



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."

(Gender) If a male speaker is indicated with a female title, one error is counted and is indicated with a check mark over the word. This is counted as one error regardless of the number of times the wrong indication is used.

    DICTATED:             **MR.** JOHNSON: Your Honor, I have just five minutes more.  
    TRANSCRIBED:       **MS.** JOHNSON: Your Honor. I have just five minutes more.  
                                (one error)

## CONTRACTIONS

Contractions are avoided in the dictation portion of the exam. If one is used, either the separate word form or the contracted form will be considered to be correct.

    DICTATED:             She **wasn't** a part of the team at that time.  
    TRANSCRIBED:       She **wasn't** a part of the team at that time.  
                                (no error)  
                                She **was not** a part of the team at that time.  
                                (no error)

## FEMALE TITLES IN FRONT OF NAMES

The only title in front of a female name that is dictated is "Ms." It is the only female title that is to be transcribed -- "Ms."

## NUMBERS

Numbers may be transcribed as words or in figures/digits. If digits are used, each digit is counted as one word. If a digit is incorrect, one error is counted; If a digit is omitted or an extra digit is added, one error is counted. (For information on transposing numbers, see "Transposed Words" under "Word Errors.")

    DICTATED:             There were **425** cartons delivered on Friday.  
    TRANSCRIBED:       There were **424** cartons delivered on Friday.  
                                (one error)

    DICTATED:             There were **425** cartons delivered on Friday.  
    TRANSCRIBED:       There were **4245** cartons delivered on Friday.  
                                (one error)

## CAPITALIZATION

Failure to capitalize the first word in a sentence is counted as one error.

Failure to capitalize a proper noun is counted as one error.

## 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)