



## WHAT IS AN ERROR?

### 1. WRONG WORDS

#### *Each wrong word*

(D): I didn't see the car until we hit.

(T): I didn't notice any vehicle until we hit. (3 errors)

**Note:** *Each wrong and/or substituted word counts as only one error not two.*

#### *Plural read as singular and vice versa*

(D): Let me check the dates.

(T): Let me check the date. (1 error)

#### *Present-tense verb read as past tense and vice versa*

(D): In other words, you acted as a clerk.

(T): In other words, you act as a clerk. (1 error)

### 2. OMITTED WORDS

#### *Each omitted word*

(D): I drove and he slept.

(T): I drove. He slept. (1 error)

### 3. ADDED WORDS

#### *Each added word*

(D): Yes.

(T): Yes, sir. (1 error)

### 4. TRANSPOSED WORDS

#### *Each transposed word*

**Note:** *If one or more words are transposed from one part of the sentence to another, then each transposed word is an error.*

(D): Then when he started

(T): When he then started. (1 error)

(D): Before I went to Chicago, I went home.

(T): I went home before I went to Chicago. (3 errors)

### 5. MISSPELLED WORDS

#### *Misspelled words*

*(including typographical errors)*

(D): hospital

(T): hotpital (1 error)

(D): That doctor is not my doctor.

(T): That docter is not my docter. (2 errors)

### 6. WRONG NAMES

#### *Each wrong name*

(D): Mr. Smith followed me home.

(T): Mr. Jones followed me home. (1 error)

### 7. PERIODS AND COMMAS

*Omitted periods or commas that are required by the rules of punctuation*

(D): I couldn't. I was asleep.

(T): I couldn't I was asleep. (1 error)

(D): It results from a misinterpretation of several cases which Brown cites. In Grant v. United the point was made.

(T): It results from a misinterpretation of several cases which Brown cites in Grant v. United. The point was made. (1 error)

(D): September 20, 1993, will be the first day of classes.

(T): September 20 1993, will be the first day of classes. (1 error)

### 8. QUESTION MARKS

*Question marks omitted from interrogatory sentences*

(D): Q. What is your name?

(T): Q. What is your name. (1 error)

### 9. CONTRACTIONS

*Contractions transcribed as two words and vice versa*

(D): I don't know.

(T): I do not know. (1 error)

10. Q AND A

**Omission of Q and A**

(D): A. Do you mean now?

Q. Yes.

(T): A. Do you mean now? Yes. (1 error)

(D): A. Do you mean now?

Q. Yes. That is right.

(T): A. Do you mean now?

That is right. (3 errors)

**Note:** One error for omitted Q; one error for omitted Yes; one error omitted A.

11. INCORRECT NUMBERS OR MONEY FIGURES

**Incorrect number or money figure represented by a word**

(D): May one, nineteen fifty one.

(T): May 1, 1815 (3 errors rather than 1)

(T): May 22, 1815 (4 errors)

12. CAPITALS

**Omitted proper name - capital letter**

(T): cleveland, Ohio (1 error)

13. ACRONYMS

**Words in place of an acronym and vice versa**

(D): CIA

(T): Central Intelligence Agency (3 errors)

(D): I have worked for the FBI for three years.

(T): I have worked for the CIA for three years. (3 errors)

14. COMPOUND WORDS

**Compound word incorrectly written**

(D): The high school dropout rate has increased the last two years.

(T): The high school drop out rate has increased the last two years. (1 error)

**THESE WILL NOT BE COUNTED AS ERRORS:**

- Use of the word “dollars” instead of the \$ symbol
- Use of the word “percent” instead of the % sign
- Omitted sets of quotation marks or parentheses  
**Note:** If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.
- A word that does not translate but forms the correct English word  
**Note:** Translation may be in brackets): (D): Hub (T): (HUB)
- Misplaced commas (except listed in #7)
- Optional capitalization of certain words (e.g. President, State, Jury)
- In dates, ordinal numbers for cardinal numbers and vice versa: either May 1 or May 1<sup>st</sup>, May 22 or May 22<sup>nd</sup>
- Punctuation which was part of a drop
- Missing hyphens
- Placing “The Court:” at the beginning of the Jury Charge test
- Ms. or Miss (D: Ms. Smith; T: Miss Smith); Mrs. is an error
- Including or excluding the “BY” line