

Proper names:

barb

Barb

bash

BA*RB

B-RB

BARB

bill

Bill

BIL

B-L

bob

Bob

BOB

BO*B

Carl

Karl

KRARL

KARL

Cheryl

Sheryl

KHERL

SHERL

Chris

Kris

KHRIS

KRIS

Darrell

Daryl

DAR/REL

DAIRL

eve

Eve

eave

avenue

Avenue

E*F

AO*EF

AOEF

AEF

A*EF

Brian

Bryan

BRI/AN

BRAOEU/AN

fill

Phil

FIL

F*IL

frank
Frank

FRANK
FR-NK

Gene
Jean
jean

JAOEN
JA*EN
JAEN

hairy
Harry
hear
here

HAIR/RI
HAER/RI
HEAR
HAOER

indicate
Kate

KAIT
KA*IT

Jan
January

J-N
JAN

Jon
John
Juan

JON
JAUN
WAUN

marry
Mary
mare
mayor

MAER
MAIR/RI
MAIR
MAI/YOR

mat
Matt
mountain

MAT
M-T
M-NT

may
Mae
May

MAI
MAE
MA*I

mic
Mick
Mike

MAO*EUK
MIK
MAOEUK

pat
Pat
path
petition
pet

PAT
P-T
PA*T
PET
P*ET

Sioux
Soo
sue
Sue

SAO*
SAO
SAOU
SAO*U

Sound-Alikes:

ail
ale

AIL
AEL

air
heir

AIR
HIR

aisle
I'll
isle

A*IL
AOEUL
AO*EUL

ate
eight

AET
AIT

bare
bear

BAIR
BAER

board
bored

BAORD
BORD

ceiling
sealing

SAOELG
SAELG

cell
sail
sale
sell

KREL
SAIL
SAEL
SELL

core
corps

KOR
KO*R

dear
deer
Deere
faze
phase

DAER
DER
DAOER
FA*IZ
FAIZ

for
fore~
four

FOR
FOER
FOUR

gait
gate

GAIT
GAET

grate
great

GRAIT
GRAET

Inc.
ink

*INK
*ENK

pair
pare
pear

PAIR
PA*IR
PAER

pole
poll

POEL
POL

rain
rein
reign

RAIN
RIN
RA*IN

raise
rays
raze

RAIZ
RAI/S
RAEZ

road
Road
rode

RAOD
RAO*D
ROED

sink
sync

SIPBG
S-PBG

Years:

2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010

TWOU
TWUN
TWA0
TWA0E
TWOUR
TWA0EUF
TWIX
TWEFN
TWAIT
TWA0EUN
TWEN

'01
'02
'03

TW*UN
TWA0*
TWA0*E

'04	TWO*UR
'05	TWAO*EUF
'06	TW*IX
'07	TWE*FN
'08	TWA*IT
'09	TWAO*EUN

Counts:

Count I	KWUN
Count II	KWAO
Count III	KWAOE
Count IV	KWOUR
Count V	KWAOEUF

Exhibits:

Child's Exhibit	KH-BT
Court's Exhibit	K-BT
Defendant's Exhibit	D-BT
Father's Exhibit	F-BT
Guardian's Exhibit	G-BT
Mother's Exhibit	M-BT
Petitioner's Exhibit	P-BT
Plaintiff's Exhibit	PL-BT
Respondent's Exhibit	R-BT
State's Exhibit	S-BT

Colloquy designations:

Leave the vowels out to designate colloquy.

defendant
THE DEFENDANT: DEFT
D-FT

juvenile
THE JUVENILE: JAOUF
J-F

petitioner
THE PETITIONER: PERT
P-RT

Plaintiff
THE PLAINTIFF: PLAIF
PL-F

respondent
THE RESPONDENT: SPONT
SP-NT

Current events briefs:

Afghan A*F/GAN
Afghanistan A*F/GANTS
Ankara ANG/RA
Baghdad BA*G/DAD
coup KRAO*
extremist(s) STRAOEMTS(/S)
Fatah FAU/TAU
Gaza Strip GAU/ZAU/STR*IP
guerilla GRIL/LA
Hamis HAU/MAUS
insurgents SNURNTS

Iran	AO*EU/RAN
Iranian	AO*EU/RAIN
Iraq	IR/RAUK
Islamic	SLAUM/MIK
Kabul	KAU/BUL
Kurdish	KRISH
Muslim	MUZ/LIM
Palestine	PAL/STAOEUN
Palestinian	PAL/STEUN
Sunni	SAOUN
Taliban	TAL/BAN
Tehran	TAI/RAUN
Turkey	T-RK/KI

Q. or A. with first word:

A. Yes.	YEFRPBLGTS
A. No.	NOFRPBLGTS
A. Yeah.	YAUFRPBLGTS

Q. And	STKPWHRAND
Q. Okay	STKPWHROK

Words ending in -nk and -ng:

Use short vowels for words ending in "nk."
 Use long vowels or "au" for words ending in "ng."
 Use *NG for the "nk" ending.

bank	BANG or BA*ING
bang	BAING

bonk
bong

BONG or BO*NK
BAUNG

clink
cling

KLING or KL*INK
KLAOENG

rink
ring

RING or R*INK
RAOENG

sink
sing

SING or S*INK
SAOENG

sunk
sung

SUNG or S*UNK
SAOUNG

wink
wing

WING or W*INK
WAOENG

Words beginning with shr-:

Use "SWR" for the "shr" sound.

shred
shrewd
shriek
shrink
shrivel
shrub
shrug

SWRED
SWRAOUD
SWRAOEK
SWRING
SWRIFL
SWRUB
SWRUG

Realtime include files:

KLAOER/KLAOER

15 blank lines

SLOE/SLOE

5 blank lines, parenthetical that says (PLEASE SLOW DOWN!), and 5 more blank lines

SKWISH/SKWISH

deletes all spaces between words

Tips:

Only work on one or two new briefs at a time. Write them on a sticky note and put them on top of your writer until they become familiar.

If a brief does not feel "natural" to you, do not try to use it. It is better to stroke out the word or phrase than to hesitate while you try to think of the brief.

If you come up with a brief "on the fly," write it down on a legal pad or piece of paper as soon as you get a chance. Or, insert a parenthetical while you are writing, to remind yourself it is a new brief and how it should be defined.

Back up your dictionary regularly. Think about all the new words you put in your dictionary every time you prepare a transcript. It only takes a few minutes to back up your dictionary, and you don't have to worry about losing all those words.

When you are working on a transcript, save your work to a disk or CD every 25 to 50 pages. It takes very little time, and if you have a computer problem, you will not lose the pages you have already edited.

There are many realtime books for sale, and the NCRA Online Forum is also a great resource for conflict resolution and briefs.