APPENDICES

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APPENDIX A – Crown Court transcript (specimen only)

IN THE CROWN COURT No.923/A1/86

AT WHITEHAMPTON

County Hall,
Whitehampton

Wednesday, 11th January 2006

B e f o r e:

MR JUSTICE JACKSON

R E G I N A

-v-

JOHN SMITH

MR JAMES JOHNSON appeared for the prosecution
MR REGINALD PRICE QC appeared for the defendant

Transcript of the shorthand notes of Black, Fawn & Co.
Official Shorthand Writers to the Court
2 Hanging Sword Alley, LONDON, EC2 1JB
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by any means without prior permission)

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Sample of "Full transcript" order

Friday, 8th February 2006

THE CLERK OF THE COURT: Are you John Smith?

THE DEFENDANT: Yes.

THE CLERK OF THE COURT: You are charged on indictment with theft, contrary to ...
Do you plead guilty or not guilty?

THE DEFENDANT: Not guilty.

(Jury sworn after due right of challenge)

THE CLERK OF THE COURT: Members of the jury, are you all sworn? Members of the jury, the defendant, John Smith, stands charged on indictment with theft, the particulars being ...

To this indictment he has pleaded not guilty. It is your charge to say, having heard the evidence, whether he is guilty or not.

(Mr Jones opened the case on behalf of the prosecution)

JAMES BARLOW, sworn
Examined by Mr JONES

Q Is your full name James Barlow?
A Yes.

Q Do you live at 19 Long Road, Longtown, Blankshire?
A Yes.

Q On 15th September 2004 you witnessed an event concerning this defendant and a car as a result of which you attend here today ...

MR REID: My Lord, I would ask that my learned friend did not lead on this issue.

MR JUSTICE JACKSON: Yes. Mr Jones, put the question in a less leading form, please.

MR JONES: Yes, my Lord. (To the witness) On 15th September 2004 did you witness an event as a result of which you attend here today?
A Yes.

Q .....
A .....

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Cross-examined by Mr REID

Q On the day in question did you see the defendant at the car from a distance of 100 yards?
A Yes.

Q .....
A .....

MR JUSTICE JACKSON: What was the lighting like on the corner of that road?
A It was very good.

MR REID: Are you quite sure that it was this man you saw?
A Yes.

Q .....
A .....

(The witness withdrew)

(In the absence of the jury the following submission was made by Mr REID, on behalf of the defendant, at the close of the prosecution case)

MR REID: My Lord, my submission is based upon .... Those are my submissions.

MR JONES: In answer to my learned friend's submission that the case should go no further .... This case is one for a jury and should be left to their decision.

R U L I N G

MR JUSTICE JACKSON: Mr Reid on behalf of the defendant submits at the close of the prosecution case ...
I do not accept that basis and, therefore, rule that the case should be left to the jury.

JOHN SMITH, Defendant, sworn
Examined by Mr REID

Q .....
A .....

Cross-examined by Mr JONES

Q .....
A .....

Re-examined by Mr REID

Q .....

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A .....

Further cross-examined by Mr JONES

Q .....
A .....

Further re-examined by Mr REID

Q .....
A .....

(The defendant returned to the dock)

(Mr JONES addressed the jury on behalf of the prosecution)

(Mr REID addressed the jury on behalf of the defendant)

S U M M I N G – U P

MR JUSTICE JACKSON: Members of the jury, it is now my duty to direct you on matters of law and to remind you of the salient features of the case ... Would you now retire and consider your verdict.

(The jury retired to consider its verdict at 11.01 a.m.
and returned into court at 2.30 p.m.)

THE CLERK OF THE COURT: Mr Foreman, will you please answer my first question yes or no. Have you reached a verdict upon which you are all agreed?

THE FOREMAN OF THE JURY: No.

MR JUSTICE JACKSON: Members of the jury, the time has now come when I can accept a majority verdict .... Would you retire once again to consider your verdict.

(The jury retired to consider its verdict at 2.35 p.m.
and returned into court at 3.30 p.m.)

THE CLERK OF THE COURT: Mr Foreman, will you please answer my first question yes or no. Have you reached a verdict upon which you are all agreed?

THE FOREMAN OF THE JURY: Yes.

THE CLERK OF THE COURT: Will you please answer only guilty or not guilty to my next question; Do you find the defendant guilty or not guilty on this indictment?

THE FOREMAN OF THE JURY: Guilty.

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THE CLERK OF THE COURT: You find the defendant guilty; is that unanimous or by a majority of you?

THE FOREMAN OF THE JURY: A majority.

THE CLERK OF THE COURT: How many of your number agreed to that verdict and how many dissented?

THE FOREMAN OF THE JURY: Ten agreed; two dissented.

THE CLERK OF THE COURT: You find the defendant guilty by a majority of ten of you to two of you.

A N T E C E D E N T S

JOHN ASPINALL, Police Constable, recalled
Examined by Mr JONES

Q .....
A .....

Cross-examined by Mr REID

Q .....
A .....

(The witness withdrew)

M I T I G A T I O N:

MR REID: My Lord, it is always difficult to mitigate in such a case as this. You have a copy of the pre-sentencing report in front of you ... I would ask you to extend such leniency to the defendant as you see fit commensurate with your duty to the public.

S E N T E N C E

MR JUSTICE JACKSON: John Smith, you have been found guilty by this jury .... Sentence you to twelve months' imprisonment but I shall suspend that for a period of two years .... Do you understand?

THE DEFENDANT: Yes.

MR JUSTICE JACKSON: Very well, twelve months' imprisonment suspended for two years.

MR JONES: May I make the usual application for the prosecution's costs to be paid out of central funds, my Lord?

MR JUSTICE JACKSON: Yes, I agree that you should have your costs from central funds.

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APPENDIX B – Front pages of other work (specimens only)

American deposition (Caption and Appearances pages - 3 pages in ASCII)

(NOTE: Shown on the following pages in a smaller font to fit each on to one page)

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IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS
MARSHALL DIVISION

COMPANY A, INC., COMPANY B, LTD., COMPANY C, INC., COMPANY D, (d/b/a XX) COMPANY E, LTD., COMPANY F, PTY. LTD.,	)	
Plaintiffs,	)	
v.	)	Civil Action No.
	)	1: 234-cv-56
COMPANY G, INC.,	)	
Defendant.	)	

CONFIDENTIAL

VIDEOTAPED DEPOSITION OF

MARY SORENE

Speedville, United Kingdom

Tuesday, March 10, 2020

Reported stenographically by:

LEAH M. WILLERSDORF,
(AVR, MBIVR, QRR2, International Participating Member NCRA)

Job No. 12345

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Videotaped deposition of MARY SORENE

held at:

MCS House of Dictation

Speed House

1885 Secretary Street

Speedville SP3 33D

England

United Kingdom

Before Leah M. Willersdorf, Accredited Verbatim Reporter, Member of the British Institute of Verbatim Reporters, Qualified Realtime Reporter 2, International Participating Member NCRA (USA).

(always use 25 lines per page, unless told otherwise by agence)

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A P P E A R A N C E S

On behalf of the Plaintiff and witness:

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ALSO PRESENT

Mr. Steven Spielberg - Videographer

INTERNATIONAL CHAMBER OF COMMERCE

INTERNATIONAL COURT OF ARBITRATION

Case No number XXXXXX

Claimant name

Claimant

v

Respondent name

Respondent

The Arbitral Tribunal

President name - President

Co-arb 1 - Co-arbitrator

Co-arb 2 - Co-arbitrator

TRANSCRIPT Day no

day month 2020
city , country

A P P E A R A N C E S

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President name - President

Law Firm
Address

Co-arb 1 name - Co-arbitrator

Law Firm
Address

Co-arb 2 name - Co-arbitrator

Law Firm
Address

Verbatim Reporters:

Name: writer
Name: scopist (if applicable)
Court reporting firm (if applicable)

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A P P E A R A N C E S

On behalf of the Claimant:

Claimant law firm

Claimant law firm address

By: Claimant lawyer 1

Claimant lawyer 2

Claimant lawyer 3

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A P P E A R A N C E S

On behalf of the Respondent:

Respondent law firm name

Respondent law firm address

By: Respondent lawyer 1

Respondent lawyer 2

Respondent lawyer 3

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DRAFT DISCLAIMER BLURBS:

1. "Please note this is a Draft Document only. It has not been checked for completeness. This is not a legal document. Please do not forward without checking with the STTR. This document is not intended for publication on the internet. [*YOUR NAME*]"

2. "This is a draft transcript prepared for Speech-To-Text communication support purposes only. It is not for further circulation in any form and has no legal standing." *Section 3(e) of AVSTTR Standards of Service Aug 2012.*

3. "This text is being provided in a rough draft format. Speech-To-Text captioning is provided in order to facilitate communication accessibility and may not be a totally verbatim record of the proceedings. This file is not to be distributed or used as an official record and has no legal standing."

For more information about the differences between an STT transcript and an official legal transcript, please refer to our website

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Nursing and Midwifery Council

Fitness to Practise Committee

Substantive Hearing

2 January 2019 – 31 January 2019

Nursing and Midwifery Council, 2 Stratford Place, Montfichet Road,
London, E20 1EJ

Name of registrant:	First Second Surname
NMC PIN:	**00A0000A**
Part(s) of the register:	Sub Part 1
RNA: Adult nurse (14 Jan 2010)	
Area of Registered Address:	England
Type of Case:	Misconduct
Panel Members:	Joe Bloggs (Chair, Registrant member) Jane Doe (Registrant member) Doris Day (Lay member)
Legal Assessor:	Fred Karno
Panel Secretary:	Frederick Lovatt
Moss	
First Second Surname	Present and represented by Edward Gallagher, Counsel

Nursing and Midwifery Council: Represented by Marjorie Mason, counsel, instructed by NMC Case Preparation and Presentation Team.

APPENDIX C – Glossary of common terms (with suggested short forms/briefs) – American depositions

Possible objections:

objection to form	**JORM**
objection to the form	**JOERM**
lacks foundation (lack of foundation)	**LOUNGS**
nonresponsive	**NORP**
nonresponsive portions	**NORPGS**
calls for speculation	**KLAUPGS/KLAIGS**
calls for a legal conclusion	**KLAUGS**
calls for expert opinion	**KLIRN**
vague, ambiguous, overbroad	**VAIRBD** *(careful if the word "and" is thrown in)*
vague and ambiguous	**VAIB**
off the record	**FRAURD**
for the record	**FRORD**
30(b)(6)	**TH*EUX**

Palan briefs:

outside the scope	**YOE/P**
lacks foundation	**LE/^CFS**
legal conclusion	**LOE/NC**
nonresponsive	**NOE/NP**
vague and ambiguous	**+F/AC+ MF/S**
30(b)(6)	**TH/IPS**
asked and answered	**SC/ANRT+**
same objections	**SME/^CSH**
for the record	**FRO/RT+**

Federal Rules of Civil Procedure - https://www.federalrulesofcivilprocedure.org

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Suggested briefs for all 52 US States (with kind permission to use the following one-stroke outlines from Mark Kislingbury's Magnum Steno theory):

AL – Alabama -	**PWA*EPL**
AK – Alaska -	**HRAFBG**
AZ – Arizona -	**AERPBZ**
AR – Arkansas -	**ARPBS**
CA – California -	**KAEFL**
CO – Colorado -	**KOERL**
CT – Connecticut -	**KR*T**
DE – Delaware -	**TKWAEUR**
FL – Florida –	**TPHROR**
GA – Georgia –	**SKWRAORPBLG**
HI – Hawaii -	**HAU**
ID – Idaho –	**TKHO**
IL – Illinois –	**TPHOEUS**
IN – Indiana –	**A*EPBD**
IA – Iowa –	**WOEU**
KS – Kansas –	**KAEPBS**
KY – Kentucky –	**KAEPBT**
LA – Louisiana –	**HRAOUPBZ**
ME – Maine –	**PHA*EPB**
MD – Maryland -	**PHAEURLD**
MA – Massachusetts -	**PHAFPS**
MI – Michigan –	**PHEURB**
MN – Minnesota -	**PHOEUPBS**
MS – Mississippi -	**PHEUPLS**
MO – Missouri -	**PHOURZ**
MT – Montana -	**PH-PBT**
NE – Nebraska -	**TPHEB**
NV – Nevada –	**TPH*EF**
NH – New Hampshire -	**HAFRPS**
NJ – New Jersey -	**TPH-PBLG**
NM – New Mexico –	**TPH-PL**
NY – New York –	**TPHORBG**
NC – North Carolina –	**TPHOERBG**
ND – North Dakota -	**TPH-D**
OH – Ohio –	**HAE**
OK – Oklahoma –	**OBLG**
OR – Oregon –	**TPHOERG**
PA = Pennsylvania –	**P*F**
RI – Rhode Island –	**R*EU**
SC – South Carolina -	**SOERBG**
SD – South Dakota –	**S-D**
TN – Tennessee –	**TAEPBS**
TX – Texas –	**T-BGS**
UT – Utah –	**HAUT**
VT – Vermont –	**SRERPLT**
VA – Virginia –	**SRAERBT**
WA – Washington –	**WAERBT**
WV – West Virginia –	**W*F**
WI – Wisconsin –	**WEUS**
WY – Wyoming -	**WAOEUPLG**

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Spellings – US spellings are required.

Remember that past tenses and *-ing* words can also be spelled differently

aluminum (if aluminium is said, be sure to write aluminium)

ax	analyze
behavior	apologize
color	realize/ization
cozy	organize/ization
favorite	minimize/ization
honor	recognize/
humor	criticize
labor	license
odor	skillful
rumor	ageing
savior	defense
savor	neighbor
splendor	airplane
vigor	check (not cheque)
tire (not tyre)	paycheck (not pay cheque)

Not all words ending in *-ise* are *-ize*
advertise – not advertise
merchandise – not merchandize
supervise – not supervize

The best resource for US spellings is the Merriam-Webster Dictionary - https://www.merriam-webster.com/, which is the equivalent of the UK go-to, the Oxford English Dictionary.

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APPENDIX D – Glossary of common terms (with suggested short forms/briefs) – Arbitrations

Arbitration Centres/terminology:

ICSID – International Centre for Settlement of Investment Disputes
SIAC – Singapore International Arbitration Centre
ICC – International Chamber of Commerce
PCA – Permanent Court of Arbitration (the Peace Palace)
ISTAC – Istanbul Arbitration Centre
HKIAC – Hong Kong International Arbitration Centre
DIAC – Dubai International Arbitration Centre
DIFC – Dubai International Financial Centre (also DIFC Court)
FIDIC (rules) – International Federation of Consulting Engineers
IDRC – International Dispute Resolution Centre (in Fleet Street)
LCIA – London Court of International Arbitration
IAC – International Arbitration Centre
UNCITRAL – United Nations Commission on International Trade Law

Suggested short forms/briefs

arbitrator	**BROR**
tribunal	**TRAOUNL**
arbitral tribunal	**BRAOUNL**
sole arbitrator	**SLOR** or **SLAOR**
solicitor	**SLIS**
expert	**SPERT**
expert witness	**SPERNS**
expert report	**SPRORT**

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APPENDIX E – Glossary of common terms (with suggested short forms/briefs) – Captioning/STT

>> to denote a change in speaker IF you do not have their name

(Applause)
(Standing ovation)
(Cheering)
(Laughter) - clients with very little hearing may need to read the direction to know when to laugh
(Video has subtitles) – tells client to watch another screen if necessary
(Pause)
(Inaudible due to technology)
(CLS) Need something to clear full screen if working to conference or the inevitable mistake
(Short Break)
(Luncheon adjournment)

	STENO	PALAN
reasonable adjustment	**R*A**	**R/AUNMT**
reasonable adjustments	**RAO*EZ**	**R/AUNMT**
accessibility	**SAEUBLT**	**SCE/ILPT**
accessible	**SAEUBL**	**SCE/ILP**
accountability	**KT/BLT**	**CT/LPT**
adjustment/s	**SKWRAPLT/S [SKWRAPLTS]**	**+Y/AUMT +Y/AUMTS**
application	**A*PGS**	**PL/ICSH**
applications	**APGZ**	
assessment/s	**SA*EUPLT/S [SA*EUPLTS]**	**SE/AMT SE/AMTS**
audiology/ist	**KWRAULG / KWRA*ULGS**	**/AU T+YO/LC+** or **T+Y/AULC+**
audiology specialist	**KWRA*EULGS**	
auditory	**A*UD**	**/AUT+ TR/I**
campaign/s	**KRA*EUM/S [KRA*EUMZ**	**CPE/IN CPE/INS**
challenge/s	**KHAPBLG/S [KHAPBLGS]**	**CH/AL CH/ALS**
challenging	**KHA*PBLG**	**CH/ALC+**
cochlear implant	**KR*EU**	**CPL/ANT**
conference	**KOFRPBS**	**COE/NF**
competency	**KAO*EPLT**	**CPE/ANS**
Civil Service	**CR FS**	**CL/FRS**
Disability Rights Commission	**TK-RGS**	**T+R/ISH**
dyslexia	**TKLREUBGS**	
dyslexic	**TKLR*EUBGS**	
disable/s/d	**DAIBL/S/D [DAIBLS] [DAIBLD]**	**T+E/^LP, T+E/^LPS, T+E/^LPT**
disability/s	**DAIBLT/S [DAIBLTS]**	**T+/ILP T+/ILPTS**
discrimination	**TKRAEUGS**	**T+MNE^SH**
discriminate	**TKRAEUT**	**T+MNE^CT** or **SRIM**
EHRC	**EFRBG**	
Equality and Human Rights Commission	***EFRBG**	

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equality	**KWA*LT**	**CFE/ALT**
Equality Act	**KWEABGT**	**CFE/ALCT**
governance	**TKPWO*EFRPBS**	
hard-of-hearing	**HAEFRGD**	**HO/H**
hearing aid/s	**HAERGD/S** [**HAERGDZ**]	
hearing impaired	**KPWAEPBLGT**	
impact assessment	**KPWAEPBLGT**	
interpreter	**SPWRERPT**	
social care	**S*BG**	
Access to Work	**SORBG**	
Universal Credit/s	***UBGD/S** [***UBGDZ**]	
victim/s	**SREUPL/S** [**SREUPLZ**]	

NOTE: You will have job dictionaries for different clients/topics: universities; comedy and arts; companies; technology; and many more.

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APPENDIX F – Glossary of common terms (with suggested short forms/briefs) – Courtroom Top of the Document

[Some alternatives from Mark Kislingbury's Magnum Steno theory]

his Honour/her Honour	**HIN/HERN**
your Honour	**YOURN**
his Lordship/her Ladyship	**HILZ/HERLZ**
my Lord/my Lady	**M-LD**
members of the jury	**MEJ**
ladies and gentlemen of the Jury	**LAIRJ**
arbiter	**ARB/TER [ARBT]**
arbiters of the law	**ARBLS**
matter of fact	**MAFT**
matter of law	**MAFL**
matters of fact	**MAFTS**
matters of law	**MAFLS**
antecedent(s)	**AENT/AENTS**
prosecutor	**PROR [PR-RT]**
Crown Prosecution Service	**KROUPS**
DPP Director of Public Prosecutions	**D*P [DP-P/DP-P]**
defendant(s)	**DFT/DFTS**
criminal	**KR-L**
criminality	**KR-LT**
Appellant	**AP/LANT [PAEPBLT]**
appellate court	**AP/LAT [PAERBGT]**
plaintiff	**PL-F**
respondent	**R-PT [SPOPBLT]**
claimant	**CLAIMT**

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APPENDIX G – Glossary of common terms (with suggested short forms/briefs) – Disciplinary hearings Top of the Document

A glance at the websites of the bodies listed back in the Disciplinary Hearings part of this Guidance will give you many other common terms.

fitness to practise	**FIP**
Registrant	**REG/STRANT [REJT]**
Legal Adviser	**LEL/ASS [LAELS]**
Legal Assessor	**LEL/AD [LAELD]**
tribunal member	**TRIB/MEB**
Committee	**KMAOE**
Committee Secretary	**KMAOEKS**
British National Formulary	**B-FN** *(using reverse psychology!)*
regulatory health	**R*EGLT**

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APPENDIX H – Commonly confused words Top of the Document

accept	to receive
except	to omit, exclude; not including
accessary	one who aids (e.g. in a crime)
accessory	an attachment or extra (e.g. to a dress or car)
adapt	to adjust
adopt	to accept and approve, take as one's own
affect (verb)	to influence or produce an effect on
effect (noun or verb)	a result; to bring about or accomplish
aggravate	to make worse
irritate	to annoy, exasperate
alibi	fact or claim that one was elsewhere
excuse	apology offered
allowed	permitted
aloud	audibly, loudly
allusion (to)	casual or indirect reference
illusion	false impression or image; magician's trick
delusion	deception, mistaken belief
already	by this time
all ready	all persons (things) are ready
alternate	by turns
alternative	either of two possible courses
altogether	completely
all together	all in one place
always	ever, constantly
all ways	all directions or methods
amiable	likeable
amicable	friendly
amount	how much? (weight or money)
number	how many? (individual items)
astrology	foretelling the future by the stars
astronomy	science of the planets and stars

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bail	security for a court appearance; on cricket stumps
bale	bundle; to jump out of a plane (as verbs, both mean to scoop out water)
bare	naked; to uncover
bear	to carry; an animal
beside	at the side of
besides	in addition to
board	plank, table; to receive meals; to go on board
bored	weary with tediousness; made a hole
boarder	lodger (with meals)
border	edge, limit
born	come into the world by birth
borne	carried, endured
brake	to put the brakes on (e.g. a car)
break	to shatter; interval
breath (noun)	air drawn into lungs
breathe (verb)	to draw air into lungs
Britain	the country
Briton	the inhabitant
broach (verb)	to open (e.g. a barrel or a subject for discussion)
brooch (noun)	an ornament
cannon	a gun
canon	a churchman; church law
canvas	coarse cloth for tent, etc.
canvass	to solicit votes, orders, etc.
ceremonial (adj. or noun)	of a ritual or ceremony, formal
ceremonious	too much concerned with formalities, showy
check	stop; test for correctness; pattern of squares
cheque	bank draft or bill
choose	(present tense)
chose	(past tense of to choose)
civic	of a city
civil	polite; not military (e.g. 'Civil Service')

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climactic	of a climax
climatic	of climate
coarse	rough, harsh, crude
course	for racing, golf; the division of a meal; a series; of course
compare	to point out similarities
contrast	to point out differences
complement	that which makes up or completes
compliment	praise
contemporary	existing at the same time as
modern	up-to-date
contemptible	vile, mean
contemptuous	showing or feeling scorn
continual	frequent, repeated (e.g. dripping tap)
continuous	connected, unbroken (e.g. stream of water)
council	an assembly
counsel	advice; legal adviser; to advise
credible	believable
creditable	deserving praise
credulous	inclined to believe; gullible
currant	small berry
current	now running, in general use; flow of water, electricity, air
decease	death
disease	illness
defective	faulty
deficient	lacking
definite	fixed, certain, clear
definitive	final, complete, thorough
dependant (noun)	one who depends on another
dependent (adj.)	depending on
deprecate	to express disapproval of
depreciate	to go down in value, rate less highly
derisive	showing contempt

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derisory	deserving contempt
desert	barren place; that which is deserved; to abandon
dessert	sweet course in a meal
detract (from)	to lessen, take away from
distract	to divert (attention)
disburse	to pay out money
disperse	to scatter, spread (or vanish)
discover	to find something which was always there
invent	to create or devise something new
disinterested	neutral, unbiased
uninterested	lacking interest, not interested
draft	rough copy or plan; draw up a bill, money order; selection for army
draught	all other senses: e.g. air current; beer on; ship's displacement; game of draughts
drawers	chest of ...
draws	verb to draw; drawn games; attractions
dual	double, composed of two
duel	fight between two people
economic	of a country's finances; profitable
economical	being careful, thrifty
effective	having an effect; coming into operation
effectual	answering its purpose
efficacious	sure to produce the desired effect
efficient	competent; working productively
elicit (verb)	to draw out
illicit	not legal
eligible	fit to be chosen
illegible	indecipherable
emigrant	one who leaves the country
immigrant	one who enters the country
eminent	prominent, distinguished
imminent	threatening, near at hand
ensure	to make sure

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insure	to take out an insurance policy
envelop (verb) **envelope** (noun)	to surround or cover for a letter
especially **specially**	notably, particularly for a special occasion or purpose
exceptionable **exceptional**	objectionable unusual
fact **factor**	a truth, actual happening a contributory element, cause
faint **feint**	to swoon; dim, indistinct, weak sham attack; or blow; pretence (both mean 'pale' in phrase 'faint/feint lines')
fatal **fateful**	resulting in death deciding one's fate
flaunt **flout**	to show off to express contempt for (e.g. authority), defy
flowed **flown**	past participle of to flow (water) past participle of to fly (birds)
foregoing **forgoing**	preceding, gone before giving up, abstaining from
formally **formerly**	in a formal manner previously
fortuitous **fortunate**	happening by chance having or bringing good luck
genteel **gentle**	affectedly elegant not rough
hanged **hung**	executed ('hanged by the neck') other uses or the verb to hang
hear **here**	to perceive sound, listen to at this place
hoard **horde**	store crowd

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human	of man as opposed to animal or god
humane	compassionate, kind
idle	lazy
idol	object of worship
imaginary	of a thing that exists only in the imagination
imaginative	having a high degree of imagination
imperial	of an empire or emperor
imperious	proud, domineering
imply	to hint (speaker implies)
infer	to draw a conclusion (hearer infers)
impracticable	that cannot be put into effect
unpractical	not having practical skill; not suited to actual conditions
industrial	of industry
industrious	hard-working
ingenious	skilful in inventing
ingenuous	artless, innocent
intellectual	of the mind, having superior powers of reasoning; a person who is concerned with things of the mind (as opposed to feelings)
intelligent	clever
intelligible	clever, understandable
into	entering, inside (e.g. He went into the house.)
in to	(separate senses) (e.g. She came in to tell us the news.)
it's	it is (or it has)
its	belonging to it
judicial	connected with a judge or law court
judicious	having sound judgement
larva	caterpillar, etc.
lava	from a volcano
lead	metal; (present tense of to lead)
led	(past tense of to lead)
leant	(past tense of to lean)

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lent	(past tense of to lend)
less	smaller in amount
fewer	smaller in number
lightening	making less heavy or less dark
lightning	a flash of
loath / loth	reluctant, unwilling
loathe	to dislike greatly
loose	to unfasten; not tight
lose	to fail to win; fail to keep
luxuriant	growing profusely
luxurious	very comfortable; self-indulgent
marshal (noun or verb)	officer; to arrange in due order
martial (adj.)	of war or the army (court-martialled)
masterful	imperious, domineering
masterly	expert, skilful
maybe	perhaps
may be	e.g. it may be ...
meter	gas, electric, parking (measuring machine)
metre	measure of distance; verse rhythm
momentary	short-lived
momentous	important
moral	right, virtuous; lesson from a story
morale	mental state of confidence
negligent	careless
negligible	small or unimportant
new	opposite of old
knew	past tense of to know
notable	worth noting
noticeable	easy to see, prominent
observance	obeying, paying heed to (a rule or custom)
observation	noting, looking at
official	connected with an office; authorised

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officious	meddlesome
oral	spoken (of the mouth)
aural	pertaining to the ear
verbal	in words (spoken or written)
partake of	to take or share (food or rest)
participate in	to take part in
peace	opposite of war; quiet
piece	a portion or part
persecute	to oppress, harass
prosecute	to take legal proceedings against
personal	individual, private
personnel	employees or staff
plain	flat country; clear; undecorated; unattractive
plane	level surface; to shave level; tool; tree; aeroplane
pray	to worship, beg
prey	hunted animal; plunder
precede	to go before in arrangement or rank
proceed	to go along, continue
precipitate	hasty, rush
precipitous	steep
prescribe	to order, lay down as a rule
proscribe	to condemn, prohibit
principal	chief, most important
principle (noun)	truth, law, idea; code of conduct
quiet	silent
quite	fairly, very, completely
rain	water from the clouds
reign	a king's
reins	a horse's
raise(d)	to lift, make grow, increase
raze (rase)	to demolish, level to the ground
rise (rose)	to get up or go up

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recourse	‘to have recourse to’ (to resort to)
resource	source of supply; device; ingenuity
re-cover	to cover again
recover	to regain health, regain possession of
re-form	to form again
reform	to correct, improve
re-sign	to sign again
resign	to give up (e.g. a job or office)
respectable	worthy of respect
respectful	showing respect
respective	relating to each in order
review	survey, inspection
revue	a stage production
right	opposite of left or wrong; just claim or due
rite	ceremony (religious)
write	with a pen, etc.
scarce	of ordinary things temporarily not plentiful
rare	of things infrequent at all times
seasonable	suitable to the occasion or season
seasonal	occurring at a particular season
sensible	showing a good sense
sensitive	capable of feeling deeply; responsive to slight changes
sensual	indulging the senses
sensuous	relating to the senses
sew	i.e. with a needle
sow	i.e. with seeds
shear	to shave, cut
sheer	steep; absolute; transparent; to swerve
sight	thing seen; faculty of vision
site	location, position, plot
sociable	enjoying company
social	pertaining to society

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solidarity	show of support for, holding the same interest as
solidity	state of being firm, stable, or solid
stalactite	comes down from ‘ceiling’ of a cave
stalagmite	grows up from the ground
stationary	not moving
stationery	writing materials
stimulant	alcohol, drugs
stimulus	incentive
superficial	on the surface, shallow
superfluous	too many, more than is needed
taught	past tense of to teach
taut	tight, tense
temporal	earthly (as opposed to spiritual or eternal)
temporary	not permanent
their	belonging to them
there	in that place; there is
they’re	they are
threw	past tense of to throw
through	from one end or side to the other; by means of
thorough	complete, in detail; very careful
to	always used except for:
too	also or in an excessive degree (‘too hot)
two	number
translucent	allowing light through but not transparent
transparent	that can be seen through
urban	of a town
urbane	well-bred, suave, civilised
waist	part of body
waste (noun)	rubbish, barren land
waive	to set aside, forego (a claim, right, rule)
wave	shake or move to and fro; curve(s) of water, hair, sound, heat etc.
weather	sunshine, wind, rain, etc.
whether	if

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were	past tense of to be
we're	we are
where	in what place?
who's	who is (or has)
whose	belonging to whom
your	belonging to you
you're	you are

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COMMONLY USED IN LAW

Introduction: Latin words and phrases are generally italicised unless they have come to be substantially accepted as part of the English language.

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a fortiori	much more so; with stronger reason
a mensa et toro	from board and bed. Judicial separation
a posteriori	from the effect to the cause; inductive reasoning
a verbis legis non est recedendum	you must not vary the words of a statute
ab initio	from the beginning
absit omen	let there be no (ill) omen
absque hoc	without this, that; the commencing words of a traverse or denial in the old form of pleadings
actio personalis moritur cum persona	a personal action dies with the person
actus legis nemini facit injuriam	the act of the law injures no-one
actus non facit reum, nisi mens sit rea	the act itself does not constitute guilt unless done with guilty intent
actus reus	wrongful act
ad idem	of the same mind; agreed
ad infinitum	to infinity
ad libitum, ad lib	at pleasure
ad litem	during the pendency of an action
ad nauseam	to a sickening degree

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ad rem	to the point
ad valorem	according to the value; duties which are graduated according to the value of the subject matter taxed
alibi	elsewhere; a defence where the accused alleges that, at the time the offence with which he is charged was committed, he was elsewhere
aliter	otherwise
aliunde	from another place or person
Alma Mater	a bounteous mother; title of university or school used by past and present pupils
alter ego	one's second self; an intimate friend
amicus curiae	a friend of the court; one who calls the attention of the court to some point of law or fact which would appear to have been overlooked; usually a member of the Bar
animal mechant	wild animal (French)
animus furandi	the intention of stealing necessary to constitute the offence of larceny
animus quo	the intention with which
animus revocandi	the intention of revoking, e.g. a will
animus testandi	the intention of making a will
assumpsit	he promised or undertook
audi alteram partem	hear the other side; that no-one shall be condemned unheard is one of the principles of natural justice
Aislegeschrift	a patent (German)
autre vie	the life of another
autrefois acquit	formerly acquitted
autrefois convict	formerly convicted

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bona fide	in good faith; honestly; without fraud, collusion or participation in wrongdoing
bona vacantia	goods without an apparent owner in which no-one claims a property but the Crown, such as royal fish, shipwrecks, treasure trove and personal property held on failed trusts
brutum fulmen	a threat to which effect cannot be given
cadit quaestio	the matter admits of no further argument
capite, tenure in	tenure in chief; the holding of land directly from the King
casus belli	an act justifying war
causa causans	the immediate cause; the last link in the chain of causation
causa mortis	because of death
causa sine qua non	some preceding link but for which the *causa causans* could not have become operative
caveat	a warning, e.g. an entry of interest at the Probate Registry by a caveator
caveat emptor	let the buyer beware; if no warranty is asked for or implied on purchase of goods the buyer takes any risk of their quality
certiorari	to be more fully informed of; an order of certiorari is a writ or instruction from the High Court to an inferior court
cestui que trust	the person, now usually termed the beneficiary, who possesses the equitable right to property and receives the rents, issues and profits thereof, the legal estate being vested in a trustee. (Pronounced “setty-ker-trust”; the plural is cestuis que trust)
ceteris paribus, cet par	other things being equal
chose	a thing; a chattel personal
chose in action	a right of proceeding in a court of law for money or damages
compos mentis	of sound mind

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consensus ad idem	agreement as to the same thing; the common consent necessary for a binding contract
consensus facit legem	consent makes law; parties to a contract are legally bound to do what they have agreed to do
contra bonos mores	against good morals
contra proferentum	the doctrine that the construction least favourable to the person putting forward an instrument should be adopted against him
cor, coram	in the presence of
coram justice	in the presence of the judge; before a properly constituted or appropriate court
coram non judice	before one who is not a judge; the proceedings are a nullity
corpus delicti	the facts which constitute an offence
cui bono?	to whose advantage?
curia advisari vult	the court wishes to consider the matter. Abbreviated to “cav” or “cur adv vult” which when placed before the judgment in the report of a case means that judgment was not delivered immediately. The judgment when delivered is said to be a considered or reserved judgment
curriculum vitae	a list of qualifications; summary of career
cy-pres	near to it; the doctrine that where a settlor or testator has expressed a general intention and also a particular way in which he wishes it carried out but the intention cannot be carried out that particular way, the court will direct the intention to be carried out as nearly as possible in the way desired. (Pronounced “see-pray”)
damnum absque injuria	a loss without a wrongful act
damnum sine injuria asse potest	damage or loss inflicted without any any act being done which the law deems an injury
de bene esse	to take or do anything for the present; to receive evidence, leaving its admissibility to be determined later
de facto	in fact

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de jure	by right
de minimis non curat lex	the law does not concern itself with trifles
de motu propria	from his own impulse or free will
de novo	anew; afresh
delegatus non potest delegare	a delegate cannot delegate
Deo volente	God willing
deus ex machina	a god from the clouds; a solution or intervention in the nick of time
dies non, dies non juridicus	a day in which no legal business can be transacted
doli capax	capable of crime
doli incapax	incapable of crime. There is a conclusive presumption that no child under the age of ten years can be guilty of any offence
donatio mortis causa	a gift of personal property in anticipation of death
ejusdem generic	of the same kind or nature; the rule that where particular words are followed by general words, the general words are limited to the same kind as the particular words
en ventre sa mere	in the womb of its mother; a child not yet born
et sequentes et sequentia, et seq	and that which follows
ex abundanti cautela	to make assurance doubly sure; from excess of caution
ex cathedra	with the weight of one in authority
ex concessis	from what has been conceded
ex contractu	arising out of contract
ex curia	out of court
ex debito justitae	a remedy which the applicant gets of right, e.g. a writ of habeus corpus

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ex facto	from the fact
ex gratia	as a favour
ex hypothesi	from the hypothesis
ex mero motu	of one's own free will
ex officio	by virtue of his office
ex parte	an application in a judicial proceeding made: (a) by an interested person who is not a party: (b) by one party in the absence of the other
ex post facto	by a subsequent act; retrospectively
ex tempore	off the cuff. It is preferable to use the English word "extempore"
exempli gratie (e.g.)	for example
Falsa demonstratio non nocet	a false description does not vitiate a document; if part of a description is true and part false and if the true part describes the subject with sufficient certainty, the untrue part will be rejected or ignored
famosus libellus	a scandalous libel
faute de mieux	for want of better
faux pas	one who murders himself, i.e. who commits suicide
feme sole	an unmarried woman
ferae naturae	of a wild nature
fiat	let it be done; leave of the Attorney General to do something or to take proceedings which cannot be done or taken without such leave
fiat justitia	let justice be done
fieri facias (fi.fa.)	cause to be made; a writ to levy execution of goods equal to the amount of a judgment debt and interest

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flagrante delicto	in the commission of the offence. Provocation due to the sight by a husband of his wife in the act of adultery may reduce murder to manslaughter
fructus naturales	fruits of nature; crops or produce of the soil which grow naturally like grass, timber, etc
functus officio	having discharged his duty; thus once a court has convicted a person charged with an offence before it is *functus officio* and cannot rescind the sentence and retry the case
gratis dictum	mere assertion
guardian ad litem	a person appointed during the pendency of an action on behalf of a minor, etc
habeus corpus	a prerogative writ directed to a person who detains another in custody and commands him to produce or “have the body” of that person brought before the court
ibidem, ibid	in the same place
id est, (i.e.)	that is
ignorantia juris non excusat	ignorance of the law does not excuse
in articulo mortis	at the point of death
in camera	in chambers; in private; in court, the public being excluded; or in the judge’s private room
in consimili casu	in a like case
in curia	in open court
in esse	in being; actually existing
in extenso	at full length
in extremis	at the last gasp
in flagrante delicto	in glaring delinquency; in the very act
in forma pauperis	coming as a poor man; coming to the law at the expense of the State
in futuro	in the future

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in limine	on the threshold; at the outset
in loco parentis	in the place of a parent
in peri materia	in an analogous case
in perpetuum	for ever
in personam	an act done against or with reference to a specific person; an action seeking damages
in pleno	in full
in puris naturalibus	stark naked
in re	in the matter of
in rem	an act, proceeding or right available against the world at large, as opposed to *in personam*. A right of property is a right *in rem*
in situ	in its original situation
in terrorem	by way of terrifying; a condition in a will or gift which is intended to frighten or intimidate; it is valid
in toto	entirely, wholly
in vacuo	in a vacuum; without object
in vino veritas	in wine there is truth
in vitro	in glass; in a test tube or other laboratory environment
in vivo	in the living organism
infra	below
infra dignitatem infra dig	beneath one's dignity, unbecoming
inops consilii	lacking advice
inter alia	among other things
inter parties	between the parties

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inter se	among themselves
inter vivos	during life; between living persons
intra vires	within the powers
ipse dixit	he himself said it; dogmatic statement resting merely on speaker's authority
ipissima verba	the identical words
ipso facto	by the very fact; thereby
jus authority	law, right;
jus qentium	the law of nations; the law common to all peoples
jus quaesitum tertio	rights on account of third parties
jus tertii	the right of a third person
laches	the equitable doctrine that delay defeats equities, or that equity aids the vigilant and not the indolent (pronounced "lay-chez")
lapsus salami	slip of the pen
lapsus linguae	slip of the tongue
loco citato loc. cit.	at the passage quotes
locum tenens	a person holding the office of another; deputy acting for a doctor, etc
locus in quo	the place in which; scene of event
locus poenitentes	a place (or opportunity) of repentance; power to draw back from bargain before any act to confirm it in law
locus standi	a place of standing; the right to be heard in court or other proceeding
mala fide	bad faith
mandamus	a prerogative writ issued to compel the performance of a duty issuing from the Queen's Bench Division where the

	injured party has a right to have anything done and has no other specific means of compelling its performance. Thus, it is used to compel public officers to perform duties imposed upon them by common law or by statute or to compel inferior courts to proceed in matters within their jurisdiction
mens rea	imprecisely referred to as “guilty mind”. An evil intention or knowledge of the wrongfulness of an act. There is a presumption that it is an essential ingredient in every criminal offence, liable to be displaced either by the words of the statute, or by the subject matter with which it deals. However, in some minor statutory offences the mere intent to do the act forbidden by the statute is sufficient *mens rea.* (actus non facit reum, nisi mens sit rea)
mesne profits	the profits lost to the owner of land by reason of his having been wrongfully dispossessed of his land. (Pronounced “mean profits”)
modus operandi	way a thing operates
mutatis mutandis	with the necessary changes in points of detail
nihil ad rem	irrelevant; nothing to the point
nisi	a decree, order, rule, declaration or other adjudication of a court is said to be made nisi when it is not to take effect unless the person affected by it fails to show cause against it within a certain time, that is, unless he appears before the court and gives some reason why it should not take effect
nisi prius	unless before; historically, when a civil trial was ordered to be heard at Westminster “unless before that day” the justices of Assize came into the county. Used locally to denote civil causes
nolens volens	willy-nilly; perforce; whether willing or unwilling
nolle prosequi	to be unwilling to prosecute; stay of proceedings entered by leave of the Attorney General at any time before judgment
non compos mentis	not of sound mind or understanding
non constat	it does not follow
non est factum	it is not his deed
non sequitur	it does not follow

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noscitur a sociis	the meaning of a word can be gathered from the words of the context
nota bene, N.B.	mark well; take notice
novus actus interveniens	a new act intervening; the intervention of human activity between the defendant's act and its consequences
nudum pactum	a nude contract; an agreement made without consideration and upon which unless it be under seal no action will lie
nunc pro tunc	now for then; the antedating of proceedings by order of the court
obiter dictum	a saying by the way; an observation by a judge on a legal question suggested by a case before him, but not arising in such a manner as to require decision. It is therefore not binding as a precedent. (obiter dicta. plural)
Offenlegenschrift	a patent (German) (Aislegeschrift)
onmia praesumuntur rite et solemniter esse acta	all acts are presumed correctly and duly done.
onus probandi	the burden of proof
oratio directa, oratio recta	direct speech
oratio obliqua	indirect speech
pace	with respect; with deference
pares	peers; equals
pari passu	with equal step; equally; without preference
particeps criminis	a partner in crime
particeps fraudis	a partner in fraud
pendente lite	whilst litigation is pending
per capita	by number of individuals; division of intestate's property divided amongst all entitled in equal shares

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per contra	on the other side
per curiam, per cur.	by the court
per incuriam	through want of care; a decision of the court is not a binding precedent if given per incuriam, i.e. without the court's attention having been drawn to the relevant authorities or statutes
per minas	by menaces
per se	by itself; taken alone
per stirpes	by stock or branches; distribution of intestate's property divided amongst those entitled to it according to the number of stocks of descent
persona grata persona non grata	a person who is acceptable to those to whom he is sent a person who is not acceptable to those to whom he is sent
post hoc, propter hoc	after this; therefore on account of this
prima facie	of first appearance. A prima facie case is one in which there is some evidence in support of the charge or allegation made in it, which will stand unless displaced
primus inter pares	first among equals
pro bono publico	for the public good
pro rata	in proportion
pro tanto	for so much; to that extent
pro tempore pro tem	for the time being
profits a prendre	rights of asking the produce or part of the soil from the land of another person, e.g. rights of common, of pasture, of vesture and herbage
puisne judge	a judge of the High Court other than the Lord Chancellor, Lord Chief Justice or President of the Family Division
pur autre vie	for the life of another

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quantum meruit	as much as he has earned. Where one person has expressly or impliedly requested another to render him a service without specifying any remuneration but the circumstances of the request imply that the service is to be paid for, there is implied a promise to pay *quantum meruit*, i.e. so much as the party doing the service deserves
quaere	inquire; a question of query
quia timet	because he fears; of an injunction to prevent some threatened action
quid pro quo	something given or taken as equivalent for another
quod erat demonstrandum Q.E.D.	which was to be proved or demonstrated.
ratio decidendi	the reason or ground of a judicial decision. It is the ratio decidendi of a case which makes the decision a binding precedent for the future
re	in the matter of
reductio ad absurdum	proof of falsity by showing absurd logical consequence
res qestae	the facts surrounding or accompanying a transaction which is the subject of legal proceedings; or all facts so connected with a fact in issue as to introduce it, explain its nature, or form in connection with one continuous transaction
res ipsa loquitur	the thing speaks for itself; no proof is required beyond the accident itself
res judicata	having once been litigated and decided it cannot be raised again
res judicata pro veritate accipitur	a thing adjudicated is received as the truth
respondeat superior	let the principal answer; where the relationship of master and servant exists, the master is liable for the acts of the servant committed in the course of his employment
restitutio in inteqrum	restoration to the original position
scire facias	a writ to show cause why court should not execute judgment, or why a patent should not be repealed

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scilicet	that is to say; to wit
seise, seize	put in possession (of facts, etc)
seisin	possession (of a freehold estate)
semble	it appears; used in judgments and textbooks to introduce a proposition of law which is not intended to be stated too definitely, as there may be doubt about it
seriatim	point by point; in order
sine die	without a day being fixed
sine qua non	an indispensable condition or qualification
sorites, fallacy of	old form of disputation: "How many angels can dance on the head of a pin?"
stare decisis	principle of English law by which precedents are authoritative and binding and must be followed
status quo	the existing state of things at any given date
sub judice	under judicial consideration (and not to be commented on)
subpoena	a writ issued in an action or suit requiring the person to whom it is directed to be present at a specified place and time, and for a specified purpose under a penalty. The kinds in use are: (1) the subpoena ad testificandum, used for the purpose of compelling a witness to attend and given evidence, either in court or before an examiner or referee; (2) the subpoena duces tecum, used to compel a witness to attend in court or before an examiner or referee to give evidence and also bring with him certain documents in his possession specified in the subpoena.
suggestio falsi	an active misrepresentation as opposed *suppressio veri*, or passive misrepresentation
sui generis	of its own kind; the only one of its kind
sui juris	one of full legal capacity, i.e. not a minor or subject to other disability
suppressio veri	suppression of the truth; misrepresentation. (see suggestio falsi

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supra	above
timeo Danaos et done ferentes	I fear the Greeks even when bringing gifts
uberrima fides, uberrimae fidei	of the utmost good faith. A contract is said to be *uberrima fides* when the promise is bound to communicate to the promisor every fact and circumstance which may influence him in deciding to enter into the contract or not. Contracts of insurance of every kind are in this class
ubi jus ibi remedium	where there is a right there is a remedy
ubi remedium ibi jus	where there is a remedy there is a right
ultra vires	beyond the power; in excess of the authority conferred by law and therefore invalid
uno flatu	with the same breath and the same intent
verbum sapienti sat est, verb.sap.	a word to the wise is enough; absence of need for further explicit statement
vice versa	the other way round
vide	see
videlicet, viz.	namely; that is to say. The "z" is merely the old contraction for "et" in *videlicet*
viva voce	by the living voice; by oral testimony
volenti non fit injuria	that to which a man consents cannot be considered an injury

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APPENDIX J – Medical terminology

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MEDICAL TERMINOLOGY

ROOTS	MEANINGS	EXAMPLES
Prefixes		
ab-	away from	abnormal; abrasive; abreaction
ad-	toward	addiction; adductor (a muscle which draws towards the midline of the body or to a common centre)
an-	negative; lack of	anaemia (deficiency of red blood cells, haemoglobin, or both)
ante-	before; proceeding	antepartum (before labour)
anti-	against	antibiotic (substance produced by a living organism which fights other organisms, especially bacteria)
bi-	twice	bifocal; bicuspid; bilateral
dys-	difficult; abnormal	dysentery; dyslexia; dysphagia (difficulty in swallowing)
endo-	within	endocardium (lining of the heart); endoscope
epi-	upon; above	epidermis (outer layer of the skin)
ex-	outside or outer	exhale; exfoliation
hyper-	excessive; above	hypertension; hyperglycaemia
hypo-	deficiency; beneath	hypotension; hypodermic (under the skin)
neo-	new; newly formed	neoplasm (new and abnormal growth); neonate
pan-	all; entire	panacea (cure-all)
peri-	around; enclosing	pericardial (around the heart); perinatal (before, including and after the birth)
post-	after; behind	postpartum (after childbirth)

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re-	back again	regurgitate; recrudescence
syn-	union; fusion	syndrome; synostosis (joining of two adjacent bones by ossification)

Suffixes

-ad	toward	cephalad (towards the head);
-algia	suffering; pain	neuralgia (pain along the course of a nerve)
-cide	causing death	bactericide (kills bacteria)
-cyte	cell	leucocyte (white blood cell)
-ectasis	dilation of; increase in size of	bronchiectasis
-emia	blood	uraemia (condition associated with retention in blood of substances normally excreted by the kidney)
-ectomy	removal of	appendectomy (US spelling) appendicectomy (UK spelling)
-gen	produce	antigen (substance which causes production of antibodies)
-gram	tracing; mark	electrocardiogram (ECG) (recording of the electrical activity of the heart on a moving paper strip)
-graph	instrument	electrocardiograph
-ia, -iasis	disease of, condition	pneumonia; psoriasis
-itis -logy	inflammation of study of	appendicitis; laryngitis psychology; biology
-lysis	separation into constituent parts	hydrolysis
-mania	mental disorder	kleptomania (pathologically strong impulse to steal)

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-meter	instrument for measuring	thermometer; sphygmomanometer (for measuring blood pressure in arteries)
-oid	like; resembling	spheroid
-oma	tumour	hepatoma (of the liver); lymphoma (of the lymph nodes)
-osis	diseased condition	nephrosis (of the kidney)
-pathy	disease; therapy	myopathy (any disease of a muscle); osteopathy (by manipulation)
-phagia	swallowing; eating	aerophagia (swallowing of air)
-phobia	excessive fear of	hydrophobia (of water); claustrophobia
-plasty	repair of	rhinoplasty (surgical repair of the nose)
-rhage	flow	haemorrhage
-rheoa	flow; discharge	diarrhoea; amenorrhoea
-scope	looking into	otoscope (device for examining ear); stethoscope
-spasm	tightening	angiospasm (of a blood vessel)
-stomy	making an opening into	colostomy (into the colon or large intestine)
-tomy	cut into	craniotomy; episiotomy

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APPENDIX K

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NOTES ON TRANSCRIPTS IN CRIMINAL PROCEEDINGS

Pages 2 to 7 of Appendix A are sample transcripts of criminal proceedings.

Ensure that the judge's title is correct. For example:

- High Court judges are referred to as "Mr/Mrs/Justice..."

both in the heading and in the transcript;

- Circuit Judges are referred to as "His/Her Honour Judge..."

in the heading, and as "Judge ..." in the transcript;

- Recorders as "Mr/Miss Recorder..."

in the heading and as "The Recorder" in the transcript; and

- Assistant Recorders as "The Assistant Recorder".

Include the names of all defendants in the proceedings in the order in which they appear upon the indictment, and not just the defendant appealing.

Use the title "The Clerk of the Court" for those acting in this capacity in the Crown Court. Do not abbreviate to "The Clerk".

When a defendant is speaking, use the title "THE DEFENDANT". In cases where there is more than one defendant use the form, "The Defendant Brown"; when defendants with the same surname appear use the form "The Defendant J Brown". Do not abbreviate the form "THE DEFENDANT" to "THE DEFT".

The charge to the jury must be transcribed as a point could possibly arise on the form in which it is put to the jury or its content.

Be careful to note if a witness is sworn, affirmed or, for instance in the case of a child, is not sworn at all. Include any discussion with regard to this and instead of "sworn" put "called".

In the course of evidence, when counsel is addressing anyone other than the witness, put: "MR JONES" and not: "Q".

The summing-up is typed in either double or one and a half line spacing, as should be any further direction given by the judge if the jury come back for further instructions. This also applies to sentencing remarks.

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The times that the jury retire to consider their verdict and return into court must be carefully noted and transcribed. If they withdrew before a submission was made, it is sufficient to note the fact that they withdrew and when they returned.

Traditionally, closing speeches by counsel to the jury were not taken unless the defendant offered no evidence. However, it has now become common for these to be taken down.

Many of the same principles apply as between civil and criminal transcripts. Civil matters are heard in the county courts up and down the country.

All judgments taken in civil matters, the Court of Appeal (Civil Division), Court of Appeal (Criminal Division) and the High Court are submitted to the judge for revision. Transcripts submitted should be well-punctuated and paragraphed, with false starts, lapses of grammar or syntax dealt with. All quotations from documents or authorities should be checked where possible. Any query as to a word used or the meaning not being clear may be indicated to the judge by the use of a question mark in brackets - (?) - or a short note attached to the judgment. The status of the judgment should be indicated on the front page, i.e., draft for approval, and on return and when the amendments have been incorporated the fact that it is approved. It is also necessary to indicate if the matter was heard in chambers or in private. The returned draft with the judge's amendments should never be supplied to the client.

The judge's permission is necessary to supply a transcript of judgment or proceedings that took place in chambers.

The same principles as in a criminal case apply to taking and transcribing evidence. A slightly greater editorial licence is allowed to the court reporter when transcribing evidence of professional or expert witnesses. When transcribing non-technical evidence - descriptions of accidents or reported speech etc - close adherence to the spoken word is necessary and careful punctuation.

Above all other classes of work it is the duty of the court reporter to reproduce both what was said and the atmosphere in which it was said for the assistance of the Court of Appeal (Criminal Division).

Arraignment. The indictment must be recorded and transcribed exactly. The words of the defendant, any discussion as to alternative charges, etc., must be carefully recorded.

Upon a plea of guilty counsel will proceed to place the facts of the case before the court. Most reporters will edit out domestic remarks such as “Wait a moment” often made by the judge as he is making notes.

Upon a plea of not guilty jurors will be summoned, the defendant given his right of challenge, and the jury sworn and put in charge. It is unnecessary to include the wording of the challenge but any discussion or argument on the exercise or attempted exercise of this right must be recorded and included in a transcript if the whole hearing is ordered.

Counsel will then open the case for the prosecution.

Evidence for the prosecution/defence. The taking down and transcription of evidence in criminal cases must be done in such a way as to convey a faithful impression of what was said and,

as far as possible, how it was said. Careful and intelligent use of punctuation is vital.

If during the evidence (or elsewhere in the proceedings) there is discussion between the judge and counsel of an administrative nature that is not pertinent to the transcript requested, many court reporters will make a short summary of the discussion in brackets. This can be transcribed at a later stage if the court/client decides it is relevant.

From time to time in the course of the giving of evidence in a trial, legal submissions may be made to the judge, usually in the absence of the jury.

Counsel will then make a closing speech to the jury. The trend in recent years is to transcribe these as well.

The judge will then sum the case up to the jury. In transcribing the summing-up, bear in mind the purpose for which the transcript is usually required: it is to inform the judges of the Court of Appeal exactly how the trial judge dealt with the matters of law he put before the jury and how he presented the evidence to them. Care must be taken to preserve the mood and style of the summing-up. If it gave a clear exposition of law and fact, so it must appear in the transcript. If it was a muddled, repetitious delivery, so too must this appear. This is not to say that careful punctuation and paragraphing should not always be employed in an attempt to give form to even a bad example of the latter form of summing-up. Even false starts must be transcribed as this can confuse the jury and/or the defendant.

Most firms would instruct the court reporter to cross out the superfluous “and” with which some judges join every sentence but the court reporter’s power to edit is strictly limited. The reporter must understand and apply punctuation in an intelligible manner in an effort to assist the reader to follow the line of thought of the judge. Where the grammatical form of a sentence is lost by the judge dashes should be used, for example:

“Then we had the defendant’s story about this episode, which you may think was a travesty of – at any rate, it seemed to me to be contrary to all the evidence for the prosecution.”

Occasionally a judge will use a wrong name or description by a slip of the tongue, perhaps using the word “prosecution” when he obviously means “defence”. A useful way to deal with slips of the tongue is to insert “(sic)” following them, drawing the reader’s attention to the slip and indicating that it was an error on the part of the speaker and not on the part of the court reporter. Cases have gone to the Court of Appeal resting on one word in the summing-up and any slip of the tongue or error must be carefully preserved as this may be the ground of appeal.

Unlike the position in a judgment in a civil case, a judge is not permitted to revise a transcript of his summing-up.

At the end of the summing-up the jury will retire. The times of their retirement and return into court must be noted and transcribed. Sometimes a jury will return into court with a question or a request for further assistance. This must always be transcribed and the times of their return and subsequent retirement noted.

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If the verdict is one of guilty, the pattern of a contested trial follows that of the proceedings where the defendant has pleaded guilty. Evidence as to character may be called, usually by prosecuting counsel examining a police officer, although frequently this is just a form handed to the judge. Counsel for the defence will then usually make a speech in mitigation and the judge will then sentence the defendant. The sentencing remarks should be treated in the same careful way as the summing-up.

Regarding anonymised transcripts, occasionally permission is given for parties not directly involved in the case to have a transcript which does not contain the name or any material which might lead to the identification of a complainant, victim, child or young person in contravention of:

- the provisions of Section 4 of the Sexual Offences (Amendment) Act 1976 which provide for anonymity for complainants in rape cases;

- the provisions of the Sexual Offences (Amendment) Act 1992 which provide for anonymity of victims of certain sexual offences, and

- the power of the Court to make an order under Section 39 of the Children and Young Persons Act 1939 preventing the publication of the identity of a child or young person.

In these circumstances, the reporter should seek the guidance of the judge/court clerk and/or reporting firm as to how it should be done.

The date and start and finish times of the part of the proceedings being transcribed now have to be noted on the front page. Times should therefore be recorded as the case proceeds.

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APPENDIX L – Reference material/websites Top of the Document

Please log in to our website and then access the Members Area for a comprehensive list of the reference material and website links in the following categories:

Classifieds
Reference Material
Scoping/Editing
Speed-building
Tech Corner
Transcribing Audio
Useful Websites

BIVR Information

https://bivr.org.uk

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