



USE OF SEMI COLON IN TRANSCRIPTION

The semi colon is simpler to use than a comma. It can be used by transcriptionist in two cases.

- You use it to connect two independent clauses together into one sentence
- You can use it in the place of a comma where there are two contrasting phrases within a sentence.



Using Semi Colon To Connect Two **Independent Clauses**

First let us start with what is an independent clause.

Independent clauses are series of words (phrases) that could stand alone as complete sentences.

When you have two otherwise complete sentences that you want to connect to form one long sentence, use a semicolon between them.

For Example:

- God is the creator of all things; plants or animals.
- Layout matters in a website; so do colors.
- Patient suffers from anemia; feet are swollen

You can also add a semi colon when a person is discussing two contrasting values. This is more common in business and academic transcription.

For Example:

- The plus sign in the above equation represents an increase in value; a minus sign represents a decline.
- The sales graph shows increase in online sales; decrease in retail sales.
- Never use a semicolon to connect two complete sentences if there's a conjunction between the clauses (and, but, etc.). In that case, use a comma.

To Serve as a Super-comma

When you have a series of three or more items that normally would be separated by commas except that each individual item already has a comma in it, you use the semicolon between items.

For Example:

- We visited Pago Pago, Western Samoa; Curitiba, Brazil; and St. George, Utah.
- The trio's birthdays are November 10, 1946; December 7, 1947; and October 31, 1950.
- Her favorite players are Steve Young, a quarterback; Jason Buck, a defensive end; and Ty Detmer, another quarterback.