SKP*EUMZ
and got		SKPOGT	-	and I'm sorry		SKP*EUMS
and have		SKP-F		and I've been		SKP*EUFB
and have be		SKP-FB		and in and in fact		SKPEUN SKRARGT
"and she" a		SKP-FT				SKPABGT
and he	iuu "	SKPE		and in light and in the		SKP*PBLT
and he agre	od		CD.	and in the		<u>SKP-PBT</u> <u>SKPEUN</u>
and he agre		SKP*ERO		and it		SKPEUT
and he can	C S	SKPEBG		and it gets		SKP-GTS
and he can'	t	SKPEBG		and it had		SKP-TD
and he coul		SKPEBG		and it is		SKP-TD SKP-TS
and he feels		SKPEFLS		and it looks lik	΄ Δ	SKP-13 SKPAOLS
and he gets	,	SKPEGT		and it says	·	SKP*BSZ
and he gets		OKI LOT	<u>u</u>	ana it says		OKI DOL

and he had	<u>SKPED</u>	and it was	SKP*FS
and he happened	<u>SKPEPD</u>	and it will	SKP*LT
and he happens	<u>SKPEPS</u>	and it's	SKP*TS
and he has	<u>SKPEZ</u>	and not	<u>SKPOT</u>
and he knows	<u>SKPENS</u>	and now	<u>SKPOU</u>
and he realize	<u>SKPERLZ</u>	and of course	SKPOFBG
and he remembers	<u>SKPERMS</u>	and on the	SKPONT
and he remembered	<u>SKPERMD</u>	and over	<u>SKPOFR</u>
and he said	SKPEDZ	and please	SKP-PLZ
and he says	SKPEBZ	and realize	SKP-RLZ
and he should	SKPERBD	and remember	SKP-RM
and he understands	<u>SKPENDZ</u>	and said	SKP-DZ
and he wants	<u>SKPENTS</u>	and say	SKP-BZ
and he wasn't	SKPEFNT	and says	SKP-BSZ
and he will	SKPEL	and so forth	SKPO*RT
and he would	SKPELD	and that	SKPAT
and he's wanting	<u>SKPENG</u>	and that can	<u>SKPABG</u>
and how about	SKWHOUBT	and that could	<u>SKPABGD</u>
and how long	<u>SKWHOUNG</u>	and that gets	SKPABGTS
and how many	SKWHOUM	and that got	<u>SKPAOGT</u>
and how many times	SKWHOUMTS	and that he was	<u>SKPAEFS</u>
and how much	SKWHOUFP	and that she was	SKPE*EFS
and how old	SKWHOULD	and that is	<u>SKPATS</u>
and I	<u>SKPEU</u>	and that was	<u>SKPAFS</u>
and I agree	SKP*IRGD	and that wasn't	<u>SKPAFNT</u>
and I am	SKPA*EUM	and that will	SKPAL
and I believe	SKPEUBL	and that would	SKPALD
and I believe the	SKPEUBLT	and that's	SKPA*TS
and I can	<u>SKPEUBG</u>	and the	SKP-T
and I can't	SKPEUBGT	and the time	SKP-MT
and I cannot	SKP*EUBGT	and then	<u>SKPEPB</u>
and I could	SKPEUBGT	and think	SKP-NG
and I didn't	SKPEUNT	and understand	<u>SKPUNS</u>
and I do have	SKPO*EUF	and was	SKP-FS
and I do not	SKPO*EUPBT	and we	SKW*E
and I don't believe	SKPOEUBL	and we agree	SKW*ERG
and I don't think	SKPOEUNG	and we agreed	SKW*ERGD
and I feel	SKPEUFL	and we are	SKW*ER
and I felt	<u>SKPEUFLT</u>	and we believe	SKW*EBL
and I find	<u>SKPEUFND</u>	and we believed	SKW*EBLD
and I forget	SKPEUFRGT	and we can	SKW*EBG
and I get	<u>SKPEUGT</u>	and we could	SKW*EBGD
and I go	<u>SKPEUG</u>	and we feel	SKW*EFL
and I guess	<u>SKPEUGZ</u>	and we get	SKW*EGT
and I had	<u>SKPEUD</u>	and we go	SKW*EG
and I happen	<u>SKPEUP</u>	and we had	SKW*ED
and I happened	SKPEUPD	and we have	SKW*EF
	<u>-</u>	-	

and we have had	SKW*EFD	and you go	<u>SKPUG</u>
and we haven't	<u>SKWEFNT</u>	and you guys	<u>SKPUGZ</u>
and we know	SKW*EN	and you happen	<u>SKPUP</u>
and we may	SKW*EM	and you happened	<u>SKPUPD</u>
and we may begin	SKWA*EUN	and you have	SKPUF
and we may proceed	SKWA*EUP	and you have agreed	SKPUFRGD
and we need	SKW*END	and you have been	<u>SKPUFB</u>
and we said	SKW*EDZ	and you have been the	<u>SKPUFBT</u>
and we say	SKW*EBZ	and you have had	SKPUFD
and we see	SKW*EBS	and you have the	<u>SKPUFT</u>
and we think	SKW*ENG	and you haven't	SKPUFPBT
and we was	<u>SKWEFS</u>	and you know	<u>SKPOUPB</u>
and we went	SKW*ENT	and you need	<u>SKPUND</u>
and we were	SKW*ERP	and you realize	<u>SKPURLZ</u>
and we weren't	SKW*ERPBT	and you recall the	<u>SKPURLT</u>
and we will	SKW*EL	and you recognize	SKPURGZ
and we would	SKW*ELD	and you remember	<u>SKPURM</u>
and we would say	SKW*ELDZ	and you said	<u>SKPUDZ</u>
and were you aware	<u>SKPWRAUR</u>	and you say	<u>SKPUBZ</u>
and what happened	<u>SKWHAPD</u>	and you should	<u>SKPURBD</u>
and what happens	<u>SKWHAPS</u>	and you think	<u>SKPUNG</u>
and what has	<u>SKWHAZ</u>	and you think the	<u>SKPUNGT</u>
and what have	<u>SKWHAF</u>	and you understand	SKP*UNS
and what is	<u>SKWHAS</u>	and you understood	SKP*UND
and what she said	SKWHA*EDZ	and you want	<u>SKPUNT</u>
and what he said	<u>SKWHAEDZ</u>	and you wanted	<u>SKPUNTD</u>
and what was	<u>SKWHAFS</u>	and you were	<u>SKPURP</u>
and what, if anything,	<u>SKWHAFPBG</u>	and you will	<u>SKPUL</u>
and who was	<u>SKWHOFS</u>	and you will go	<u>SKPULG</u>
and why	<u>SKWHAOEU</u>	and you would	<u>SKPULD</u>
and will	SKP-L	and you would say	SKP*ULDZ
and would	SKP-LD		
and would you recognize	SKWAO*URGZ	and you'd	SKP*UD
and you	<u>SKPU</u>	and you'll	SKP*UL
and you agree	SKP*URG	and you'll recall	SKP*URL
and you agreed	SKP*URGD	and you've	SKP*UF
and you are	<u>SKPUR</u>	and you've been	SKP*UFB
and you are going to	<u>SKPURGT</u>	and you've had	SKP*UFD
and you are the	<u>SKPURT</u>	and you would	<u>SKPULD</u>
and you aren't	<u>SKPURNT</u>	and you would say	<u>SKPULDZ</u>
and you believe	<u>SKPUBL</u>	and your name	<u>SKPURN</u>
and you believe the	<u>SKPUBLT</u>	and/or	<u>SKPOR</u>
and you believed	SKPUBLD	and you felt	<u>SKPUFLT</u>
and you can	<u>SKPUBG</u>		
and you can't	<u>SKPUBGT</u>		
and you feel	<u>SKPUFL</u>		

Question/Answer Briefs:

	Questi	UII/AIISWEI DIIEIS.	
Q. Okay.	<qbank>OBG</qbank>	A. All right.	HR- <abank></abank>
Q. All right.	<qbank>-RT</qbank>	A. And	AO- <abank></abank>
Q. Now	<qbank>OU</qbank>	A. Correct.	KR- <abank></abank>
Q. So	<qbank>OS</qbank>	A. He	HE <abank></abank>
Q. Yes.	<qbank>E</qbank>	A. I	EU <abank></abank>
Q. No.	<qbank>O</qbank>	A. It is a	STA- <abank></abank>
Q. And	<qbank>AO</qbank>	A. It's a	STA* <abank></abank>
Q. Is that correct?	<qbank>ABGT</qbank>	A. No.	TPH- <abank></abank>
Q. Is that right?	<qbank>ART</qbank>	A. No, ma'am.	TPHA <abank></abank>
Q. On the	<qbank>OPBT</qbank>	A. No, sir.	TPHO <abank></abank>
Q. Will	<qbank>-L</qbank>	A. Okay.	OE <abank></abank>
Q. Were	<qbank>-RP</qbank>	A. Right.	R- <abank></abank>
Q. Congratulations.	<qbank>-RGZ</qbank>	A. She	SHE <abank></abank>
Q. I understand.	<qbank>EUPBDZ</qbank>	A. So	SO <abank></abank>
		A. Sure.	SHU <abank></abank>
		A. Thank you.	THU <abank></abank>
		A. That is correct.	THA <abank></abank>
		A. That's correct.	THAE <abank></abank>
		A. That is right.	THRA- <abank></abank>
		A. That's right.	THRAE <abank></abank>
		A. The	<u>T-<abank></abank></u>
		A. They	THE <abank></abank>
		A. This	THI <abank></abank>
		A. True.	TRU <abank></abank>
		A. Yeah.	KWRAE <abank></abank>
		A. Yes.	KWR- <abank></abank>
		A. Yes, ma'am.	KWRA <abank></abank>
		A. Yes, sir.	KWRE <abank></abank>

LIFESAVER ENDING BRIEFS:

realize	-RLZ	please	-PLZ
go	<u>-G</u>	remember(ed)	-RM(D)
agree	<u>*RG</u>	happen(s)	<u>-P(S)</u>
understand	<u>-UNDZ</u>	happened	<u>-PD</u>
say	<u>*BZ</u>	want	-NT (PT)
see	<u>*BS</u>	wanted	-NTD
recognize	-RGZ		

В

so I guess

and I guess

you guess

other than

rather than

as opposed to

as you sit here

as soon as possible

as we sit here today

as you sit here today

to guess

and you guess

BRIEFS THAT ALREADY FLOW:			
l recognize	<u>IRGZ</u>	as I sit here today	S*EUTD
you recognize	<u>URGZ</u>	as I understand	S*EUNDZ
to recognize	<u>TORGZ</u>	as you go	S*UG
can you recognize	<u>KAURGZ</u>	as we go	SW*EG
do you recognize	<u>DOURGZ</u>	as we were	<u>SWERP</u>
did you recognize	<u>DURGZ</u>	as you were	<u>SURP</u>
if you recognize	<u>FURGZ</u>	as if you were	STP-URP
would you recognize	WAOURGZ	as you understand	S*UNDZ
when you recognize	<u>WHURGZ</u>	as you happened	<u>S*UPD</u>
do I recognize	<u>DOIRGZ</u>	as a matter of	<u>SMAOF</u>
what I recognize	<u>WHAIRGZ</u>	as best as	SPW*ES
that you recognize	<u>THAURGZ</u>	as best you can	SPW*UBG
that I recognize	<u>THAIRGZ</u>	and you agree(d)	SKP*URG(D)
l didn't recognize	<u>YIRGZ</u>	and you're in agreement	SKP*URMT
l don't recognize	<u>YORGZ</u>		
if I recognize	<u>FIRGZ</u>		
so you recognize	<u>SOURGZ</u>		
did I realize	<u>DIRLZ</u>		
did you realize	<u>DURLZ</u>		
do you realize	<u>DOURLZ</u>		
l guess	<u>IGSZ</u>		

SOEUGSZ

SKPIGSZ

SKPUGSZ

<u>UGSZ</u>

TOGSZ

O*ERN

RA*ERN

STHPOP

SWETD

S*UT

S*UTD

SPOET