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## **HinesReporters.Com, Inc.**

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International Tower  
888 S. Figueroa Street, Suite 840, Los Angeles, CA 90017  
Main No. (213) 688-7887; Fax (213) 688-9636

### **PUNCTUATION OUTLINE**

The punctuation samples listed below are basic examples that come up frequently and are meant as a reference for use in your transcripts. Your personal punctuation style may differ. However, the most important thing to keep in mind is making a more readable and understandable transcript. Keep it clear and easy to understand.

### **QUOTATIONS**

#### **Reading from a document**

Q Now, in the lower portion of that document, doesn't it say something about company policy?

And I want to draw your attention to "BMW will be contacting you regarding" the performance -- "regarding my performance. Please take the time to answer their questions as this is my report card, not the car manufacturers."

Q When I refer to "the project," do you understand that I'm referring to Ventura County Community College District's math and science project?

MR. JONES: It's vague and ambiguous as to what you mean by "important."

Q When you say "conformance to the contract documents," what do you mean?

Q When you say "the documents," are you referring to the bid documents?

Q Did anyone help upper form a substantive review of the submittals?

A Define "substantive."

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**COMMAS**

Q Do you recall if any product samples were submitted in respect to the Ventura math and science project?

A Yes. Yes, I recall, and yes, they were.

Q So you believe that a plumbing subcontractor would have a more specified knowledge about plumbing materials than you yourself would

A. Yes, I do.

Q What about for substitutions, was there a different form for substitutions

MR. BALDINO: I'm going to mark as Exhibit 2 a copy of your business card which -- again, we'll just make a copy of it -- I can mark that as Exhibit 2.

**NO COMMAS**

Q My question is is there any other investigation that you would have done in reviewing a substitution materials request on this project

**COLON**

Q Let me as you this: Do you think there should be 911 service on an elevator?

A The members of the department that I recall were as follows: John Johnson, Martha Sambuco, Steven Tyler and Samantha Victor.