



CLIENT STYLE PREFERENCES

Instructions: If you are using the latest Acrobat Reader, you should be able to fill in the fields and check the boxes. Then simply save it and attach it to an e-mail to ThatProofreaderGuy@gmail.com.

CONTACT INFO

Name _____

Address _____

Cell Phone _____

E-mail _____

May I text you? _____

Which CAT software do you use? _____

STYLE GUIDE

- Morson's *English Guide for Court Reporters*
- Wells's *Court Reporting: Bad Grammar/Good Punctuation*
- The Gregg Reference Manual*

DICTIONARY

- Merriam-Webster Online (M-W.com)
- Random House Webster's Unabridged Dictionary
- Other: _____

STYLE STUFF

- | | | | |
|---|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> E-mail/e-mail | <input type="checkbox"/> Web site | <input type="checkbox"/> Um-hum | <input type="checkbox"/> E-tran |
| <input type="checkbox"/> Email/email | <input type="checkbox"/> web site | <input type="checkbox"/> Mm-hmm | <input type="checkbox"/> eTran |
| | <input type="checkbox"/> website | <input type="checkbox"/> Uh-huh | _____ |
| <input type="checkbox"/> (806) 555-1212 | | | |
| <input type="checkbox"/> 806-555-1212 | <input type="checkbox"/> dog, cat, and horse (Go #TeamOxford!) | | <input type="checkbox"/> [sic] |
| <input type="checkbox"/> 806.555.1212 | <input type="checkbox"/> dog, cat and horse | | <input type="checkbox"/> (sic) |

Spell out numbers one through _____

"Is that [correct/right/true]" at the end

- You are leaving tomorrow; is that correct?
- You are leaving tomorrow. Is that correct?

"[Correct/Right/True]" at the end

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

What else I should know about your style?

What spelling/punctuation issues do you struggle with?

What has annoyed/pleased you about previous readers?

ALL DONE! THANKS!

SAVE AND E-MAIL TO THATPROOFREADERGUY@GMAIL.COM