TRANSCREPT TECHNECCANAN

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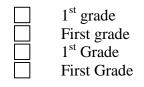
Reporter's Preference Sheet

| Reporter's Infor | mation |
|-------------------------|---|
| Name: | |
| Phone Number: | |
| Email Address: | |
| List any special o | concerns or preferences: |
| | |
| | to the following preferences, please send a sample of a final transcript. o send parenthetical preferences for <u>read back</u> , <u>off the record</u> , et cetera. —Brian K. Malerich d/b/a Transcript Technician <u>Brian@TranscriptTechnician.com</u> |
| Co The | ok/guidebook: llian] Morson's English Guide for Court Reporters urt Reporting: Bad Grammar/Good Punctuation by Margie Wakeman Wells e Gregg Reference Manual by William A. Sabin er text: |
| An Ox Dio | erriam-Webster (Note: online/app will be used unless specified.) herican Heritage Dictionary ford English Dictionary etionary.com |

Transcript Technician Reporter's Preference Sheet

| Proofreader's markings | |
|--------------------------------|--|
| When the correct text is read | • • • |
| | ly (red text or marking nearby) |
| For spelling mistakes | s of an otherwise correct word: |
| Mark | "chk sp" (check spelling) |
| | le the correct spelling |
| Highlight onl | |
| | on and highlight |
| | readily apparent or the audio should be checked: |
| | t mark ("????") only |
| Highlight onl | |
| Both mark an | |
| In addition to the above, circ | ele line numbers? Yes No |
| | |
| Please choose: | |
| Yes No | Comma before final "too." (He went with us, too.) |
| Yes No | Capitalize "Counsel" if a name can be replaced |
| | (Repeat that, Counsel/Lisa.) |
| Yes No | Hyphens between inch-and-a-half |
| $Yes \bigsqcup No \bigsqcup$ | Cap the following: North, South, East, West (Up North / up north) |
| Yes No | Add [sic] when the speaker clearly misstates |
| | or says something "weird" |
| Yes No | Use hyphens with spelled out words in CAPS or lower case |
| | (W-I-T-H hyphens; WITHOUT) |
| Yes No | Use [sic] to be written in the transcript when the speaker clearly |
| | misstates a name or date or says something "weird"? |
| Yes No | Capitalize single-word quoted answers: I heard a loud "Boom". |
| Comma series. Please choo | ose the comma series that you prefer: |
| dog, cat and h | |
| dog, cat, and | |
| | |
| Series of options: Example | s are the colors of traffic lights |
| | yellow-green) |
| slashes (red/y | |
| | |
| Numbers, Percents, Measu | rements and Ordinals |
| | ough |
| - | |
| Choose the samples below the | nat you prefer: |
| 10 percent | |
| ten percent | |
| _ | |
| 5 inches | |
| five inches | |

Transcript Technician Reporter's Preference Sheet



Choose the sample below that you prefer on specific numbers:

(also applies to Docket numbers)



Exhibit Number 10 Exhibit No. 10

Choose the sample below that you prefer on specific pages, lines, sections, volume numbers, et cetera:



page one Page One

Page 1



Page 10, Line 20 page 10, line 20

Volume No. 5 volume number five Volume Number 5

Dates:

Use the following—example: January 27, 2018



Slashes in date (01/27/18) Dashes in date (01-27-18)

Choose date form you prefer (comma or no comma):

| January, 1999 |
|---------------|
| January 1999 |

On dates that a person is trying to get out (but doesn't say the ninety), choose the sample below that you prefer:

| 1995 | or 6 |
|------|--------|
| 1995 | or '6 |
| 1995 | or '96 |

Choose preference below when referring to decades:

| '90's 90's 90s '90s | |
|------------------------------|------------------------------|
| '98/'99 '98, '99 | (with slash) (with comma) |

Times: If witness says "eight o'clock", use

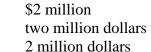
- Eight o'clock
- 8:00
- 8 o'clock
- 8:00 o'clock

Choose a suffix format:

| A.M. and P.M. | |
|---------------|--|
| a.m. and p.m. | |

- AM and PM
- am and pm
- **Currency:**

If witness says "two million dollars", use



Choose the sample below in dealing with money when \$ is not mentioned on the first number, but it is clearly understood:

10 or \$15 \$10 or \$15 10 or 15 dollars

Q&A and Colloquy:

Choose the sample below that you prefer in an answer to a question:



Yes, I was there. Yes. I was there.

Choose your preference below on a sample question asked:



Are we talking about a year before you quit? Six months? Two weeks? 21 days? Are we talking about a year before you quit, six months, two weeks, 21 days? Custom preference:

After colloquy, the attorney resumes his Q&A, which do you prefer:

- BY MR. LAWYER:
 - Q. Did you say that?
- Q. BY MR. LAWYER: Did you say that? Q. (By Mr. Lawyer) Did you say that?

Choose your preference for <u>correct</u> or <u>right</u> at the end of a question:



- You are leaving tomorrow, correct? You are leaving tomorrow; correct?
- You are leaving tomorrow. Correct?

Transcript Technician Reporter's Preference Sheet

Choose your preference for is that correct or is that right at the end of a question:

- You are leaving tomorrow, is that correct?

You are leaving tomorrow; is that correct?

You are leaving tomorrow. Is that correct?

Choose your preference at the end of a question:

| Γ | | |
|---|--|--|

- You must tell the truth, do you understand?
- You must tell the truth; do you understand?
- You must tell the truth. Do you understand?

When quoting multiple paragraphs from an exhibit

- Only one closing quotation mark after the last paragraph.
- Closing quotation marks after every paragraph.

Choose objection preference in colloquy:

- Objection, form.
- Objection; form.
- Objection. Form.

Miscellaneous Preferences:

Web site web site website

- Mm-hmm
- Uh-huh