



## Tips on Creating an Accurate Record

- ◆ Avoid non-verbal responses like shaking or nodding the head or saying uh-huh or uh-uh. These types of responses can easily be confused when reading the written transcript at a later date.
- ◆ Wait for the entire question to be asked before answering to avoid interrupting.
- ◆ If your attorney has an objection, allow them to place it on the record before answering.
- ◆ Speak loudly and clearly so that all participants can hear your answers.
- ◆ Offer spellings of any unusual terms or names.
- ◆ Gesturing, pointing, and indicating are problematic in a written record. Descriptive words help create a clear record.
- ◆ Speak at a reasonable speed. Reporters are certified to take down the record at speeds of 225+ words a minute, but at greater speeds, the accuracy of the record will suffer. Do not take offense if asked to slow your pace.

