

**1 :: Can you describe what job has the court reporter to do?**

Generally as a court reporter I will have to prepare the written document of whatever has been spoken in the court.

**2 :: Do you feel that you should know the shorthand?**

Certainly we should know the shorthand. If we will not know the short hand then we will certainly be in lots of problem. No one is going to speak slowly. Hence I will have to write at very great speed. Otherwise I will not be able to write down all the matter. Thus one has to make sure that he or she knows the shorthand. This will be of great help.

**3 :: How helpful is the digital sound recorder?**

This is certainly one of the gadgets which have certainly made it quite easier. Now one can record the conversation and then afterwards write them down in the piece of paper for any further requirement by any official.

**4 :: What is your typing speed?**

This is certainly a kind of a steno job. It will be very harsh from your side if you do not have good typing speed. You certainly need to have good typing speed which may be 25 words per minute to 30 words per minute.

**5 :: Why did you leave your previous job?**

Do not hesitate to answer to these types of questions. You should make sure that you are quite prompt in answering this question. It has nothing to do with your intelligence. However you will have to prove your presence of mind. Only then you will be able to satisfy the recruiter.

**6 :: Suppose something happens to your right hand and you cannot work for one month. What will you do?**

I will certainly submit the medical certificate as I have no other option left. However, I would never like this to happen.

**7 :: Are you looking for any information that you are having trouble finding?**

By asking this question, you are again demonstrating empathy for the reporter's fact-finding challenge and ingratiating yourself with the offer to assist the reporter to do his/her job.

**8 :: Would you like suggestions for settings or photo ideas to accompany your story?**

Settings and photos are often something that reporters think about last and near their deadline. This means that they often use whatever is handy or easiest to use although better options might be available. If you provide this early in the story composition process, you have a greater chance for increased exposure in the story.

**9 :: What visual supports would you like for me to provide you that could accompany your story?**

The modern media has a constant need for all types of visual supports, especially those available electronically and free. If you can provide, maps, illustrations, photographs, charts, graphs, or video footage, you will not only ingratiate yourself to the press, but also increase your chances of being covered in a story.

**10 :: Would you like a list of our other clients or other areas of expertise that I possess that might assist you in the future?**

If you have asked the questions previously listed in this article, you have probably proven your worth to the reporter as an outstanding source. Most reporters would like to have more background information on you or your clients for future reference.

**11 :: Would you like the information that I have just provided you in writing?**

By asking this question, you are helping the reporter and yourself. You're helping the reporter by providing information that is already written and available as documentation for his/her editor. You are helping yourself by greatly improving your chances for both accurate and expanded quotes.

**12 :: Do you need additional documentation on any of the topics we discussed?**

If the reporter believes that he needs supporting documentation for his/her story, make sure that he/she views you as a willing source to provide this information.

**13 :: Do you have all of my contact information in case you think of something else you need at the last minute?**

Reporters like the idea that they can contact their sources anywhere/anytime. Make sure that your press contacts view you as one of accessible sources.