

8. When was that; do you recall?
When was that, do you recall?
When was that? Do you recall?
9. My question is, why did you do that?
My question is: Why did you do that?
10. Your May 1, 1995 letter.
Your May 1, 1995, letter.
11. Your May 1995 letter.
Your May, 1995 letter.
12. 5-1-95
5/1/95
13. apples, oranges and bananas
apples, oranges, and bananas
14. What, if anything, did you say?
What if anything did you say?
15. Do you like to do that, too?
Do you like to do that too?
16. Did he, in fact, threaten you?
Did he in fact threaten you?
17. (If witness says, "I got home at six.")
I got home at six.
I got home at 6:00.
I got home at 6.
18. (If witness says, "I got home at six o'clock.")
I got home at six o'clock.
I got home at 6:00.
I got home at 6 o'clock.
I got home at 6:00 o'clock.
19. I bought ten skinny goats and four fat hens.
I bought 10 skinny goats and four fat hens.
I bought 10 skinny goats and 4 fat hens.
20. It was about nine and a half miles away.
It was about nine-and-a-half miles away.
21. That happened in the '70s.
That happened in the '70's.

22. I saw a three- or four-year-old child.
I saw a three or four year old child.
I saw a three or four-year-old child.
23. Q. How fast were you going?
A. 40 miles an hour.
OR
A. Forty miles an hour.
24. page number one
page number 1
Page Number One
Page Number 1
Page No. 1
Page No. One
25. Exhibit Number 1
Exhibit No. 1
Exhibit No. One
Exhibit Number One
exhibit number one
exhibit number 1
26. vehicle number one
vehicle number 1
Vehicle Number 1
Vehicle Number One
Vehicle No. 1
Vehicle No. One
26. (After interruption, continuing testimony)
- MR. SMITH: Do you want to take a break?
MR. JONES: In just a few minutes.
BY MR. JONES:
Q. Can you tell me...
- MR. SMITH: Do you want to take a break?
MR. JONES: In just a few minutes.
Q. Can you tell me...
27. Use ellipses for trailing off?
- Yes No
28. et cetera
etcetera
etc.

29. J-O-N-E-S
J-o-n-e-s
30. CEO
C.E.O.
31. 724-832-0800
(724) 832-0800
32. 1.2
one point two
1 point 2
33. Let me ask you this: How old are you?
Let me ask you this, how old are you?
Let me ask you this; how old are you?
34. Objection; vague, speculation.
Objection. Vague, speculation.
Objection. Vague. Speculation.
Objection. Vague; speculation.
35. If witness speaks after colloquy, do you prefer:
THE WITNESS:
A.
or
THE DEPONENT:
36. My son's report card reflected A's and B's.
My son's report card reflected As and Bs.
37. I didn't want a hot dog, either.
I didn't want a hot dog either.
38. Would you please state your name for the record.
Would you please state your name for the record?
39. Was it a customer calling and saying, "I need service," or was it something else?
Was it a customer calling and saying I need service or was it something else?
40. Did you follow the same process when customers called you and said, "I'd like to buy a belt"?
Did you follow the same process when customers called you and said: I'd like to buy a belt?
Did you follow the same process when customers called you and said I'd like to buy a belt?
41. I see the word "relaxed" here.
I see the word relaxed here.

42. When you say "Clayton," are you referring to...
When you say Clayton, are you referring to...
43. The exhibit is entitled, "Clayton Manufacturing Company Analysis of Employee Absenses."
The exhibit is entitled Clayton Manufacturing Company Analysis of Employee Absenses.
44. Please give examples of how you want parentheses written: