



Dictated: There has been **definite** improvement, but I cannot be **definite** about the **definite** areas where it still needs work.  
Transcribed: There has been **definate** improvement, but I cannot be **definate** about the **definate** areas where it still needs work.  
(one error)

Transposed Words: Transposing adjacent words (or numbers) is counted as one error.

Dictated: It was a **dark, stormy** night.  
Transcribed: It was a **stormy, dark** night.  
(one error)

Dictated: My address is **5634** Broadway.  
Transcribed: My address is **5643** Broadway.  
(one error)

Hyphenated Words: Each word on either side of a hyphen counts as one word; e.g., *part-time* is two words, and *brother-in-law* is three words. One error is charged for any one wrong word in a hyphenated combination. (Compound words which are separate words -- e.g., *real estate* is two words, and *editor in chief* is three words -- are counted the same way.)

Dictated: She had a **part-time** job.  
Transcribed: She had a **full-time** job.  
(one error)

Dictated: My **brother-in-law** said it was not important.  
Transcribed: My **brothers-in-laws** said it was not important.  
(two errors)

## **SPEAKER IDENTIFICATION ERRORS:**

Identifying the wrong speaker is counted as five errors and is indicated by the letters "WS." When the same speaker error is repeated in the same series, no further errors are counted.

Inserting a speaker who did not speak at all or inserting the wrong speaker is counted as five errors and is indicated by the letters "INS."

Omitting a speaker is counted as five errors and is indicated by the letters "OMS."

Omitting or inserting an incorrect Q or A is counted as five errors and is indicated by an "X" over the Q or A.

Failing to indicate the questioning attorney when coming out of colloquy is counted as five errors and is indicated by the letters "OMS."



## APOSTROPHES FOR POSSESSIVES

Singular possessive form: Add an apostrophe “s” to the singular form of the word to form the singular possessive. If the singular of a word ends in “s” or “z,” it is acceptable, though not recommended, to add only the apostrophe.

  DICTATED:           She was seated to Mary’s right.  
  TRANSCRIBED:       She was seated to **Mary’s** right.  
                          (no error)

  DICTATED:           She was seated to **Tess’s** right.  
  TRANSCRIBED:       She was seated to **Tess’s** right.  
                          (no error)

  TRANSCRIBED:       She was seated to **Tess’** right.  
                          (no error)

  TRANSCRIBED:       She was seated to **Tesses** right.  
                          (one error)

Plural possessive form: Make the word plural. If the plural of the word ends in “s,” add an apostrophe only to the plural form of the word to form the plural possessive. If the plural of the word does not end in “s,” add apostrophe “s” to make the plural possessive form of the word.

  DICTATED:           He worked with the **Hansons’** agent.  
  TRANSCRIBED:       He worked with the **Hansons’** agent.  
                          (no error)

  TRANSCRIBED:       He worked with the **Hanson’s** agent.  
                          (one error)

  DICTATED:           He worked with the **Hollises’** agent.  
  TRANSCRIBED:       He worked with the **Hollises’** agent.  
                          (no error)

  TRANSCRIBED:       He worked with the **Hollis’s** agent.  
                          (one error)

  TRANSCRIBED:       He worked with the **Hollises’s** agent.  
                          (one error)