

# 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?  
☐ 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**

- |                                   |                                      |  |  |
|-----------------------------------|--------------------------------------|--|--|
| <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 <sup>st</sup> 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 <sup>st</sup> Grade |  |