



2017 Court Reporting & Captioning Week

The following tips for planning a court reporting/captioning demonstration for high schools students was submitted by NCRA's 2016-2017 National Committee of State Associations.

- Go to a local high school website and contact counselors or directors of public relations/admissions.
- Contacting the Boy Scouts, Girl Scouts, or other youth organizations is also another avenue to deliver our message to young people.
- If you make a personal phone call, let the group know your name, why you are calling, your certifications, and state and national affiliations.
- Contact high schools in your area to see if they are holding any college fairs. You may not be representing a specific school, but school officials want their students to have as much exposure as they can to the careers that are out there for them.
- Your state's high school guidance counselor convention is another great way to get the word out to students about this great profession.
- Visit crTakeNote.com for an array of downloadable resources developed for NCRA's Take Note campaign, to help support your presentation.
- Set up a date and time for the presentation. Let the school know your needs for a projector and audio. Find out a time when you can come in early that day to troubleshoot so you're ready to go. You will lose students fast if you are not prepared.
- Bring along a short transcript to use as part of your demonstration. Let the students get a flavor for what goes on in the courtroom or the deposition suite, by letting them have a turn at being the judge, the prosecutor, the defense attorney, or the defendant.

- Be sure you have a partner to do the demonstration with you. Have a speaker and a realtime writer.
- Starting your presentation with the [catchy video produced by the National Court Reporters Foundation \(NCRF\)](#) is a great way to break the ice. Let students know about the many career options available and that the job market is wide open for employment. Tailor your presentation to the local school if you can.
- Promote all NCRA certified court reporting schools. Inform students that there are brick and mortar and online schools. Make sure they are aware that many state associations have scholarship opportunities.
- Personal stories of why you chose this profession are great too. Let students know how diversified our profession is. We can choose to work in the courtroom setting, deposition suite, or be a captioner. Again, few professions have as many career avenues open to them as ours does, and the job market is wide open for employment.
- If you tie in the connection to musical instruments, sometimes that is interesting to students as well.
- The competitiveness of students, like the [Text for Tuition Campaign](#), was great too. These kids are texting gurus. Tying it in with the ability to text/type fast is interesting, too.
- Wrap it up by leaving materials for students to peruse. Remember, [crTakeNote.com](#) offers an array of downloadable resources including informational pieces you can use as take-a-ways.
- If you have copies of the *JCR*, bring those along too. The articles in our magazine will give prospective students a great window into our world.
- Be sure to pack plenty of your personal business cards. Offer interested students the opportunity to shadow you or a colleague in whatever area of our profession may be of interest to them. Give them the chance to see just how exciting our career really is!
- The most important tip of all – have fun!