

	Punctuation Practice: Writing commas in dictation
Q	Ma'am, will you state your name, please?
A	Yes, sir, I will. My name is Janet Kramer.
Q	Now, ma'am, my name is Albert Lawrence, and I represent the defendant here today. You are familiar with what a deposition is, right?
A	Yes, sir, I think so.
Q	Well, now, do you think you are ready to proceed?
A	Yes, sir, I do.
Q	How long have you worked for Clark Company, the defendant?
A	I have worked for them for five years, I think.
Q	And you worked with Teri Black, the secretary in the front office?
A	Yes, I did.
Q	At the time you worked with Teri, did you come to find out that she had been injured?
A	Yes, sir, I did.
Q	Around the time of her accident, did she tell you what happened?
A	Yes, she did. She told me she had to come in early one morning, and she slipped and fell out in the parking lot.
Q	Did you ask her what happened, or did she mention to you what occurred?
A	Well, I noticed she was limping, and I asked her what had happened.
Q	When you noticed she was limping, was that the day of the accident or at some other time?
A	To my recollection, it was that day.
Q	Did she go to the doctor that day, or did she go at some other time?
A	Well, as best I recall, she was hurting that morning. She tried to work that day, but she got worse as the day went on. She finally went to the doctor at about 2:30, and he told her not to come back to work until Monday.
Q	Is it your understanding, ma'am, that she slipped on the ice in the parking lot?
A	Yes, it is.
Q	Can you tell me, if you know, what the doctor felt was wrong with her at that time?
A	When she fell on the ice, she hit her side. At the time she fell, she thought she had the wind knocked out of her. As the day went on, she realized it was something more serious. The doctor took some x-rays of her chest, and he discovered she had cracked some ribs.
Q	Can you tell me, if you're aware, how long Teri was off work for this accident?
A	I'm guessing now, but I think Wednesday, Thursday, and Friday of that week.
Q	To your recollection, did she miss any other days?
A	I don't think so, no.
Q	When she returned to work on that following Monday, was she still complaining about the pain?
A	Oh, yeah. She complained about it all the time, if I remember correctly.
Q	At that time, and you correct me if I'm wrong, she was still on pain medication, wasn't she?
A	Yes, sir, she was.