



## **CAREER DAY SETUP/IDEAS**

**Try to find out ahead of time how much time you will be allotted to speak about and demonstrate court reporting.**

**Arrive at site with:**

**Steno machine (extra steno machine if you have one, to let the students try it out)**

**Computer**

**Extension Cord**

**Career Day Presenter's Survey (download from WCRA website)**

**Video clips about court reporting (download from WCRA website)**

**Positive Attitude!**

**(1) Set up and display laptop so that students can see the realtime feed. Have something handy for them to read to you so you can write if you like.**

**(Don't worry.....They'll be impressed by anything you write!)**

**(2) If you are in a panel situation where you have 5 or 10 minutes to talk, highlight some of the points below. Talk about your own experience as a reporter, what drew you to it, what you like about it. Play one or two of the videos if time allows.**

**Some points to cover:**

- **What education or training is required? (Flyers about Green River College)**
- **How long does it take?**
- **What personal qualities are important for this type of work?**
- **What are the working conditions/physical demands?**
- **What is the salary range?**
- **What are the opportunities for advancement or travel?**
- **What are the rewards of this type of work?**
- **How many hours average do you work per week?**
- **What kinds of things can a student do now to better prepare for a career in court reporting?**

**(3) If the career day is set up vendor style in a large room, engage students as they come to your table, write their names on your machine so they can see them in realtime. Hand out brochures and flyers. Get their names and e-mail addresses if they are interested in receiving information from Green River College about the program. You can also have the videos about court reporting playing on your laptop.**