

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
<input type="checkbox"/> Eight o'clock	<input type="checkbox"/> \$2 million dollars	<input type="checkbox"/> January, 1999	<input type="checkbox"/> '90's
<input type="checkbox"/> 8:00	<input type="checkbox"/> two million dollars	<input type="checkbox"/> January 1999	<input type="checkbox"/> 90's
<input type="checkbox"/> 8 o'clock	<input type="checkbox"/> 2 million dollars		<input type="checkbox"/> 90s
<input type="checkbox"/> 8:00 o'clock			<input type="checkbox"/> '90s

EXHIBIT NUMBERS	DATES – SLASHES/COMMAS	ANSWERS TO QUESTIONS	COMMA SERIES
<input type="checkbox"/> Exhibit No. 10	<input type="checkbox"/> '98/'99	<input type="checkbox"/> Yes, I was there.	<input type="checkbox"/> dog, cat and horse
<input type="checkbox"/> Exhibit Number 10	<input type="checkbox"/> '98, '99	<input type="checkbox"/> Yes. I was there.	<input type="checkbox"/> 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?
- Your 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

- | | | | |
|-----------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Web site | <input type="checkbox"/> 10 percent | <input type="checkbox"/> Page 1 | <input type="checkbox"/> Docket Number 1 |
| <input type="checkbox"/> web site | <input type="checkbox"/> ten percent | <input type="checkbox"/> page one | <input type="checkbox"/> Docket No. 1 |
| <input type="checkbox"/> website | | <input type="checkbox"/> Page One | |
| <input type="checkbox"/> Um-hum | <input type="checkbox"/> 5 inches | <input type="checkbox"/> 1 st grade | |
| <input type="checkbox"/> Mm-hmm | <input type="checkbox"/> five inches | <input type="checkbox"/> First grade | |
| <input type="checkbox"/> Uh-huh | | <input type="checkbox"/> 1 st Grade | |