

# 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	Page 1	Docket Number 1
web site	ten percent	page one	Docket No. 1
website		Page One	
Um-hum	5 inches	1 <sup>st</sup> grade	
Mm-hmm	five inches	First grade	
Uh-huh		1 <sup>st</sup> Grade	