



Arkansas Board of Certified Court Reporter Examiners

ARBOCCRE

CERTIFICATION EXAMINATION RULES, PROCEDURES, AND STUDY MATERIALS

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Arkansas Board of Certified Court Reporter Examiners
(ARBOCCRE)

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CCR CERTIFICATION EXAMINATION (Written and Dictation)

- ◆ The test for Arkansas Certified Court Reporter (CCR) is comprised of the following:
 - > Written knowledge test consisting of 50 multiple choice questions
 - > Legal Terminology
 - > Word Usage
 - > Spelling
 - > Punctuation
 - > Sections 19 and 22 of the Regulations of the Arkansas Board of Certified Court Reporter Examiners
 - > Rule 3-1(i)(1)(11)Preparation of the Record, Rules of the Supreme Court and Court of Appeals
 - > Sections 19 and 22 and Rule 3-1(i)(1)-(11) may be found on the "Rules and Regulations" tab at www.arcourts.gov/boccre/
 - > Must be passed with a minimum score of 70% accuracy (15 errors allowed)
 - > Dictation skills exam consists of three five-minute dictations:
 - > 180 wpm literary, 95% accuracy (45 errors allowed)
 - > 200 wpm jury charge, 95% accuracy (50 errors allowed)
 - > 225 wpm question and answer, 95% accuracy (56 errors allowed)

NOTE: The percentages addressed herein shall not be subject to modification by implementation of rounding up or down.

REQUIREMENTS TO TEST

- ◆ Applicant must be at least 18 years of age.
- ◆ Applicants must not be a convicted felon.
- ◆ Arkansas residents must submit a **certified** background check from the Arkansas State Police for in-state Applicants.
- ◆ Out-of-state Applicants must submit a **certified** background check from the state of their residence from a governmental agency approved by the Board.

TEST FEES

- ◆ \$ 75 Arkansas resident
- ◆ \$150 out-of-state resident

TEST REGISTRATION

- ◆ Deadlines for each testing schedule may be found on the “Calendar” tab at www.arcourts.gov/boccre/ and the application may be found on the “Certification Information” tab.
- ◆ Workshop and exam schedule may be found on the “Certification Information” tab.

CANCELLATION/REFUND POLICY

- ◆ Should you need to cancel for any reason, you must notify the Board in writing, by mail or email, to Alice C. Cook, Executive Secretary, arboccre@arcourts.gov.
- ◆ If cancellation notice is received five (5) calendar days or more prior to a testing event, the Applicant may receive one (1) non-transferable voucher that is valid for one (1) future testing event. The voucher must be used within one year of the test date for which the voucher was issued.

EXAMINATION READINESS WORKSHOP

- ◆ A workshop will be presented on the Saturday before the Sunday test.
- ◆ **The written exam will be given at the conclusion of the Saturday workshop.**
- ◆ The workshop will include the following:
 - › Discussion and practice of proper dictation techniques, audibility, transcription, proofreading, policies and procedures, grading, review and practice of downloading techniques, and a dictation practice and minimock test session.
 - › Items needed for workshop:
 - Mask or steno machine
 - Dictation recording equipment
 - Flash drive for practice purposes (will be provided)
 - › The mini mock test will be graded by you and you will be allowed to review it with a test proctor.
 - › Written knowledge test information presented by an English/grammar teacher (1-2 hours in length)

REGISTRATION AT EXAMINATION SITE

- ◆ Do not enter the examination room prior to registration.
- ◆ Applicant must furnish driver's license for ID verification.
- ◆ Applicant will be assigned a number. All exam materials, including envelopes, flash drives, and paper notes must be marked with Applicant's assigned number.
- ◆ After the transcription is started, no one is allowed to leave the testing room without a test proctor.

LIST OF ITEMS YOU ARE ALLOWED TO BRING INTO TEST ROOM

- ◆ Printer
- ◆ Paper
- ◆ Pencil
- ◆ Voice silencer (mask)
- ◆ Digital recording equipment (e.g. digital recorder, realtime dictation software/ computer, etc.)
- ◆ Transcription equipment (e.g. computer, transcription software, foot pedal, headphones, realtime dictation software, computer-aided transcription software)
- ◆ Stenotype Machine
- ◆ Merriam-Webster's Collegiate Dictionary
- ◆ Morson's English Guide
- ◆ Gregg's Reference Manual
- ◆ Snacks and drinks

GENERAL INFORMATION

- ◆ Flash drive(s) will be provided by test proctor.
- ◆ Upon entering the test room, choose or locate your seat and begin setup of your dictation/steno equipment only. All other equipment, including transcribing equipment, cell phones, and other electronic equipment, must be turned off and left in closed briefcases or handbags and placed in the area designated by the test proctor for storage of personal belongings. No items may be left around or under the desks. All aisles must be kept clear. The sound of a cell phone during the test process shall result in disqualification.

- ◆ During the audio portion of the test, should a common disturbance occur such as a book falling, a door slamming, etc., you should continue your dictation. If such a disturbance occurs, the person who misses the fewest words will set the standard, and everyone will be credited with that number of words.
- ◆ Applicant shall not leave the exam site with a copy of the exam in any form, electronic or otherwise, and a representative of the Board will watch the deletion of the exam from all equipment, including all backup files created by your CAT software.
- ◆ Transcripts will no longer be printed at test site but may be printed for proofreading purposes only.
- ◆ Test results will be emailed to the Applicant.
- ◆ The Applicant who successfully passes the certification test will be required to attend an orientation class for new reporters. The date, time, and place will be included in the notification of test results to Applicant.

TRANSCRIPTION INFORMATION

- ◆ A total of 3-3/4 hours are allowed for transcription of three segments with 1-1/4 hour (75 minutes) allowed per segment. Following transcription, ten minutes will be allowed for downloading the segment to flash drive and submitting it to the test proctor. Time will be allotted as follows:
 - > 1-1/4 hour, transcribe one segment; ten minutes, download and submit one segment
 - > 1-1/4 hour, transcribe second segment; ten minutes, download and submit second segment
 - > 1-1/4 hour, transcribe third segment; ten minutes, download and submit third segment
- ◆ All Applicants must cease transcribing a segment at the 1-1/4 hour mark and submit, or be in line to submit, that segment ten minutes later. Only one segment may be transcribed per time period, and Applicants may not begin transcribing another segment until the announcement to begin is made.
- ◆ Applicants taking only one segment will leave following the first 1-1/4 hour transcription session and ten minute turn-in time. This same procedure will be followed for those completing either two or three segments. No one may pack and leave during a transcribing segment. All equipment deletions and departures must take place during the break between segments.
- ◆ Test segments may be transcribed and submitted in any order, one segment per

timed session.

- ◆ Each submission must contain the transcript of only one segment. Any additional words from another segment or practice session contained in the transcript will be considered errors.

FORMATTING REQUIREMENTS

- ◆ You must format and produce your test transcript(s) following Arkansas Supreme Court and Court of Appeals Rule 3-1, Sections i (1) – (12) as follows:
 - (i) Clerk's record and reporter's transcript-paper size and preparation.* The transcript must be prepared in plain typewriting or computer word processor printing of the first impression, not copies, on 8 ½" x 11" paper. All transcripts shall be prepared by certified court reporters and comport with the following rules:
 - (1) No fewer than 25 typed lines on standard 8 ½" x 11" paper.
 - (2) No fewer than 9 or 10 characters to the typed inch;
 - (3) Left-hand margins to be set at no more than 1 ¾";
 - (4) Right-hand margins to be set at no more than 3/8";
 - (5) Each question and answer to begin on a separate line;
 - (6) Each question and answer to begin at the left-hand margin with no more than 5 spaces from the "Q" and "A" to the text;
 - (7) Carry-over "Q" and "A" lines to begin at the left-hand margin;
 - (8) Colloquy material, quoted material, parentheticals, and exhibit markings to begin no more than 15 spaces from the left-hand margin with carry-over lines to begin no more than 10 spaces from the left-hand margin;
 - (9) All transcripts to be prepared in upper/lower case as appropriate;
 - (10) All transcripts shall be prepared on only one side of the paper, not front and back;
 - (11) All transcripts of depositions shall comply with these Rules.
- ◆ Additional formatting requirements are as follows:
 - › A one-line header is required on every page. The header must contain your test identification number, and the name of the test.
 - › Page numbers must be inserted in a footer at the bottom right-hand corner of each page.
- ◆ A separate flash drive is required for the transcript of each test segment submitted. Complete audio or machine shorthand notes are required to support the transcript of each test segment submitted. The audio or machine shorthand notes should be submitted as one file. Audio files or machine shorthand notes may be saved to any one of your flash drives. Please clearly indicate which file(s) are contained on each flash drive.

- ◆ Your test identification number **MUST** appear on all materials submitted to the test proctor.

YOUR NAME MUST NOT APPEAR ON ANY TEST MATERIALS PLACED IN YOUR TEST PACKET. IF YOUR NAME APPEARS ON ANY MATERIALS PLACED IN THE TEST PACKET, IT WILL RESULT IN DISQUALIFICATION AND YOUR TEST(S) WILL NOT BE GRADED.

- › Participant's transcripts **must** be downloaded to the flash drive(s) provided to you. Audio files **must** be formatted so that they will open in Windows Media Player.
- › Machine shorthand notes **must** be printed or provided as a PDF file.
- › Text files **must** be formatted so that they will open in Word (preferred), WordPerfect, Adobe Acrobat Reader, or the equivalent thereof. Please check file extensions to assure compliance with this rule.

NOTE: You are encouraged to save your transcript to your computer's hard drive and not solely to your flash drive. Should a malfunction occur during the download process and you have not saved to the hard drive, you may lose your transcript.

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA

- ◆ Printed transcripts will not be accepted by test proctor. However, you may print a hard copy for your proofreading purposes only.
- ◆ Test materials must be submitted on a flash drive in one of the formats listed above. **SD cards and compact flash cards are not allowable media.** Only flash drives will be accepted, and all test materials submitted in other formats or on other media will be disqualified.
- ◆ All segments must be supported by a submitted audio file or machine shorthand notes. Any test segment not supported by a complete audio file or machine shorthand notes will be disqualified.
- ◆ When all test segments are completed, any and all materials used during testing must be submitted to the test proctor. These materials include, but are not limited to: paper transcripts used for proofing, media containing test transcript(s), media containing audio file(s), media containing machine shorthand notes, scratch paper, and/or notes created during the test.

EQUIPMENT CONCERNS AND REMINDERS

- ◆ As an Applicant, you must be completely familiar with all of the equipment you use during the certification test. No technical assistance by test proctors or other Applicants will be allowed. You are required to set up, operate, and put away individual equipment (recording equipment, transcription equipment, computer)

on your own.

- ◆ Technical difficulties experienced during the Dictation Skills Test are the sole responsibility of the Applicant. No technical assistance from the test proctors or other test Applicants is allowed. No refund will be given to Applicants unable to test or properly submit test materials due to technical problems.
- ◆ Since there is only a very brief pause between segments during the dictation portion of the exam, Applicants are encouraged, but not required, to create a single audio file for all test segments. Audio file(s) may be submitted with any

segment. Please indicate which flash drive contains the audio file.

VOICE WRITER INSTRUCTIONS

- ◆ All live microphones must be disabled on laptops and digital recorders. Outside microphones or room recordings of any kind will not be tolerated and are grounds for immediate disqualification.
- ◆ Applicants using digital recording equipment are required to save their voice in a format compatible with Windows Media Player to a flash drive provided to you. Failure to successfully save your voice in a Windows Media Player compatible format will result in disqualification.
- ◆ Voice writers will be monitored for silence and may be disqualified after two warnings.
- ◆ Transcripts not supported by Applicant's voice audio will be disqualified.

MACHINE WRITER INSTRUCTIONS

- ◆ All live microphones must be disabled on laptops and steno machines. Outside microphones or room recordings of any kind will not be tolerated and are grounds for immediate disqualification.
- ◆ If Applicant is using a paperless steno machine, Applicant must have a steno machine or CAT software that allows Applicant to save steno notes to a flash drive.
- ◆ Applicant is required to delete exam notes/memory file from steno machine.
- ◆ Transcripts not supported by Applicant's steno notes will be disqualified.
- ◆ Text files must be formatted so that they will open in Word (preferred), WordPerfect, Adobe Acrobat Reader, or the equivalent thereof. **Please check file extensions to assure compliance with this rule.**

DISQUALIFICATION

Reasons for disqualification include but are not limited to:

- ◆ Outside microphones, room recordings of any kind, and open or concealed recording devices that record anything other than the Applicant's voice will not be tolerated and are grounds for immediate disqualification.
- ◆ Unauthorized departure from the test room will result in disqualification of entire test.

- ◆ Persons not set up and ready to test when doors close will be required to leave the test room and will be disqualified from the test event.
- ◆ Test transcripts or other items in the test envelope that have participant's name will result in disqualification of entire test.
- ◆ Transcripts not supported by participant's voice audio or machine shorthand notes will be disqualified.
- ◆ Text files improperly formatted so that they will not open in Word (preferred), WordPerfect, Adobe Acrobat Reader, or the equivalent thereof will result in disqualification.
- ◆ Audio files that are improperly formatted so they will not open in Windows Media Player will result in disqualification.
- ◆ Machine shorthand notes that are improperly formatted so they will not open in Adobe Acrobat Reader, or the equivalent thereof will result in disqualification.
- ◆ Accessing the internet during any portion of the examination will result in disqualification of entire test.
- ◆ Cell phones and other electronic equipment not completely turned off will result in disqualification of entire test.
- ◆ Disruption by a test Applicant during the audio portion of the examination may result in disqualification of entire test.
- ◆ Transcripts not comporting with guidelines as set out in these instructions may result in disqualification of the segment.

What is an Error?

Grading Guidelines for the Arkansas Court Reporter Certification Exam
 [Adopted March 2017 from the National Verbatim Reporters Association Grading Guidelines]

Automatic Fails:	Allowable errors for exams:		
Name on any test materials	Literary	45	95%
Non-compliance with Supreme Court and Appellate Court Rule 3-1(i)(1)-(11)	Jury Charge	50	95%
	Q & A	56	95%
	Written test	15	70%

NOTE: The percentages addressed herein shall not be subject to modification by implementation of rounding up or down.

The following list of errors should be used as a guideline for correcting exam papers.

(D=professional dictation, W=written in transcript)

	# of Errors
1. Each wrong word.	
(D) He used a key to <u>access</u> the building.	
(W) He used a key to <u>excess</u> the building.	1 error
(D) Did you <u>notice</u> the color of the traffic light?	
(W) Did you <u>see</u> the color of the traffic light?	1 error
2. Each added word.	
(D) Please tell us about <u>your work</u> history.	
(W) Please tell us about <u>your past work</u> history.	1 error

3. Each dropped word.

- (D) The light was green as I approached the intersection.
(W) The light green as I approached the intersection. 1 error
(D) The meeting is scheduled to start at 8 o'clock on Monday.
(W) The meeting is scheduled to start at 8:00 Monday. 1 error

4. Misspelled word.

- (D) I called my doctor yesterday.
(W) I called my docter yesterday. 1 error

(D) It's my party and I'll cry if I want to.
(W) Its my party and I'll cry if I want to. 1 error

(D) The Johnsons will hold their annual picnic.
(W) The Johnson's will hold their annual picnic. 1 error

(D) I am self-employed.
(W) I am self employed. 1 error

5. Each wrong name.

- (D) Mr. Johnson borrowed my car last week.
(W) Mr. Jones borrowed my car last week. 1 error

6. Transposed words.

- (D) I since have been promoted to manager of sales.
(W) I have since been promoted to manager of sales. 1 error

NOTE: If words or phrases are transposed from one place in a sentence to another, each misplaced word is an error.

- (D) I checked my luggage and I went for coffee.
(W) I went for coffee and I checked my luggage. 4 errors

7. Each omitted, added, or misplaced Q and A.

- (D) Q Where do you live, Mr. Smith?
(W) Where do you live, Mr. Smith? 1 error
- (D) A Are you asking when I worked there?
Q How long?
(W) A Are you asking when I worked there? How long? 1 error

8. Wrong punctuation.

Improper end of sentence mark.

- (D) I didn't see him prior to the collision.
(W) I didn't see him prior to the collision!
(W) I didn't see him prior to the collision ==
(W) I didn't see him prior to the collision ... 1 error
- (D) How old are you?
(W) How old are you. 1 error

Omission of period or question mark.

- (D) He didn't answer the phone. He didn't hear it ring.
(W) He didn't answer the phone he didn't hear it ring. 1 error

Omission of period required by rules of punctuation.

- (D) The meeting begins at 9 a.m. in Conference Room 101.
(W) The meeting begins at 9 am in Conference Room 101.

Each omitted comma in a date.

- (D) I was born on October 11, 1951, in North Carolina.
(W) I was born on October 11 1951 in North Carolina. 2 errors

Each omitted comma for city and state.

- (D) I have lived in Atlanta, Georgia, since 1985.
(W) I have lived in Atlanta, Georgia since 1985. 1 error
(W) I have lived in Atlanta Georgia since 1985. 2 errors

Each omitted comma in a series.

NOTE: The comma before a conjunction is optional.

- (D) He owned a cat, a dog, three birds, and some fish.
(W) He owned a cat a dog three birds and some fish. 2 errors
(W) He owned a cat, a dog, three birds and some fish. 0 errors

Each omitted comma in a direct address.

- (D) Sir, please state your name and occupation.
(W) Sir please state your name and occupation. 1 error

(D) Tell me, Bob, about your new job.
(W) Tell me, Bob about your new job. 1 error
(W) Tell me Bob about your new job. 2 errors

Each omitted or misused colon in a series or list.

- (D) I like three kinds of music: jazz, blues, and pop.
(W) I like three kinds of music, jazz, blues, and pop. 1 error

(D) Two factors cannot be ignored: the budget and the bottom line.
(W) Two factors cannot be ignored, the budget and the bottom line. 1 error

(D) We considered two things when making the decision:
We looked at age, and we looked at location.
(W) We considered two things when making the decision:
We looked at age, and we looked at location. 1 error

Each inappropriate use of semicolon.

- (D) I don't like him, not at all.
(W) I don't like him; not at all. 1 error

- (D) There are many books on chaos theory, no fewer than 12 since 1988.
- (W) There are many books on chaos theory; no fewer than 12 since 1988. 1 error
- (D) There are three movies in that series, and I have seen them all.
- (W) There are three movies in that series; and I have seen them all. 1 error
- (D) Did you go to his house because you wanted to get your backpack?
- (W) Did you go to his house; because you wanted to get your backpack? 1 error

NOTE: No error will be counted for use of a period between two closely-related sentences not separated by a conjunction.

- (D) Call me tomorrow; I will give you my answer then.
- (W) Call me tomorrow. I will give you my answer then. 0 error
- (D) John is Canadian; however, he lives in the U.S.
- (W) John is Canadian. However, he lives in the U.S. 0 error

9. Each missing space.

- (D) I worked in the paper plant until I retired.
- (W) I worked in thepaper plant until I retired. 1 error

10. Each compound word written as two words and vice versa.

- (D) Mary agreed to pick up the children.
- (W) Mary agreed to pickup the children. 1 error

11. Each omitted capital letter when clearly needed.

- (W) I saw Dr. smith for the first time in October. 1 error
- (W) I moved to Miami, florida. 1 error

12. Each contraction written as two words and vice versa.

- (D) He won't speed down that road again.
(W) He will not speed down that road again. 1 error

13. Incorrect verb tense.

- (D) Do you need additional credits for this CE cycle?
(W) Do you needed additional credits for this CE cycle? 1 error

14. Each plural incorrectly written as singular and vice versa.

- (D) I cashed five checks and then made one deposit.
(W) I cashed five check and then made one deposit. 1 error

15. Each acronym which contains hyphens, or words.

- (D) I missed last month's PTA meeting.
(W) I missed last month's P-T-A meeting. 1 error
(W) I missed last month's P tea A meeting. 1 error

16. Dates must be expressed as numerals.

- (D) My daughter was born July 8, 1980.
(W) My daughter was born July eight, 19 eighty. 2 errors

17. Each wrong or incorrectly rendered number.

- (D) I've lived here since 1996.
(W) I've lived here since 1966. 1 error
- (D) 720
(W) 700 twenty 1 error

The following will **NOT** be counted as errors:

1. Large numbers containing six zeros or more may be written as a combination of words and numerals: **11 million or eleven million**
2. Fractions written as words or numerals: **1/4 or one-fourth**
3. Use of the word “dollars” instead of the \$ symbol: **\$117 or 117 dollars**

NOTE: Omission of the word “dollars” or \$ symbol is 1 error for a dropped word.

4. Use of the word “percent” instead of the % symbol: **30 percent or 30%**

NOTE: Omission of the word “percent” or % symbol is 1 error for a dropped word.

5. In dates, cardinal numbers for ordinal numbers and vice versa: **December 5 or December 5th**
6. Missing hyphens in compound adjectives: **15-page report or 15 page report**
7. Hyphen used at the end of a line to divide a word
8. An extra space where only one space is required: I went to the store for eggs.
9. Misplaced commas except as listed in Guideline No. 8 above (pages 13-15).
10. Punctuation which is part of any other error
11. Spelling of proper names, except that the name must sound similar to the name dictated, must contain the same number of syllables, and must be used consistently throughout the transcript
12. Miss, Mrs., or Ms. used interchangeably, **except** that one form must be used consistently throughout the transcript
13. Time written as **six o'clock or 6:00**

14. Q and A not dictated during two-voice question-and-answer segment, but must appear in the transcript
15. Paragraphing is not required, but is **strongly recommended**

NOTICE TO NEW COURT REPORTER

By per curiam order of the Supreme Court of Arkansas dated September 9, 2004, Section 14 of the Regulations of the Board of Certified Court Reporter Examiners has been revised as follows:

“(g) Each individual successfully passing the certification examination shall, prior to receiving certification from the Board, participate in an orientation session at a time and place set by the Board.”

1. Any Applicant who has successfully passed the certification examination is required to attend an orientation class. There are no exceptions to this regulation. The newly certified court reporter must attend the orientation prior to receiving his/her certification.
2. The Court Reporter Reference Manual is available on the website and will be referred to in the orientation. It is recommended that the new reporter print the manual or have it available to refer to on a device before orientation.
3. The orientation class will include:

A freelance court reporter who will review rules and regulations as well as information and forms pertaining to freelance court reporting.

An official court reporter who will review rules and regulations as well as information and forms pertaining to official reporting in the courtroom.

Continuing education credits will be earned based upon the length of the program.

The Court Reporter Reference Manual contains freelance reporter information and forms; official reporter information and forms; continuing education information; Rules and Regulations for Arkansas court reporters; substitute reporter information and forms; Arkansas Court Reporters Association (ACRA) information, and Maude Parkman Mentor Program information and application. Certification numbers will be provided by the Executive Secretary upon completion of orientation.

STUDY MATERIAL - LEGAL TERMS

a.k.a. (a/k/a): also known as; frequently used in captions

abeyance: estate law - a lapse in succession during which there is no person in whom title is vested

abstract of title: excerpts from the official records containing the essential information to show the chain of title to real estate and the facts of record that bear upon its marketability

ad damnum: the clause of a writ or declaration containing statement of damages claimed

ad hoc: for only the particular case at hand

adjudication: the rendering of a decision; sometimes the decision itself

ad litem: for the purposes of the suit

affirmation: a solemn and formal declaration of asseveration that an affidavit is true, that the witness will tell the truth; being substituted for an oath in certain cases

a fortiori: with greater reason or more convincing force

aliunde: from another source; from outside

allegation: the claim of fact that a party makes in a pleading

allocution: formality of court's inquiry of prisoner as to whether he/she has any legal cause to show why judgment should not be pronounced against him/her on verdict of conviction

amicus curiae: friend of the court; one who volunteers information, with the court's permission, on matters of law

ancillary: auxiliary, supplementary

annotations: the case summaries which follow and construe the statutes printed in the commercially produced statute books; they are not official

answer: the defendant's pleading which responds to the plaintiff's petition or complaint

ante: listed prior in same index or material

appearance: the act of submitting oneself to the court officially, usually by the attorney filing an appearance with the clerk

appellant: the party seeking a change in a lower court's decision or administrative order by an appeal to a higher court

appellate court: the court which hears appeals from the decisions of other courts, as contrasted with a trial court where the cases are litigated initially

arraignment: in criminal law, the formal hearing at which the defendant is called before the judge to plead to the charge

asportation: a carrying away; felonious removal of goods

attachment: a procedure whereby the plaintiff secures a lien against the property of the defendant to satisfy an obligation which may not yet be determined

attorney of record: the attorney whose name appears in the official record as the lawyer representing the party

bail: the process of taking some security to guarantee that an accused person will appear at a hearing or trial

bailiff: the courtroom attendant who maintains order and facilitates the conduct of the trial

best evidence: evidence from the most reliable source; an original as against a copy

bill of sale: an instrument evidencing a transfer of personal property

brief: the document that a lawyer files with the court arguing the law and facts in support of his/her case

burden of proof: the duty that falls upon a party to prove a fact affirmatively

canon: a system of correlated rules or standards

caption: the heading on a pleading, containing name of court, county, parties, and the title of the document

carte blanche: unlimited authority; a free hand

caveat: warning

caveat emptor: let the buyer beware

certiorari: appellate review proceeding examining action of inferior court for further information; a writ of review or inquiry

chambers: a judge's office

change of venue: moving a case from one county to another

chattel: an item of personal property

chattel real: an item of personal property so affixed to the real estate as to be considered a part thereof; a fixture

circumstantial evidence: indirect evidence; evidence from which you can draw a conclusion, but it, itself, does not establish the fact

civil: relating to private rights and remedies sought by suit, distinct from criminal proceedings

class action: an action brought by a group of people having common characteristics from which arises a common legal position such that the court can efficiently and fairly adjudicate in a single proceeding

code: compilation of all existing law in effect under a system of subjects in a particular jurisdiction

collusion: secret cooperation for a fraudulent purpose

common law: law evolving from ancient custom, from judicial decision and casual statutes, as contrasted with a concerted plan of statutory enactments

complainant: the party making complaint, thus instigating prosecution in a legal action

complaint: the first document filed in a lawsuit by the plaintiff setting forth claim or case

condemnation: the taking of private property for public use upon the payment of compensation

consideration: in contract law, value given or received; can be money, services or property, or mutual performances; the factor that makes a contract binding

contempt of court: acts which impede the court; it can be failure to carry out an order, or it can be disrespectful conduct

contingent fee: the lawyer must win to get paid

contumacy: stubborn resistance to authority

corroboration: to strengthen or support with other evidence

corpus delicti: the body of the crime; that is, the physical object upon which the crime was committed

corroboration: that which strengthens or confirms

costs: the expenses of a trial or proceeding which may be charged to one or both of the parties; usually does not include the attorney's fees

count: a distinct statement of plaintiff's cause of action; a complaint or indictment may contain one or more counts

counterclaim: the claim that a defendant may make against a plaintiff in the plaintiff's action against him

countermand: a change or revocation of orders, authority, or instructions previously issued

court of record: court which is required to make a record of and preserve its proceedings

cross-examination: interrogation of a party or a witness by the other side to test knowledge, observation, and credibility

d/b/a: doing business as

damages: the monetary redress which one seeks to recover from another

declaratory judgment: one which simply declares the rights of parties or expresses opinion of the court on a question of law without ordering anything to be done; distinguished from other actions in that it does not seek execution or performance from the defendant or opposing parties

decree: a decision or order of a court, often a dissolution of marriage decree

deed: an instrument effecting a transfer of real estate

defacto: in fact, in deed, actually

default: usually in pleading, a failure to take a required step within a specified time; can result in a default judgment against the one who failed to act

defendant: one against whom the action is brought

deja vu: already seen; the illusion of having previously experienced something actually encountered for the first time

de jure: legitimate; lawful

de minimis: insignificant; minute; frivolous

demurrer: a pleading which says, "I admit, for the purpose of argument, that your claimed facts are true, but those facts do not give you a valid claim against me."

de novo: anew; starting over as though not done before

deposition: taking testimony outside the courtroom before a court reporter with the other side present for purpose of cross-examination; testimony is given under oath and reduced to writing

dictum: in a court's decision, the statement of a rule or principle of law which is not essential to the determination of the issues in a particular case but is used to explain the court's reasoning

digest: a multi-volume collection of abbreviated case summaries arranged by subject matter; a research tool

direct evidence: that offered by eyewitnesses as contrasted to circumstantial evidence from which conclusions are drawn

direct examination: interrogation of one's own party or witnesses

discovery: the pretrial process whereby one side seeks to discover facts known by the other side

dismissal without prejudice: dismissal without trial which permits party to bring another civil action for the same cause unless civil action is otherwise barred

dismissal with prejudice: dismissal without trial which bars the assertion of the same cause of action or claim against the same party

dissent: the opinion of a judge who does not agree with the majority of the court

dissolution: termination; frequently used in “dissolution of marriage”

domicile: the actual place that is home to the person; stronger than residence; you may have several residences simultaneously, but only one domicile

double jeopardy: being prosecuted twice for the same crime

due process: according a person all of the rights and privileges afforded by the law

e.g.: *exempli gratia*; for example

easement: a right of access onto, over, under, or across real property

emancipation: freed of parental control although not yet having reached age of majority

embezzlement: fraudulent use of money entrusted to one’s care

eminent domain: the power to take private property for public use through condemnation proceedings and compensation

en banc: all of the judges of one court sitting together

enjoin: usually to stop a person from doing some act by court order

equity: as used in trial work, means a system of justice for causes of action not governed by specific statutes or law; negligence is a law action; injunction is an equity action

equity: as used in property or contract law, means the interest that person has in property he/she is mortgaging or is buying; the amount remaining over and above the amount of the mortgage thereon or balance due on the purchase price under the contract to buy the same

escrow: held by a third party until an agreed event takes place

estate: the total probate assets of a deceased person

et al.: and others

et seq.: and following

et ux.: and wife

exception: a legal objection to ruling of court

exculpatory: refers to evidence and/or statements which tend to clear, justify, or excuse a defendant from alleged fault or guilt

ex officio: by virtue or because of an office

ex parte: by or for one person, not adversary

ex relatione: upon relation or information; legal proceedings which are instituted by the attorney general (or other proper person) in the name and behalf of the state, but on the information and at the instigation of an individual who has a private interest in the matter, are said to be taken “on the relation” (ex relatione) of such person, who is called the “relator”; such a cause is usually entitled thus: State ex rel. Doe v Roe

extradition: surrender of an alleged criminal by one state to another

fait accompli: an accomplished fact; thing already done

felony: a serious crime established by statute; punishable by imprisonment

fiduciary: a broad term for one who has a trust to perform; trustees, guardians, and agents are all fiduciaries

foreclosure: action to take possession of mortgaged property and to collect for amounts still due and owing thereon when the conditions set forth in the mortgage have not been met

fraud: intentional perversion of truth for purposes of persuading another to part with something of value

garnishee: to take by legal authority

garnishment: action compelling a third party (usually an employer) to pay some of the defendant's money to the plaintiff

grand jury: hears criminal accusations and holds for trial or refuses to indict

guardian: one appointed by the court to be responsible for the person and/or property of another

guardian ad litem: appointed to protect a minor defendant's interest during specific litigation

habeas corpus: writ for the release of a prisoner

headnote: the paragraphed material which precedes the opinion of the court describing the issues in a particular decision

heir: one who inherits the property of another by operation of law rather than by will

hornbook law: those principles of law which are known generally to all and are free from doubt and ambiguity

hostile witness: witness who manifests so much hostility or prejudice under examination in chief that the party who has called witness is allowed to cross-examine him/her; i.e., to treat witness as though he/she had been called by the opposite party

hung jury: one which cannot agree on a verdict

hypothetical question: a question asking an expert witness to assume proven facts and eliciting witness' opinion based on those facts

i.e.: id est; that is

impeachment: destruction of witness' credibility

in camera: in chambers

inchoate: not yet clearly or completely formed or organized

inculpatory: that which tends to incriminate or bring about a criminal conviction

indictment: a formal charge by a grand jury

infra: below, later in this document

injunction: a court order prohibiting some action

in limine: on or at the threshold; at the very beginning; preliminary

in personam: against a person to impose a liability or obligation

in re: in the matter of; concerning

inter alia: among other things

interlineation: amending of pleading or motion by written insertion between words or lines already typed or printed

interlocutory: temporary or intermediate; not final

interrogatories: written questions propounded by one party and served on adversary, who must serve written answers thereto under oath

inter vivos: among the living, done during lifetime

irrelevant: not pertinent; does not relate to the matter at issue

issue: a point of dispute between the parties to a lawsuit

joint tenancy: an ownership of property by two or more persons; when one joint tenant dies, his/her interest passes to the other tenants

judgment: formal decision given by court

judge pro tem: lawyer appointed by judge to sit on bench when regular judge cannot be there

jurat: synonymous with acknowledgment; place on document for signatures to be notarized

lease (noun): a document evidencing the transfer of the use of property for a limited time

lessee: one who leases property from another; tenant

lessor: one who leases property to another; landlord

levy: seizing of property through a court order

levy: imposition of a tax

lex loci: the law of the place

liable: responsible; chargeable with

libel: defamation by writing

lien: a charge against property

lis pendens: a pending lawsuit

litigate: to carry on legal contest by judicial process

Mala fides: with bad faith

mandamus: order of a higher court directing a lower court to take certain action

Miranda Rule Warning: the requirement that a person receive certain warnings relating to privilege against self-incrimination (right to remain silent) and right to the presence and advice of an attorney before any custodial interrogation by law enforcement authorities

misdemeanor: offense not punishable by imprisonment in the penitentiary

mortgagee: one who takes a mortgage (lender)

mortgagor: one who gives a mortgage

movant: applicant for rule or order in court

nisi prius: trial court where tried to jury as distinguished from appellate court

next friend: the equivalent of a guardian, but not appointed as such Usually seen in litigation where next friend brings the action on behalf of a minor

nolle prosequi: (commonly nolle pros) an entry on the record denoting that the plaintiff or prosecutor will proceed no further in action or suit

nolo contendere: I do not contest the claim

non sequitur: fallacy; it does not follow

nunc pro tunc: entered at a time subsequent with retroactive effect

objection: method of directing attention to an error in the course of the trial

open court: when court is in session

ordinance: a municipal statute

parties: the persons actively concerned in the prosecution and defense of a legal proceeding, such as plaintiff and defendant; does not include counsel

pendente lite: while suit is pending

per capita: by the head; all eligible share and share alike

peremptory challenge: excusing a prospective juror without explanation or reason

perjury: false swearing

petitioner: one making written request for relief in court

petit jury: the ordinary jury, distinguished from grand jury

petit mal: a type of epilepsy

plagiarism: theft of literary property

plaintiff: the person or company or corporation or any legal entity named in caption of lawsuit as bringing the action

plea: a pleading in a civil or criminal case

pleading: an instrument used to frame the issues in a lawsuit

poll: after a verdict to examine each juror separately as to concurrence in verdict

power of attorney: written authorization to act as one's agent

prayer: a request that the court will grant relief desired

preliminary hearing: first appearance before a judge, for purpose of determining whether there are grounds for prosecution

preponderance: greater weight, said of evidence

pre-sentence: a study of a defendant made by investigation by probation and parole officer prior to sentencing

prima facie: on the first appearance; a prima facie case is such as will suffice until contradicted and overcome by other evidence

pro hac vice: for this occasion

prohibition: order of a higher court ordering a lower court or official to refrain from taking certain action

pro se: for oneself; in one's own behalf

punitive damages: monetary compensation awarded to plaintiff in a lawsuit in excess of what compensates for property loss, awarded to redress for mental anguish suffered from defendant's misconduct or to punish defendant for wrong and evil actions

putative: commonly accepted or supposed

quash: to set aside as void

quasi judicial: part judicial, of judicial character; often said of administrative agencies

quid pro quo: one equivalent for another

quitclaim: to release or relinquish a claim; releases right or title to another without professing validity of title

rebuttal: state of trial proceedings demonstrating evidence of previous witnesses as untrue; the evidence itself

recidivist: habitual criminal

reciprocal: a mutual shared interest or legal action by each of two judicial areas

recognizance: an obligation entered into in court requiring a performance of an act, such as appearance in court

record: the official proceedings of a trial

redundant: needlessly repetitive

reply: the pleading that responds to an answer

res: literally, the thing; i.e., the trust res is the property held in trust

res gestae: things done; especially the acts and declarations admissible in evidence that form the environment of a litigated issue, considered as exception to hearsay rule

res ipsa loquitur: the thing speaks for itself

res judicata: a thing or point formerly in controversy but now judicially settled

respondent: person against whom relief is asked, who opposes prayer of petition

retainer: the arrangement (or the fee) where a lawyer undertakes to represent a client; usually refers to a continuing arrangement

rigor mortis: rigidity of muscles occurring after death

riparian rights: rights which accrue to owner of land on the banks of waterway

security agreement: a lien on goods or personal property to secure payment on the purchase price of goods on the installment plan; replaces the old chattel mortgage

separate maintenance: allowance granted to a spouse for support of the spouse and children while living apart from husband/wife

show cause: a direction to appear and present reasons to court why some order or decree should not take effect or be confirmed

sic: Latin for “thus in the original”; exact reproduction

since qua non: the essential element

slander: oral defamation

special judge: one selected from a panel to serve as judge in a particular case

stare decisis: the rule of precedent; that which is decided once will be applied in the future

statute: the written law as enacted by the legislature

statute of limitations: statute specifying a time period within which something must be done or rights will be lost

stipulation: the agreement of counsel as to existence of certain facts or circumstances

sua sponte: of its own will or motion

subpoena: under penalty or pain; order of the court requiring a witness to appear

subpoena duces tecum: an order of the court for a witness to produce documents or records

sui juris: of one’s own right

suo nomine: in one’s own name

summons: a writ of notification requiring the person to appear and defend

support: the sums required of a divorced parent for the support of the children of the marriage

supra: above, earlier in this document

tenants in common: a joint tenancy of two or more people, but when one tenant in common dies his/her interest passes to his/her heirs, etc., not to the other tenants

tenancy by entirety: a joint tenancy between husband and wife; each is considered as owning the whole; when one dies, the other still owns all the property

tort: a civil wrong (as compared to a crime) for which a suit for damages may be brought

transcript: an official report of the proceedings of a trial

trauma: physical or mental injury to a person caused by external violence

trust: the placing of property in one's hands for the benefit of another

U.C.C.: Uniform Commercial Code

ultra vires: outside of the scope of authority to act

unclean hands: one of the equitable maxims embodying the principle that a party seeking equitable relief must not have done any dishonest act in the transaction upon which he/she maintains an action of equity

usury: charging more than the legal rate of interest

vendee: buyer

vendor: seller

venire: an entire panel from which jury is drawn

venue: the place of jurisdiction

viz.: videlicet; namely

voir dire: speak the truth; a preliminary examination to determine competency of witness or juror

wanton: grossly negligent or careless

ward: a person placed in the care of a guardian by court order

warrant: a written order directing the arrest of a person or persons, issued by a court, body, or official having authority to issue warrants of arrest

weight of evidence: a phrase which indicates the relative value of the totality of evidence presented on one side of a judicial dispute, in light of the evidence presented on the other side

whiplash injury: neck injury commonly associated with “rear end” automobile collisions

work product: that work done by an attorney in the process of representing the client which is ordinarily not subject to discovery

writ: court order commanding or authorizing some action

STUDY MATERIAL - WORD USAGE

accede: to agree

exceed: to go beyond limit

accept: to receive willingly

except: other than; to exclude

access: entrance

excess: more than needed

adherence: close attachment; devotion

adherents: supporters of a cause

advice: opinion, suggestion

advise: to offer advice to, to counsel

affect: to influence; emotional response

effect: a result; to cause to happen

aid: to assist

aide: assistant

ail: feel ill

ale: type of beer

aisle: passageway between rows of seats

isle: small island

all ready: prepared

already: by this time

allowed: permitted

aloud: in loud tone, out loud

allude: to refer to indirectly

elude: to avoid

allusion: indirect reference
illusion: erroneous belief perception
elusion: avoidance

alright: informal use of all right
all right: satisfactory; agreeable

altar: elevated structure for religious ceremonies
alter: to adjust or modify

altogether: adverb, meaning all told
all together: all present

ascent: an upward slope
assent: agreement; to agree

awhile: adverb, meaning a short period of time
a while: noun phrase, meaning a period or interval of time

bail: money for release of arrested person
bale: wrapped package

bare: unclothed; to reveal
bear: to carry; an animal

bazaar: marketplace, fair
bizarre: strange

beat: whip, thrash
beet: dark red root vegetable

been: past participle of be
bin: storage container

beer: alcoholic beverage
bier: coffin stand

biannual: occurring twice a year

biennial: occurring once every two years

bloc: a group united for common cause

block: piece of wood, city square; to prevent passage

boar: male swine

boor: crude person

bore: dull, tiresome person; to make a hole

board: a plank of wood

bored: uninterested

born: brought into life

borne: carried

brake: stop

break: smash

breach: to break or violate

breech: part of a gun

breadth: width

breath: air inhaled and exhaled

breathe: to inhale and exhale

buy: purchase

by: next to

cannon: large gun

canon: code of law

canvas: heavy cloth

canvass: to examine or survey

capital: seat of government, uppercase letter of alphabet; very serious; sum of money

capitol: building where legislature meets

cash: ready money

cache: secure place of storage

cede: to surrender

seed: propagative part of plant; to plant

cellar: basement

seller: one who sells

censer: incense container

censor: one who condemns; to examine for objectionable material

censure: reprimand

sensor: a device that responds to stimulus

choir: company of singers

quire: one twentieth of a ream of paper

choose: to select

chose: past tense of choose

chord: tones sounded together

cord: twine, rope, cable

cite: to quote an authority

sight: the ability to see; to look at

site: a place

cloth: fabric

clothe: to cover with clothing

coarse: rough, crude

course: a route, program of instruction

complement: something that completes; makes whole

compliment: expression of praise; to praise

conscience: sense of right and wrong
conscious: aware, capable of thought

consul: government official
council: governing body
counsel: advice, attorney; to advise

core: innermost part
corps: military group, group of persons acting together
corpse: dead body

deprivation: the act of depriving; loss
depravation: moral corruption; perversion

decent: acceptable
descent: downward slope or movement; ancestry
dissent: disagreement; to disagree

desert: arid region; to abandon
dessert: after-dinner course

die: expire; singular of dice
dye: color

discreet: reserved, respectful
discrete: individual, distinct

done: finished; past participle of do
dun: dull brown color; to demand payment

earn: to gain from work
urn: a vase

elicit: to bring out
illicit: illegal, forbidden

emigrate: to leave one region or country to settle in another; emigrate from
immigrate: to settle in a region or country other than one's native area; immigrate to

eminent: distinguished
imminent: about to occur

envelop: to surround
envelope: wrapper

everyday: ordinary
every day: each day

everyone: everybody
every one: each one

exercise: bodily exertion; to use
exorcise: to free from evil spirit

faint: lose consciousness
feint: misleading movement

fair: average; lovely
fare: a charge for transportation

farther: greater distance
further: additional; to promote

flair: style, talent
flare: to flame up; sudden outburst

forego: to go before
forgo: to do without

foreword: preface to book
forward: in front; to send, promote

formally: conventionally, ceremonially
formerly: previously

forth: forward
fourth: number after third

foul: offensive

fowl: types of birds

gate: structure blocking an entrance

gait: rhythm of movement

gorilla: a large primate

guerrilla: a kind of soldier

grate: framework of bars; to annoy

great: large, distinguished

grisly: gruesome

grizzly: species of bear; partly gray

hail: frozen precipitation; to greet enthusiastically

hale: in sound health

hangar: structure for aircraft storage

hanger: a device for hanging clothes

heal: to mend

heel: part of foot

hew: to shape with ax

hue: color

hear: to perceive by ear

here: in this place

heard: past tense of hear

herd: a group of animals

hole: an opening

whole: complete

hoard: to store up

horde: large group

incite: to provoke
insight: ability to discern

its: possessive of it
it's: contraction of it is

lane: narrow roadway
lain: past participle of lie

latches: a fastener
laches: negligence in the observation of duty

later: occurring after
latter: second of two things

lead: heavy metal; front position; to guide
led: past tense of lead

lessen: to make less
lesson: something learned

lesser: smaller
lessor: one who leases

liable: responsible
libel: written defamation

lightening: lessening
lightning: electrical discharge in atmosphere

loath: unwilling, reluctant
loathe: to dislike intensely

loose: slack, not tight
lose: to mislay; opposite of win

mail: postal material; armor
male: masculine

meat: edible flesh
meet: encounter
mete: to deal out

medal: an award
meddle: to interfere
metal: hard substance
mettle: courage, spirit

might: power, force; may
mite: small object or creature

moral: conviction of right or wrong
morale: spirit of enthusiasm or discipline in a group

more: additional
moor: open land

naval: relating to navy or ships
navel: where umbilical cord was attached

no: the opposite of yes
know: to be certain

pail: bucket
pale: light in color, pallid

pair: two matched items
pare: to peel
pear: fruit

palate: roof of the mouth
palette: board for mixing artist's paints
pallet: platform for freight; mattress

passed: past tense of pass
past: after; a time gone by

patience: forbearance
patients: persons under medical care

peace: the absence of war
piece: a portion of something

peak: high point, pinnacle
peek: quick look
pique: resentment

peal: to ring out
peel: skin of fruit

pedal: foot lever
peddle: sell
petal: part of flower

peer: to look intently; a person of equal status
pier: platform extending from shore over water

personal: private
personnel: employees

phase: a stage or period
faze: to disturb

plain: clear
plane: airborne vehicle; carpenter's tool

plaintiff: complaining party in litigation
plaintive: sorrowful, melancholy

populace: population
populous: containing many inhabitants

pole: long, rounded piece of wood
poll: voting place; to question in survey

pore: tiny opening in skin; to read or study intently
pour: to stream or flow

precede: to come before in time

proceed: go forward, continue

precedence: priority of importance

precedents: prior in time, arrangement, or significance

prescribe: to lay down a rule, dictate

proscribe: to condemn or forbid as harmful or unlawful

presence: the state of being at hand

presents: gifts

principal: most important; sum of money; head of school

principle: a basic truth or law; rule or standard

prophecy: a prediction

prophesy: to predict

putative: commonly accepted or supposed

punitive: inflicting or aiming at punishment

query: question, inquiry

quarry: stone excavation, prey

rail: horizontal bar

rale: rattling breath sound

rain: precipitation

reign: to rule

rein: a strap for controlling an animal

raise: to build up

raze: to tear down

rational: sane, logical

rationale: explanation or reason

real: actual

reel: a spool; to wind

regimen: a systemic plan; regular course of action

regiment: a military unit

respectfully: with regard or deference

respectively: in the order designated

right: correct

rite: a religious ceremony

write: to form letters, compose

road: a surface for driving

rode: past tense of ride

role: function, capacity; part played by actor

roll: a list; to rotate

rote: memorizing process

wrote: past tense of write

sail: fabric for propelling ship; to move effortlessly

sale: the act of selling

sane: of sound mind

seine: fishing net

scene: where an action occurs

seen: past participle of see

shear: to cut

sheer: steep; transparent; to turn aside

sleight: clever trick

slight: to treat thoughtlessly

sometime: at a time in the future

some time: an unspecified time

stalk: stem of plant; to track

stock: a supply of merchandise; corporate shares

stationary: unmoving
stationery: writing paper

steal: take property
steel: hard metal

straight: unbending
strait: a water passageway

taught: past tense of teach
taut: tight

tense: nerve-racking
tents: portable shelters

tensile: of or relating to tension
tinsel: threads, strips of plastics or metals used to produce sparkling appearance in fabrics, yarns, or decorations

their: possessive of they
there: opposite of here
they're: contraction of they are

throe: spasm of pain
throw: to toss

timber: trees; wood
timbre: distinctive tone

to: toward
too: also
two: number following one

treaties: contracts, formal agreements
treatise: written account

troop: group of people
troupe: theatrical company

trooper: a state police officer
trouper: a member of a troupe; actor

trustee: legal administrator
trusty: dependable; trustworthy

waist: the middle of the body
waste: discarded material

wait: postpone
weight: measure of heaviness

waive: to relinquish voluntarily
wave: hand gesture; ridge of water

want: desire
wont: apt, likely

weak: not strong
week: Sunday through Saturday

weather: state of the atmosphere
whether: used to introduce alternative possibilities

which: one of a group
witch: a sorcerer

who's: contraction of who is
whose: possessive of who

wreak: to inflict punishment
wreck: to destroy

yoke: type of harness
yolk: center of egg

your: possessive of you
you're: contraction of you are
yore: time long past

**STUDY MATERIAL - COMMONLY
MISPELLED WORDS**

abeyance
absence
absorption
abundance
accentuate
acceptable
accessible
accidentally
accommodate
accuracy
accustomed
achieve
acknowledge
acquaintance
acquiesce
acquire
across
actually
address
admission
adolescent
adsorption
advice
advising
aesthetic
against
aggravate
aggressive
all right
all together
almost
altercation

although
altogether
altruistic
amateur
analysis
analyze
angel
annihilate
annual
answer
apology
apparent
appearance
appetite
appreciate
appropriate
approximately
apropos
argument
arrest
ascend
assassinate
assistance
associate
atheist
athlete
attendance
attorneys' eyes only
audience
auxiliary
average
bargain
basically
beginning
belief

believe
beneficial
benefited
boundary
breath
breathe
Britain
bureaucracy
burial
business
calculator
calendar
carrying
category
cede
cemetery
certain
changeable
changing
characteristic
chief
chocolate
choose
climbed
coarse
column
coming
commercial
commitment
committed
committee
competent
competition
complement
compliment

conceit
conceive
concentrate
concert
condemn
conquer
conscience
conscientious
conscious
consistency
consistent
continuous
controlled
controversial
convenience
convenient
coolly
council
counsel
course
courteous
criticism
criticize
crowd
cruelty
curiosity
deceive
deception
decide
decision
definitely
defuse
degree
dependent
descend

descendant
describe
description
desirable
despair
desperate
destroy
determine
detrimental
develop
device
devise
dictionary
difference
diffident
diffuse
dilemma
dining
diphtheria
disagree
disappear
disappoint
disapprove
disastrous
disburse
discipline
discriminate
discussion
disease
disparage
disparate
dispel
disperse
dissatisfied
distinction

divide
divine
division
doctor
drawer
drunkenness
easily
ecstasy
efficiency
efficient
eighth
either
eligible
embarrass
emphasize
empty
enemy
entirely
environment
epicurean
equipped
especially
essential
etiology
every
exaggerate
exceed
excellent
excoriate
exercise
exhaust
existence
expense
experience
experiment

explanation
extremely
familiar
fascinate
favorite
February
finally
financially
forcibly
foreign
foresee
foreword
fortuitous
forty
forward
friend
frightening
fulfill
gauge
generally
government
grammar
gratuitous
grief
guarantee
guard
guidance
happily
harass
height
heroes
hideous
humorous
hungry
hurriedly

hurrying
hypocrisy
hypocrite
ideally
ideology
illogical
imaginary
imagine
imitation
immediately
immigrant
implacable
incidentally
incredible
independence
independent
indigenous
indispensable
individually
inevitably
influential
initiate
innocuous
inoculate
insidious
insistent
integrate
intelligence
interest
interference
interpret
iridescent
irrelevant
irresistible
irritable

island
jealousy
judgment
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lenient
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morale

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necessary
neighbor
neither
nickel
niece
ninety
ninth
noticeable
nuclear
nuisance
numerous
obstacle
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occasionally
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occurrence
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omission
omit
omitted
onerous
opponent
opportunity
opposite
ordinarily
originally
paid
panacea
panicky
paralleled

particularly
pastime
peaceable
peculiar
pedal
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perception
performance
permanent
permissible
persevere
persistence
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poison
politician
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practically
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prairie
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preferred
prejudice
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realize
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rebel
recede
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recognize
recommend
reference
referred
relief
relieve
religious
remembrance

reminisce
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repetition
representative
resemblance
resistance
restaurant
rhythm
ridiculous
roommate
sacrifice
sacrilegious
safety
satellite
scarcity
schedule
science
secretary
segue
seize
separate
sergeant
several
shear
sheer
sheriff
shining
shoulder
significance
similar
sincerely
sophomore
source
speak
speech

sponsor
stopping
strategy
strength
strenuous
stretch
strict
studying
succeed
successful
sufficient
summary
superintendent
supersede
suppress
surely
surprise
suspicious
technical
technique
temperature
tendency
than
then
thorough
though
throughout
together
tomorrow
tragedy
transferred
truly
twelfth
tyranny
unanimous

unconscious
undoubtedly
unnecessary
until
usually
vacuum
vegetable
vengeance
veracity
vicious
villain
visible
voracity
weather
Wednesday
weird
wherever
whether
wholly
woman
women
workers' compensation
writing