

REPORTER'S PREFERENCE SHEET

Please send a sample of a final transcript.

Also send parenthetical preferences for read back, off the record, etc.

Reporter's Name _____

Phone Number _____ Email Address _____

List any special concerns or preferences _____

SELECT YOUR PREFERENCES

comma before **too** – He went with us, too.

slashes in date **4/17/07**

hyphens in date **4-17-07**

capitalize **Counsel** if a name can be replaced – Repeat that, **Counsel/Lisa**.

hyphens between – **inch-and-a-half**

capitalize **North, South, East, West (Up North)**

add **[sic]** when speaker **clearly misstates or says something "weird"**

spell out **number one** through _____

TIME	CURRENCY	DATES – COMMAS	DECADES
Eight o'clock	\$2 million dollars	January, 1999	'90's
8:00	two million dollars	January 1999	90's
8 o'clock	2 million dollars		90s
8:00 o'clock			'90s

EXHIBIT NUMBERS	DATES – SLASHES/COMMAS	ANSWERS TO QUESTIONS	COMMA SERIES
Exhibit No. 10	'98/'99	Yes, I was there.	dog, cat and horse
Exhibit Number 10	'98, '99	Yes. I was there.	dog, cat, and horse

RESPONSE AFTER MULTIPLE CHOICE QUESTION IS ASKED

Are we talking about a year before you quit? Six months? Two weeks? Twenty-one days?

Are we talking about a year before you quit, six months, two weeks, twenty-one days?

Other _____

**WHEN \$ IS NOT MENTIONED ON FIRST NUMBER,
BUT IS CLEARLY UNDERSTOOD**

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

**SPECIFIC PAGES, LINES, SECTIONS,
VOLUME NUMBERS**

Page 10, Line 20
page 10, line 20
Volume No. 5
volume number five
Volume Number 5

AFTER COLLOQUY AND ATTORNEY RESUMES Q&A

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

OBJECTION IN COLLOQUY

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

**"IS THAT CORRECT" OR "IS THAT RIGHT"
AT END OF QUESTION**

You are leaving tomorrow, is that correct?
You are leaving tomorrow; is that correct?
You are leaving tomorrow. Is that correct?

**"CORRECT" OR "RIGHT"
AT END OF QUESTION**

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

PUNCTUATION ON QUESTIONS

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

DATES WHERE "NINETY" IS NOT STATED

1995 or 6
1995 or '6
1995 or '96

MISCELLANEOUS

Web site 10 percent
web site ten percent
website

Page 1
page one
Page One

Docket Number 1
Docket No. 1

Um-hum 5 inches
Mm-hmm five inches
Uh-huh

1st grade
First grade
1st Grade