

_____ Volume No. 5 _____ volume number five
_____ Volume Number 5

Choose the comma series that you prefer:

_____ dog, cat and horse _____ dog, cat, and horse

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

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

Do you like [sic] to be written in the transcript when the speaker is clearly misstating a name or date, for instance? _____ yes _____ no

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?
_____ My preference: _____

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

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

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

_____ January, 1999 _____ January 1999

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

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

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:

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

Choose preference below when referring to decades:

- _____ '90's _____ 90's _____ 90s _____ '90s

Choose objection preference in colloquy:

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

Miscellaneous Preferences:

- _____ Web site _____ web site _____ website
- _____ 10 percent _____ ten percent
- _____ Page 1 _____ page one _____ Page One
- _____ Docket Number 1 _____ Docket No. 1
- _____ Um-hum _____ Mm-hmm _____ Uh-huh > only use
when applicable
- _____ 5 inches _____ five inches
- _____ 1st grade _____ First grade _____ 1st Grade _____ 1st
grade
- _____ '98/'99 _____ '98, '99

When referring to Exhibit #s:

- _____ Exhibit No. 1 _____ Exhibit Number 1

