



www.ilcrs.com

COURT REPORTING SERVICES

State of Illinois

Briefs and Other Time Savers

GREG WEILAND, CSR, RMR, CRR

FRIDAY, MARCH 22, 2024

Tucking the final r to add the -er ending

▶ Long	=	LOEPBG	Longer	=	LOERPBG
▶ Own	=	OEN	Owner	=	OERPB
▶ Deal	=	DAOEL	Dealer	=	DAOERL
▶ Teach	=	TAOEFP	Teacher	=	TAOEFRP
▶ Lead	=	LAOED	Leader	=	LAOERD
▶ Compute	=	KPAOUT	Computer	=	KPAOURT
▶ Memory	=	MERM	Better	=	BERT
▶ Either	=	AOERTSDZ	Ladder	=	LARD
▶ Father	=	FAER	Mother	=	MOER

Using the initial R for –or/er endings

- ▶ Contract = K-RT Contractor = KR-RT
- ▶ Subcontract = SK-RT Subcontractor = SKR-RT
- ▶ Worker = WRORK



Tucking the final g for adding -ing

- ▶ Let = LET Letting = LEGT
- ▶ Get = GET Getting = TKPWEGT
- ▶ Indicate = KAEUT Indicating = KAEUGT
- ▶ Compute = KPAOUT Computing = KPAOUGT

You don't know

- ▶ You don't know = KPWROPB
- ▶ You don't recall = KPWRORL
- ▶ You don't remember = KPWRORPL
- ▶ You don't see = KPWROZ
- ▶ You don't say = KPWROS
- ▶ You don't think = KPWROPBG
- ▶ You don't think so = KPWROPBGS
- ▶ You don't = KPWRO*





As you sit here

- ▶ SWUR = as you sit here
- ▶ SWURT = as you sit here today
- ▶ SWEUR = as I sit here
- ▶ SWEURT = as I sit here today
- ▶ SWER = as we sit here
- ▶ SWERT = as we sit here today

Examples of using Z as a wild card

Make sure = MAEUBGZ

Made sure = MAEUBGDZ

Making sure = MA*EUBGDZ

For sure = FORZ

Be sure = BEZ

I am sure = EUPLZ

I'm sure = AOEUPLZ

I'm not sure = AOEUPLTS

Social media

▶ Social media	=	SMAOED
▶ Facebook	=	FAOB
▶ Instagram	=	SGRAM
▶ Twitter	=	TWIRT
▶ Google	=	GAO*G
▶ Microsoft	=	MIRK
▶ Excel	=	KP*EL
▶ Excel spreadsheet	=	KP*ELT
▶ iPhone	=	FO*IN
▶ Cell phone/s	=	SFOEN/S
▶ [DELETESPACE].com	=	DO*M

Message

- ▶ Message/s = MEJ/MEJZ
- ▶ Text message/s = TEJ/TEJZ
- ▶ Voice message = V*EJ
- ▶ Phone message = FEJ
- ▶ Voice mail = VOIM

Similar

- ▶ Similar = SLAR
- ▶ Similarity = SLAERT
- ▶ Dissimilar = ZLAR
- ▶ Dissimilarity = ZLAERT

- ▶ Disingenuous = DIJS

-rry words

- ▶ Worry = WOIR
- ▶ Sorry = SOIR
- ▶ Hurry = HOIR
- ▶ Bury = BOIR
- ▶ Blurry = BLOIR
- ▶ Quarry = QOIR
- ▶ Scurry = SKOIR

-ship words

- ▶ Leadership = LOIP
- ▶ Hardship = HOIP
- ▶ Partnership = POIP
- ▶ Membership = MOIP
- ▶ Fellowship = FOIP
- ▶ Relationship = ROIP
- ▶ Dealership = DOIP
- ▶ Viewership = VOIP
- ▶ Workmanship = WOIP
- ▶ Proprietorship = PROIP
- ▶ Craftmanship = CROIP
- ▶ Friendship = FROIP
- ▶ Championship = CHOIP
- ▶ Township = TOIP
- ▶ Guardianship = GOIP
- ▶ Scholarship = SKLOIP
- ▶ Internship = SBOIP
- ▶ Citizenship = SOIP
- ▶ Companionship = CO*IP
- ▶ -ship = SHP

-ened suffix and -ness suffix

- ▶ -ened = -ND
- ▶ Deepened = DAOEP/ND
- ▶ Weekend = WAOEND
- ▶ Weakened = WAEKND

- ▶ -ness = N-S of -NS
- ▶ Weakness = WAENS
- ▶ Fairness = FAIRNS

-ify words – Part 1

- ▶ Specify/ies/ing/d = SPOIF/SPOIFS/SPOIFG/SPOIFD
- ▶ Specification = SPOIFGS
- ▶ Clarify/ies/ing/d = KLOIF/KLOIFS/KLOIFG/KLOIFD
- ▶ Clarification = KLOIGS
- ▶ Certify/ies/ing/d = SOIF/SOIFS/SOIFG/SOIFD
- ▶ Certification = SOIFGS
- ▶ Verify/ies/ing/d = VOIF/VOIFS/VOIFG/VOIFD
- ▶ Verification = VOIFGS

-ify words – Part 2

- ▶ Modify/ies/ing/d = MOIF/MOIFS/MOIFG/MOIFD
- ▶ Modification = MOIFGS
- ▶ Notify/ies/ing/d = NOIF/NOIFS/NOIFG/NOIFD
- ▶ Notification = NOIFGS
- ▶ Simplify/ies/ing/d = SPLOIF/SPLOIFS/SPLOIFG/SPLOIFD
- ▶ Simplification = SPLOIFGS

-thy words

- ▶ Healthy = HOILT
- ▶ Wealthy = WOILT
- ▶ Worthy = WOIRT
- ▶ Trustworthy = TROIT
- ▶ Lengthy = LOINT
- ▶ Dorothy = DOIRT
- ▶ Stealthy = STOILT
- ▶ Creditworthy = KROIT

Accurate family

- ▶ Accurate = KRAT
- ▶ Accurately = KRALT
- ▶ Accuracy = KRATS
- ▶ Inaccurate = NRAT
- ▶ Inaccurately = NRALT
- ▶ Inaccuracy = NRATS

One way or the other

- ▶ One way or the other = WOERT
- ▶ One way or another = WAORT

In your opinion

- ▶ In your opinion = NURP
- ▶ In my opinion = NAOIRP
- ▶ In his opinion = NIRP
- ▶ In her opinion = NERP

Objections – Take 1

- ▶ Object to form = BORM
- ▶ Object to the form = BORMT
- ▶ Objection to form = BOERM
- ▶ Objection to the form = BOERMT
- ▶ Objection, form = JORM
- ▶ Objection, foundation = JAIGS
- ▶ Objection, relevance = JOLZ
- ▶ Objection, improper hypothetical = JIPT
- ▶ Objection, foundation = JAIGS

Objections – Take 2

Calls for speculation	=	KFGS
Lacks foundation	=	L*F
Hypothetical	=	HAOIPT
Incomplete hypothetical	=	NIPT
Legal conclusion	=	L*E

Aware

- ▶ Aware = WAUR
 - ▶ Aware of = WAUFR
 - ▶ Aware of the = WAUFRT
 - ▶ Aware of that = WAUFRD
 - ▶ Awareness = WAURNS
-
- ▶ Fair to say = F-TS
 - ▶ Is it fair to say = SF-TS

Perspective/Prospective

- ▶ Perspective = SPF
- ▶ Prospective = SPOF

Critical

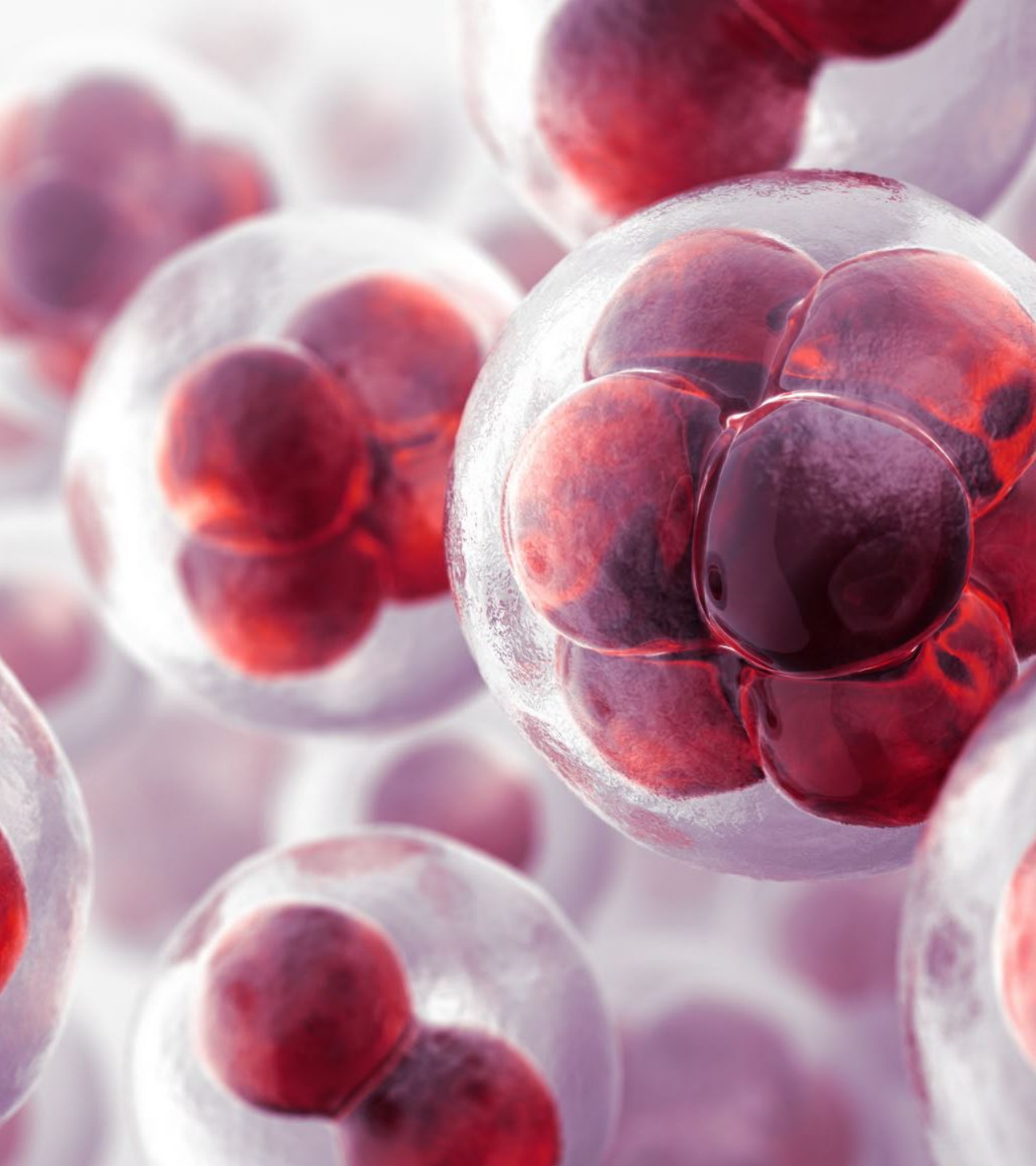
- ▶ Critical = KRIT
- ▶ Criticism = KRIFM
- ▶ Criticality = KRILT
- ▶ Criticalities = KRILTS

Sacrifice

- ▶ Sacrifice = SCRAOIF (all the endings work)
- ▶ Sacrificial = SCRAOIFL
- ▶ Religion = R-J
- ▶ Religions = R-JS
- ▶ Religious = R-JZ

Front of

- ▶ Front of = FROF
- ▶ Front of you = FROUF
- ▶ Front of me = FROUM
- ▶ Front of us = FROUS



Genetics

- ▶ Genetic = JENK
- ▶ Genetics = JENKS
- ▶ DNA = D*N
- ▶ Deoxyribonucleic acid = D*N/D*N
- ▶ Science = SAO*INS
- ▶ Scientific = SFK
- ▶ Health = HELTSDZ
- ▶ Mental health = MELTSDZ

▶ Algorithm/s = GRIFM/GRIFMS

▶ Algorithmic = GRIK

▶ Strategy = STRAT

▶ Strategic = STRAK

Off the top of my head

- ▶ Off the top of my head = FOPD
- ▶ Off the top of my head = FAOIPD
- ▶ Off the top of your head = FURPD

Explicit and implicit

- ▶ Explicit = SPLIFT
- ▶ Explicitly = SPLIFLT
- ▶ Implicit = KBLIFT
- ▶ Implicitly = KBLIFLT

Increase and decrease

- ▶ Increase = KRAOEZ
- ▶ Increases = KRAOESZ
- ▶ Increased = KROAEDZ
- ▶ Increasing = KRAOEGZ
- ▶ Decrease = DRAOEZ
- ▶ Decreases = DRAOESZ
- ▶ Decreased = DRAOEDZ
- ▶ Decreasing = DRAOEGZ

Dispute

- ▶ Dispute = PAOUT
- ▶ Disputes = PAOUTS
- ▶ Disputing = PAOUGT
- ▶ Disputed = PAOUTD

All in the family

- ▶ Mother = MOER
- ▶ Father = FAER
- ▶ Sister = STER
- ▶ Brother = BRO
- ▶ Grandmother = GRAUM
- ▶ Grandfather = GRAUF
- ▶ Boyfriend/s = BOIF/BOIFS
- ▶ Girlfriend/s = GOIF/GOIFS
- ▶ Uncle = UNL

Summary

- ▶ Summary judgment = SMUM
- ▶ Fiduciary = FAOURB
- ▶ Fiduciary duty = FAOURBT
- ▶ Summary = SMAER
- ▶ Summarily = SMAERL

Politics

- ▶ Democrat = DRAT
- ▶ Democrats = DRATS
- ▶ Democracy = DEMZ
- ▶ Republic = PRUB
- ▶ Republican = PRUN
- ▶ Republicans = PRUNS

- ▶ Domestic = DMEFK

Attend

- ▶ Attend = TAET
- ▶ Attends = TAETS
- ▶ Attending = TAEGT
- ▶ Attendant = TA*ET
- ▶ Attendants = TA*ETS
- ▶ Attendance = TAENS

Dropping the A

▶ Adopt	=	DOPT
▶ Adapt	=	DAPT
▶ Away	=	WAU
▶ Acid	=	SID
▶ Attach/es/ingg/ed	=	TAFP/TAFPS/TAFPG/TAFPD
▶ Attachment/s	=	TAFPLT/TAFPLTS
▶ Appropriate/ly	=	PROEPT/PROEPLT
▶ Assess/es/ing/ed	=	SAES/SAESZ/SAEGS/SAES/D
▶ Assessment	=	SAEMT
▶ Analyze	=	NALZ
▶ Analysis	=	NALS
▶ Apology	=	POLG
▶ Apologize	=	POLZ

Instead of coming back for the –er, on some words you can just drop it

- ▶ Gather = GATSDZ
- ▶ Author = AUTSDZ
- ▶ Feather = FETSDZ
- ▶ Heather = HETSDZ
- ▶ Leather = LETSDZ
- ▶ Mother = MOTSDZ
- ▶ Father = FATSDZ

-ist words part 1

- ▶ Consist = K-FT
- ▶ Consists = K-FTS
- ▶ Consisting = K-FGT
- ▶ Consisted = K-FTD
- ▶ Consistent = SKINT
- ▶ Consistency = SKINTS
- ▶ Inconsistent = NINT
- ▶ Inconsistency = NINTS

-ist words Part 2

- ▶ Resist = R-FT
- ▶ Resists = R-FTS
- ▶ Resisting = R-FGT
- ▶ Resisted = R-FTD
- ▶ Resistant = RINT
- ▶ Resistance = RINTS
- ▶ Resistor = R-RFT
- ▶ Resistors = R-RFTS

-ist words Part 3

- ▶ Persist = P-FT
- ▶ Persists = P-FTS
- ▶ Persisting = P-FGT
- ▶ Persisted = P-FTD
- ▶ Persistent = PINT
- ▶ Persistence = PINTS

-ist words Part 4

- ▶ Insist = SN-FT
- ▶ Insists = SN-FTS
- ▶ Insisting = SN-FGT
- ▶ Insisted = SN-FTD
- ▶ Insistent = SNINT
- ▶ Insistence = SNINTS

The Bosses

- ▶ CEO = SKOE
- ▶ COO = SKAO
- ▶ CFO = SKOEF
- ▶ CIO = SKOI

▶ Add the star to write them out

- ▶ Chief executive officer = SKO*E
- ▶ Chief operating officer = SKAO*
- ▶ Chief financial officer = SKO*EF
- ▶ Chief information officer = SKO*I

Do you have a brief for your name?

- ▶ Court reporter = CROERT
- ▶ BRIEF YOUR NAME!
- ▶ Brief the witness' name, the attorneys' names and their law firms, brief the videographer's name, brief the names of the parties

- ▶ Videographer = VAOFR
- ▶ Video = VAO

Number bar

- ▶ Add the U to a number to double it – e.g. 22 = 2U
- ▶ Add E to two numbers to reverse – e.g. 20E = 02

- ▶ Years
- ▶ 2020 = 20U
- ▶ 2021 = 12-Z
- ▶ 2022 = 2-Z
- ▶ 2023 = 23-Z
- ▶ 2024 = 24-Z

Resolving conflicts

Use the regular outline for the most common word

On the less common word,

- ▶ Use the asterisk
- ▶ Drop the vowels
- ▶ Hit the number bar

Bates label

- ▶ Bates label = BL*
- ▶ Bates number = B-*N

- ▶ Underscore = URBGS
- ▶ Comma with no spaces = *RBGS

- ▶ Have a stroke to convert numbers to time

Degrees

- ▶ First degree = 1G
- ▶ First-degree murder = 1GZ
- ▶ Second degree = 2G
- ▶ Second degree murder = 2GZ
- ▶ Third degree = 3G
- ▶ Third degree murder = 3GZ

Free online resources

- ▶ **Facebook**

- ▶ The Brief Exchange
- ▶ Steno Briefs for Court Reporters
- ▶ STENO Briefs
- ▶ A Brief a Day Keeps the Doctor Away

- ▶ **INSTAGRAM**

- ▶ Briefology_for_Court_Reporters
- ▶ Briefly on Briefs
- ▶ Courtreporting_Steno